



Urbane Living

Tender No: Rynx/UL001/2024

**Appointment of a Contractor for The Conversion of Tippet Office Building into The Rynx
Residential Building composed of 139 Units**

PROCUREMENT DOCUMENT

March 2024

Issued by:

Urbane Living Pty Ltd

Postnet Suits 316
Private Bag X51
Bryanston
2191

Contact:

Name: Sija Dube

Email address: info@urbaneliving.co.za

Prepared by

Urbane Living Pty Ltd

Postnet Suits 316
Private Bag X51
Bryanston
2191

Ebony Mhlongo

info@urbaneliving.co.za

Name of tenderer:

Closing date: 18 April 2024 at 10:00AM

Email address: info@urbaneliving.co.za

Reference No: Rynx/UL001/2024



Urbane Living Pty Ltd

Rynx/UL001/2024

**Conversion of Tippet Office Building into The Rynx
Residential Building composed of 139 Units**

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Urbane Living Pty Ltd

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Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units

T1.1 Tender Notice and Invitation to Tender

Urbane Living Pty Ltd invites tenders for Appointment of a suitable qualified Contractor for The Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units.

It is estimated that tenderers should have a CIDB contractor grading designation of **7GB** or higher.

Only tenderers who have 7GB or higher are eligible to submit tenders.

The tender document is available online and will be send to all the invited contractors through email.

Documents will be emailed during working hours after **the compulsory site briefing**.

A non-refundable tender deposit of R **0.00** payable in cash. The enquiry documents are supplied to you on the following basis: Free of charge.

Queries relating to the issue of these documents may be addressed to Ms **Ebony Mhlongo**, email info@urbaneliving.co.za , Mobile: 074 460 3973 (**Mr Mandla Khumalo**)

A compulsory clarification meeting with representatives of the Employer will take place at **108 Rissik Street, Braamfontein - Johannesburg** on the **09th April 2024** starting at **11:00** hrs.

The closing time for receipt of tenders is **18 April 2024** hrs on **11:00am**. Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted.

Tenders may only be submitted on the tender documentation that is issued.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.



Urbane Living Pty Ltd

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T1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement (January 2009) as published in Government Gazette No 31823, Board Notice 12 of 2009 of 30 January 2009. (See www.cidb.org.za).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause number	Tender Data
F.1.1	The employer is Urbane Living Pty Ltd
F.1.2	<p>The Tender Documents issued by the Employer comprise the following documents:</p> <p>THE TENDER</p> <p>Part T1: Tendering procedures</p> <p>T1.1 - Tender notice and invitation to tender</p> <p>T1.2 - Tender data</p> <p>Part T2: Returnable documents</p> <p>T2.1 - List of returnable documents</p> <p>T2.2 - Returnable schedules</p> <p>THE CONTRACT</p> <p>Part C1: Agreements and Contract data</p> <p>C1.1 - Form of offer and acceptance</p> <p>C1.2 - Contract data</p> <p>C1.3 - Performance Bond</p> <p>C1.4 - Adjudicator's contract</p> <p>Part C2: Pricing data</p> <p>C2.1 - Pricing instructions</p> <p>C2.2 - Bill of Quantities</p> <p>Part C3: Scope of work</p> <p>C3 - Scope of work</p> <p>Part C4: Site information</p> <p>C4 - Site information</p>
F.1.4	<p>The employer's agent is :</p> <p>Name: <u>Sija Dube or Mandla Khumalo</u></p> <p>Tel: 074 460 3973</p> <p>E-mail: info@urbaneliving.co.za</p>

F.1.6	The competitive negotiation procedure shall be applied.
F.2.1	Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders: 7GB or 6CE
F.2.1	<p>Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a GB or CE class of construction work, are eligible to have their tenders evaluated.</p> <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> every member of the joint venture is registered with the CIDB; the lead partner has a contractor grading designation in the GB or CE class of construction work; and the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a GB or CE class of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.
F.2.7	<p>The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender.</p> <p>Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.</p>
F.2.12	<p>If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements, the details of which may be obtained from the Employer's Agent.</p> <p>Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.</p> <p>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.</p> <p>The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs in confirming the acceptability of the detailed design.</p>
F.2.13.3	Parts of each tender offer communicated on paper via email shall be submitted as an original, plus 0 copies.
F.2.13.5 F.2.15.1	<p>The employer's details and address for delivery of tender offers and identification details that are to be shown on tender offer package are:</p> <p>email address: info@urbaneliving.co.za Identification details: Tender reference number, Title of Tender and the closing date and time of the tender</p>
F.2.13.9	Telephonic, telegraphic, telex or facsimile tender offers will not be accepted.
F.2.15	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
F.2.16	The tender offer validity period is 8 weeks.
F.2.18	The tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the Labour Intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.

F.2.19	Access shall be provided for the following inspections, tests and analysis: Site viewing.
F.2.20	The tenderer is required to submit with his tender a letter of intent from an approved insurer undertaking to provide the Performance Bond to the format included in Part T2.2 of this procurement document
F.2.22	Return all retained tender documents within 28 days after the expiry of the validity period
F.2.23	The tenderer is required to submit with his tender: <ul style="list-style-type: none"> 1) an original or a certified copy of a valid Tax Clearance Certificate issued by the South African Revenue Services. 2) CIDB Certificate 3) BBBEE Certificate 4) COID Certificate 5) Method Statement 6) Previous similar work done 7) Key Personnel (including Qualifications and Competencies) 8) Organogram
F.3.1.1	The Employer will respond to requests for clarification received up to 2 working days before the tender closing time.
F.3.4	Tenders will be opened immediately after the closing time for tenders at 11:00 hrs and send via emails provided by Tenders
F.3.11.3	<p>The procedure for the evaluation of responsive tenders is Method 2</p> <p>The financial offer points will score using the following formula</p> $Ps = W1 \frac{(1 - Pt - Pmin)}{Pmin}$ <p>Where: Ps = Points scored for functionality and price of the bid</p> <p>W1 = 90 where the financial value including VAT of all responsive tenders received</p> <p>Pt = Rand value of tender under consideration</p> <p>Pmin = Rand Value of lowest acceptable tender</p>

	<p>The prompts for judgment and the associated scores used in the evaluation of quality shall be as follows:</p> <p>The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for quality.</p> <table border="1"> <thead> <tr> <th>Score</th><th>Prompt for judgement</th></tr> </thead> <tbody> <tr> <td>0</td><td>Failed to address the question / issue</td></tr> <tr> <td>20</td><td>A detrimental response / answer / solution – limited or poor evidence of skill / experience sought or high risk that relevant skills will not be available</td></tr> <tr> <td>40</td><td>Less than acceptable – response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.</td></tr> <tr> <td>60</td><td>Acceptable response / answer / solution to the particular aspect of the requirements and evidence given of skill / experience sought</td></tr> <tr> <td>80</td><td>Above acceptable – response / answer / solution demonstrating real understanding of requirements and evidence of ability to meet it.</td></tr> <tr> <td>100</td><td>Excellent – response / answer / solution gives real confidence that the tenderer will add real value.</td></tr> </tbody> </table>	Score	Prompt for judgement	0	Failed to address the question / issue	20	A detrimental response / answer / solution – limited or poor evidence of skill / experience sought or high risk that relevant skills will not be available	40	Less than acceptable – response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.	60	Acceptable response / answer / solution to the particular aspect of the requirements and evidence given of skill / experience sought	80	Above acceptable – response / answer / solution demonstrating real understanding of requirements and evidence of ability to meet it.	100	Excellent – response / answer / solution gives real confidence that the tenderer will add real value.
Score	Prompt for judgement														
0	Failed to address the question / issue														
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100	Excellent – response / answer / solution gives real confidence that the tenderer will add real value.														
F.3.13	<p>Tender offers will only be accepted if:</p> <ul style="list-style-type: none"> a) the tenderer submits an original valid Tax Clearance Certificate issued by the South African Revenue Services or has made arrangements to meet outstanding tax obligations; b) the tenderer submits a letter of intent from an approved insurer undertaking to provide the Performance Bond to the format included in Part T2.2 of this procurement document c) the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation; d) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; e) the tenderer has not: <ul style="list-style-type: none"> i) abused the Employer's Supply Chain Management System; or ii) failed to perform on any previous contract and has been given a written notice to this effect; f) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract; g) the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer; h) the employer is reasonably satisfied that the tenderer has in terms of the Construction Regulations, 2003, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely. 														
F.3.17	The number of paper copies of the signed contract to be provided by the employer is 2.														
	<p>The additional conditions of tender are:</p> <ul style="list-style-type: none"> 1 2 3 														



Urbane Living Pty Ltd

Rynx/UL001/2024

**Conversion of Tippet Office Building into The Rynx
Residential Building composed of 139 Units**

Tender Briefing Meeting Certificate

Tender Briefing Meeting Date: 09 April 2024

Tender Briefing Meeting Time: 11:00 am

Venue: Old Tippet Building, 108 Rissik Street, Braamfontein, Johannesburg

This is to certify the _____

Representing _____

Attended the tender briefing meeting on _____

I further certify that I am satisfied with the description of the works and explanations given at the tender briefing meeting and that I understand the work to be done as specified and implied, in the execution of the contract.

Name of Tenderer

Signature

Date

Name of Urbane Living Representative

Signature

Date



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T.2.1 List of returnable documents

Returnable Schedules required for tender evaluation purposes

The tenderer must complete the following returnable schedules as relevant:

- Certificate of attendance at clarification meeting
- Authorization of Signatory
- Certificate of authority for joint ventures (where applicable)
- Record of Addenda to tender documents
- Tenderer's Questionnaire
- Schedule of proposed sub-contractors
- Schedule of plant and equipment
- Schedule of Tenders experience (eg Project name and description, client, location, value, type and period)
- Schedule of three recently completed projects of similar kind and value
- Schedule of current projects under construction
- Detailed and resource construction schedule (maximum allowable period of 10 months)
- Proof of registration with the CIDB
- Proposed amendments and qualifications

Other documents required for tender evaluation purposes

The tenderer must complete the following returnable documents:

- Certificate of attendance at clarification meeting
- Audited financials for the past three years or since the establishment of the enterprise.

- C1.1 Offer portion of Form of Offer and Acceptance**
- C1.2 Contract Data (Part 2: Data provided by the Contractor)**
- C2.2 Bills of quantities**
- C3.0 Scope of Works**
- C4.1 Site Description**
- C4.2 Tender Drawings**
- C4.3 Occupational Health and Safety Specification**



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Record of Addenda to tender documents

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

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

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer



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Compulsory Enterprise Questionnaire

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

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

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

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record in the service of the state

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

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

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

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

*insert separate page if necessary

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

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

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

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

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

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

Signed

Date

Name

Position

Enterprise
name



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Certificate of Authority for Joint Ventures

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms . . .
 , authorised signatory of the company
 , acting in the capacity of lead
 partner, to sign all documents in connection with the tender offer and any contract resulting from it on
 our behalf.

NAME OF FIRM	ADDRESS	DULY SIGNATORY	AUTHORISED
Lead partner CIDB registration no		Signature. Name Designation	
CIDB registration no		Signature. Name Designation	
CIDB registration no		Signature. Name Designation	
CIDB registration no		Signature. Name Designation	



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Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

Tenderers must not include deviations or qualifications relating to the scope of work in this schedule where they are required to submit an Approach Paper.

Page	Clause or item	Proposal

Signed

Date

Name

Position

Tenderer



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Preferencing schedule

1 Definitions

The following definitions shall apply to this schedule:

Black: is a generic term which means who are Africans, Coloureds and Indians

Disability: in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

Disabled person: a person with a disability.

Equity ownership: The percentage of an enterprise or business owned by individuals or, in respect of a company, the percentage of the company's shares that are owned by individuals, who are actively involved in the management of an enterprise or business and exercise control over the enterprise, commensurate with their degree of ownership at the closing date of the tender.

Note: All claims for equity ownership will be considered according to the following criteria:

- equity within private companies will be based on the percentage of equity ownership;
- preference points will not be awarded to public companies and tertiary institutions;
- equity claims for a trust will only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the Trust (i.e. the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person); ; and.
- a joint venture may, based on the percentage of the contract value managed or executed by their HDI be entitled to equity ownership.

Historically disadvantaged individual (HDI): A South African citizen

- a) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the RSA, 1983 (Act 110 of 1983) or the Constitution of the RSA, 1993 (Act 200 of 1993) (the interim Constitution), or
- b) who is a female; or
- c) who has a disability:

provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI;

Joint venture (consortium): an association of persons for the purposes of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;

Management: means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.

Priority population group (PPG): a member/ individual of a targeted group who is a South African citizen and who falls into a population group that had no franchise in national elections prior to the introduction of the 1984 constitution and tricameral parliamentary system.

Youth: all persons who between the ages of 18 and 35 at the time that tenders close.

2 Conditions associated with the granting of preferences

The tenderer who claims a preference, undertakes to:

- 1) maintain an equity ownership of not less than that upon which the preference is based for the duration of the Contract, or in the case of a joint venture, ensure that the percentage of the contract value

- managed or executed by those persons is not less than that upon which the preference is based;
- 2) accept the sanctions set out in Section 3 below should conditions 1 or 2 be breached; and
 - 3) complete sections 4 to 6 below as relevant.

Failure to fill in and/or sign this form shall be interpreted to mean that preference points are not claimed.

3 Sanctions relating to breaches of preferencing conditions

The sanctions for breaching the preferencing conditions are:

- 1) termination of the Contract; or
- 2) a financial penalty payable to the Employer equal to 1,5 times the number of tender evaluation points awarded in respect of the preference claimed, multiplied by the Contract Price exclusive of VAT, divided by 100.

4 Tender preference claim in respect of HDI 's and youth

Number of preference points for type of equity = $\text{NOP} \times \text{R} \times \text{EP} / 100$

where:

NOP = maximum tender evaluation points provided for HDI / Youth equity ownership stated in the Tender Data

R = the percentage of the maximum tender evaluation points for the preference claimed in the second column of the tabulation in section 5 divided by 100

EP = the percentage of equity ownership by an HDI / Youth within the business enterprise or, in the case of a joint venture, the percentage of the contract value managed or executed by their HDI / Youth members.

I/we apply on behalf of my/our firm for a preference based on:

Non-joint ventures

	HDI				Youth
	No franchise in national elections (black persons)		Women	Disabled person	
	PPG (African)	Coloured, Indian			
Equity ownership percentage					
For office use only: Number of preference points awarded by employer					
	Total:				

Joint ventures

	HDI				Youth
	No franchise in national elections (black persons)		Women	Disabled person	
	PPG (African)	Coloured, Indian			
The percentage of the contract value managed or executed by their HDI members					
For office use only: Number of preference points awarded by employer					
	Total:				

5 Tender preferences claimed

I / we apply on behalf of my / our firm for the following preference(s) and by claiming a preference confirm that all claims for equity ownership are in respect of individuals who are actively involved in the management of the enterprise or business:

Category of preference	Percentage of maximum tender evaluation points provided for in the Preferential Procurement Policy Framework Act (Act 5 of 2000)	Preference claimed for Category of Preference (Y=yes)
HDI (PPG i.e. African) equity ownership	40	
HDI (Coloured and / or Indian) equity ownership	30	
HDI (women) equity ownership	15	
HDI (disabled person) equity ownership	5	
HDI youth equity ownership	10	

6 Declaration with respect to preferences claimed in respect of HDI and youth equity ownership

6.1 List all shareholders by name, identity number, citizenship, status, ownership, as relevant

Name	ID Number	Date obtained South African citizenship	HDI status				Youth Yes/No	Percentage equity ownership, or in the case of a joint venture, the percentage of the contract to be managed or executed by targeted persons (%)
			No franchise in national elections (black persons)		Women	Disabled person		
			PPG (African)	Coloured, Indian				

6.1.2 How long has the entity been in existence ?.

6.1.3 Describe principal business activities:

.....
.....
.....

6.2 Declaration in respect of claim for preference in respect of disabled person

Complete the following with respect to claims for equity ownership relating to disabled persons:

Name	Describe what the permanent impairment is.	Outline how the permanent impairment impacts on ability to perform an activity in the manner or within the ranges considered normal for a human being?

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tenderer confirms that he / she understands the conditions under which such preferences are granted and confirms that the tenderer satisfies the conditions pertaining to the granting of tender preferences.

Signature :

Name :

Duly authorised to sign on behalf of :

Telephone :

Fax :

Date :



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Evaluation Schedule: Approach paper

The approach paper must respond to the scope of work and outline the proposed approach / methodology including that relating to health and safety. The approach paper should articulate what value add the tenderer will provide in achieving the stated objectives for the project.

The tenderer must as such explain his / her understanding of the objectives of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should explain the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach. The approach should also include a quality plan which outlines processes, procedures and associated resources, applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management.

The tenderer must attach his / her approach paper to this page. The approach paper should not be longer than 8 pages.

The scoring of the approach paper will be as follows:

	Technical approach and methodology
Poor (score 40)	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project.
Satisfactory (score 70)	The approach is generic and not tailored to address the specific project objectives and methodology. The approach does not adequately deal with the critical characteristics of the project. The quality plan, manner in which risk is to be managed etc is too generic.
Good (score 90)	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan and approach to managing risk etc is specifically tailored to the critical characteristics of the project.
Very good (score 100)	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer



Urbane Living Pty Ltd

Rynx/UL001/2024

Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units

Evaluation Schedule: Tenderer's Experience

The experience of the tenderer or joint venture partners in the case of an unincorporated joint venture or consortium as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work over the last five years will be evaluated.

Tenderers should very briefly describe his or her experience in this regard and attach this to this schedule.

The description should be put in tabular form with the following headings:

Employer, contact person and telephone number, where available	Description of work (service)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Date completed

The scoring of the tenderer's experience will be as follows:

Poor (score 40)	Tenderer has limited experience
Satisfactory (score 70)	Tenderer has relevant experience but has not dealt with the critical issues specific to the assignment.
Good (score 90)	Tenderer has extensive experience in relation to the project and has worked previously under similar conditions and circumstances.
Very good (score 100)	Tenderer has outstanding experience in projects of a similar nature.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer



Urbane Living Pty Ltd

Rynx/UL001/2024

Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units

Evaluation Schedule: Proposed Organization and staffing

The tenderer should propose the structure and composition of their team i.e. the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical and support staff and site staff. The roles and responsibilities of each key staff member / expert should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared.

The tenderer must attach his / her organization and staffing proposals to this page.

The scoring of the proposed organization and staffing will be as follows:

Poor (score 40)	The organization chart is sketchy, the staffing plan is weak in important areas There is no clarity in allocation of tasks and responsibilities.
Satisfactory (score 70)	The organizational chart is complete and detailed, the technical level and composition of the staffing arrangements are adequate.
Good (score 90)	Besides meeting the "satisfactory" rating, staff are well balanced i.e. they show good co-ordination, complimentary skills, clear and defined duties and responsibilities, and the approach to satisfying local consultants. Some members of the project team have worked together before on limited occasions.
Very good (score 100)	Besides meeting the "good" rating, the proposed team is well integrated and several members have worked together extensively in the past.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer



Urbane Living Pty Ltd

Rynx/UL001/2024

Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units

Evaluation Schedule: Experience of Key Staff

The experience of assigned staff member in relation to the scope of work will be evaluated from three different points of view:

- 1) General experience (total duration of professional activity), level of education and training and positions held of each discipline specific team leader.
- 2) The education, training, skills and experience of the Assigned Staff in the specific sector, field, subject, etc which is directly linked to the scope of work.
- 3) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.

A CV of the project director, site agent and general foreman of not more than 2 pages should be attached to this schedule:

Each CV should be structured under the following headings:

- 1 Personal particulars
 - name
 - date and place of birth
 - place (s) of tertiary education and dates associated therewith
 - professional awards
- 2 Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)
- 3 Skills
- 4 Name of current employer and position in enterprise
- 5 Overview of post graduate / diploma experience (year, organization and position)
- 6 Outline of recent assignments / experience that has a bearing on the scope of work

The scoring of the experience of key staff will be as follows:

	General experience and qualifications	Adequacy for the assignment	Knowledge of issues pertinent to the project
Poor (score 40)	Key staff have limited levels of general experience (0-3 years)	Key staff have limited levels of project specific education, skills, training and experience	Key staff have limited experience of issues pertinent to the project
Satisfactory (score 70)	Key staff have reasonable levels of general experience (4-6 years)	Key staff have reasonable levels of project specific education, skills, training and experience	Key staff have reasonable experience of issues pertinent to the project
Good (score 90)	Key staff have extensive levels of general experience (7-9 years)	Key staff have extensive levels of project specific education, skills, training and experience	Key staff have extensive experience of issues pertinent to the project
Very good (score 100)	Key staff have outstanding levels of general experience (+10 years)	Key staff have outstanding levels of project specific education, skills, training and experience	Key staff have outstanding experience of issues pertinent to the project

Note: An individual may be nominated to serve as the team leader in more than one discipline and as the team leader and a discipline specific leader.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer



Urbane Living Pty Ltd

Rynx/UL001/2024

Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units

Evaluation Schedule: Quality Control Procedures

The quality control practices and procedures, which ensure compliance with stated employer's requirements previous, will be evaluated.

Tenderers should very briefly outline his or her procedures in relation to the project and attach this to this schedule.

The scoring of the tenderer's quality control procedures will be as follows:

Poor (score 40)	Quality control procedures are unlikely to ensure compliance with stated employer's requirements
Satisfactory (score 70)	Quality control procedures are possibly able to ensure compliance with stated employer's requirements
Good (score 90)	Quality control procedures are likely to ensure compliance with stated employer's requirements
Very good (score 100)	Quality control procedures are most likely to ensure compliance with stated employer's requirements

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer



Urbane Living Pty Ltd

Rynx/UL001/2024

Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units

C1.1 Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of **Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units**

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

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the **Service Provider** under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words)Rand;

R.....(in figures)

THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

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

Signature(s)

Name(s)

Capacity

**For the
tenderer:**

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

Name &
signature of
witness

Date

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part C2 Pricing Data
- Part C3 Scope of Work: Works Information
- Part C4 Site Information

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

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

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

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

Signature(s)

Name(s)

Capacity

for the Employer

Name & signature of witness

(Insert name and address of organisation)

Date

Schedule of Deviations

1. Subject

Details

2. Subject

Details

3. Subject

Details

4. Subject

Details

5. Subject

Details

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

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



Urbane Living Pty Ltd

Rynx/UL001/2024

Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units

C.1.2 Contract Data

The Conditions of Contract are the *JBCC Series 2000 Minor Works Agreement (Edition 4.0)*, published by the Joint Building Contracts Committee. Copies of these documents may be obtained from the Association of South African Quantity Surveyors (011-315-4140), the Master Builders Association (011-205-9000) the South African Association of Consulting Engineers (011-463-2022) or the South African Institute of Architects (011-486-0684).

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

Part 1: Data provided by the Employer

Clause	Data
1.1	The Employer is:
1.2	Name: <u>Urbane Living Pty Ltd</u>
1.2	The address of the Employer is:
	Address (physical):
	Address (postal):
	Telephone: <u>074 460 3973</u> Facsimile:
	E-mail address: <u>info@urbaneliving.co.za</u>
1.1 6.1	The Principal Agent is:
	Name: <u>Sija Dube</u>
	Address (postal):
	Telephone: Facsimile:
	E-mail address: <u>info@urbaneliving.co.za</u>
1.1	The works comprise Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units
1.1	The site is at 108 Rissik Street, Braamfontein, Johannesburg
1.1	The bills of quantities have been drawn up in accordance with the measurement system stated in Part 2: Pricing Data
1.1	The contract documents are listed in Form of Offer and Acceptance
1.1	The contract drawings upon which the accepted tender is based are listed in Part 3: Scope of Work
1.1	The contract sum is the offered total of prices inclusive of VAT as stated in the Form of Offer and Acceptance

1.7	The governing law is the law of South Africa										
	Existing premises will not be occupied										
2.2	The contractor is to provide a variable construction guarantee .										
2.6, 7.1.1	Waver of the contractor's lien or right on continuing possession										
5.1.3	Possession of the site is to be given within ten working days after the contractor receives one fully completed original copy of the Form of Offer and Acceptance, including the schedule of deviations (if any).										
5.1 – 5.6	<p>The provision of the following temporary services are required on the basis as indicated in the nominated option:</p> <table border="1"> <thead> <tr> <th>Service</th><th>Option</th></tr> </thead> <tbody> <tr> <td>Water</td><td>Option A</td></tr> <tr> <td>Electricity</td><td>Option A</td></tr> <tr> <td>Telecom</td><td>Option A</td></tr> <tr> <td>Ablutions</td><td>Option A</td></tr> </tbody> </table> <p>Note: Option A = Contractor at his cost; Option B = Employer free of charge; Option C = Employer metered (contractor cost)</p>	Service	Option	Water	Option A	Electricity	Option A	Telecom	Option A	Ablutions	Option A
Service	Option										
Water	Option A										
Electricity	Option A										
Telecom	Option A										
Ablutions	Option A										
5.1.7	The interim payment certificate is to be issued by the 20th day of the month										
5.2.1	The type of work and extent of work to be undertaken by direct contractors is as stated in Part C3: Scope of work										
7.1.2	The period for the commencement of the works after the contractor takes possession of the site is 5 working days										
7.1.2	<p>For the works as a whole:</p> <p>The date for practical completion is</p> <p>The penalty per calendar day is R</p>										
18.1.3	The dissatisfied party is to refer the dispute to arbitration										
	<p>The variations to the General Conditions of Contract are:</p> <p>Replace the following definitions in DEFINITIONS AND INTERPRETATIONS with the following wording:</p> <p>AGREEMENT means the agreement arising from the signing of the Form of Offer and Acceptance by the parties.</p> <p>CONTRACT SUM means the total of prices in the Form of Offer and Acceptance.</p>										
	<p>Add the following definition in DEFINITIONS AND INTERPRETATIONS with the following wording:</p> <p>ADJUDICATOR: The person appointed by the parties to decide any dispute arising out of this agreement</p>										
	<p>2.1 The contractor shall as required in the contract data:</p> <p>2.1.1 provide a construction guarantee;</p>										
	<p>18.1.1 Should any disagreement between arise between the employer or his principal agent on the one hand and the contractor on the other arising out of or in connection with this agreement or its termination, either party may give notice to the other to resolve such agreement.</p> <p>18.1.2 Where such disagreement is not resolved within ten (10) working days of receipt of such notice it shall be deemed to be a dispute and shall be referred by the party which gave such notice to adjudication, where the adjudication will be conducted in terms of the edition of the JBCC Rules for Adjudication current at the time when the disputes was declared and the adjudicator shall be appointed in terms of the Rules.</p> <p>18.1.3 The adjudicator's decision shall be binding on the parties who shall give effect to it without delay unless and until it is subsequently revised by either arbitration where the arbitrator is to be appointed by the body whose rules shall apply or court proceedings as stated in the contract</p>										

	<p>data.</p> <p>18.1.4 Should either party be dissatisfied with the decision given by the adjudicator, or should no decision be given within the period set in the Rules, such party may give notice of dissatisfaction to the other party and to the adjudicator within ten (10) working days of receipt of the decision or, should no decision be given, within ten (10) working days of expiry of the date by which the decision was required to be given the dissatisfied party shall refer the dispute to arbitration or court of proceedings.</p>
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Urbane Living Pty Ltd

Rynx/UL001/2024

Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units

C.1.2 Contract Data

Part 2: Data provided by the Contractor

The Contractor is advised to read the *JBCC Series 2000 Minor Works Agreement (Edition 4.0)* and section 3.0 *Payment and adjustment of preliminaries* contained in the associated *Contract Data CE*, published by the Joint Building Contracts Committee, in order to understand the implications of this Data which is required to be completed. Copies of these documents may be obtained from the Association of South African Quantity Surveyors (011-315-4140), the Master Builders Association (011-205-9000) the South African Association of Consulting Engineers (011-463-2022) or the South African Institute of Architects (011-486-0684)

Each item of data given below is cross-referenced to the clause in the Conditions of Contract to which it mainly applies.

Clause	Data with reference to the JBCC Series 2000 Minor Work Agreement	
1.1	The Contractor is.	
	Name:	
1.2	The address of the Employer is:	
	Address (physical):	
	Address (postal):	
	Telephone:	Facsimile:
	E-mail address:	
2.2	The security provisions selected are:	(delete that which does not apply)
	Variable construction guarantee	yes / no
2.3, 13.9	Retention	yes / no
2.7	Advanced Payment is required	yes in an amount of R / no
Clause	Data with reference to Clause 3.0 Payment and Adjustment of Preliminaries of the JBCC Series 2000 Principal Building Agreement Contract Data – Contractor to Employer	
3.1.1 and 3.2.3 (see 14.3 of MWA)	Payment of preliminaries: Option A	



Urbane Living Pty Ltd

Rynx/UL001/2024

**Conversion of Tippet Office Building into The Rynx
Residential Building composed of 139 Units**

C2: Pricing Data and Bill of Quantities

Conversion of Tippett Office Building into The Rynx Residential Building composed of 139 Units

BILL OF QUANTITIES

(for use in conjunction with the Standard Method of Measuring Building Work for Africa 2015 – first edition)

For Tender Purpose

ITEM NO		QUANTITY	RATE	AMOUNT
	BILL NO. 1			
	PRELIMINARIES			
	<u>BUILDING AGREEMENT AND PRELIMINARIES</u>	H2	0	R -
	<i>The JBCC Principal Building Agreement (March 2014 Edition 6.1) prepared by the Joint Building Contracts Committee shall be the applicable building agreement, amended as hereinafter described</i>		0	R -
	<i>The JBCC Principal Building Agreement contract data form an integral part of this agreement</i>		0	R -
	<u>The ASAQS Preliminaries (March 2014 edition) published by the Association of South African Quantity Surveyors for use with the JBCC Principal Building Agreement shall be deemed to be incorporated in these bills of quantities</u>		0	R -
	<u>The contractor is deemed to have referred to the abovementioned documents for the full intent and meaning of each clause</u>		0	R -
	<i>The clauses in the abovementioned documents are hereinafter referred to by clause number and heading only. Where standard clauses or alternatives are not entirely applicable to this agreement such modifications, corrections or supplements</i>		0	R -
	as will apply are given under each relevant clause heading and such modifications, corrections or supplements shall take precedence notwithstanding anything to the contrary contained in the abovementioned documents			
	<u>Where any item is not relevant to this agreement such item is marked N/A (signifying "not applicable")</u>		0	R -
	<u>PREAMBLES FOR TRADES</u>	H2	0	R -
	The Model Preambles for Trades (2008 edition) as published <u>by the Association of South African Quantity Surveyors shall be deemed to be incorporated in these bills of quantities and no claims arising from brevity of description of items fully described in the said Model Preambles will be entertained</u>		0	R -
	Supplementary preambles are incorporated in these bills of quantities to satisfy the requirements of this project. Such supplementary preambles shall take precedence over the provisions of the Model Preambles		0	R -
	The contractor's prices for all items throughout these bills of quantities shall take account of and include for all of the obligations, requirements and specifications given in the Model Preambles and in any supplementary preambles		0	R -
	PRICING OF PRELIMINARIES	H2	0	R -
	Should the contractor select Option A in terms of clause 26.9.4 of the contract data for the purpose of adjustment of these preliminaries, the amount entered into the amount column in these preliminaries is to be divided into one or more of the three categories provided namely fixed (F), value related (V) and time related (T)		0	R -
	SECTION A: PRINCIPAL BUILDING AGREEMENT	H2	0	R -
	INTERPRETATION (A1-A7)	H3	0	R -
	Clause 1.0 - Definitions and interpretation	Item	0	R -
	Pricing of bills of quantities	CONT	0	R -

The contractor is to allow opposite each item for all costs in connection therewith. All prices to include, unless otherwise stated, for all materials, fabrication, conveyance and delivery, unloading, storing, unpacking, hoisting, labour, setting, fitting and fixing in position, cutting and waste (except where to be measured in accordance with the standard system of measurement), patterns, models and templates, plant, temporary works, returning of packaging, duties, taxes, imposts, establishment charges, overheads, profit and all other obligations arising out of the agreement	CONT	0	R	-
Items left unpriced will be deemed to be covered in prices against other items throughout these bills of quantities and no claim for any extras arising out of the contractor's omission to price any item will be entertained	CONT	0	R	-
Prices for all plant, temporary works, services and other items shall include for the supply, maintenance, operating cost and subsequent removal and making good as necessary	CONT	0	R	-
Clause 2.0 - Law, regulations and notices	Item	0	R	-
Health and safety	CONT	0	R	-
Without limiting the generality of the provisions of clause 2.0, the contractor's attention is drawn to the provisions of Construction Regulations issued in terms of the Occupational Health and Safety Act, 1993. It is specifically stated that the employer shall prepare a documented health and safety specification for the works (refer to Annexures for a copy of the relevant specification) and that the employer shall ensure that the contractor has made provision for the cost of health and safety measures during the execution of the works. The contractor shall price opposite this item for compliance with the act and the regulations and the provisions of the aforementioned health and safety specification [2.1]				
The "Baseline Risk Assessment" prepared by Total South Africa (Pty) Ltd for this Contract and the "Construction Health, Safety and Environmental Specifications as issued by Urbane Living (Pty) Ltd are enclosed with these Tender Documents		0	R	-
The contractor shall:		0	R	-
Conform to the conditions contained in the current version of "Construction Health, Safety and Environmental Specifications" as issued by Urbane Living (Pty) Ltd				
Co-operate with the Urbane Living (Pty) Ltd health and safety personnel in all respects				
Manage the compliance of all subcontractors with the regulations and with the health and safety plan and specification				
Clause 3.0 - Offer and acceptance	Item	0	R	-
Clause 4.0 - Assignment and cession	Item	0	R	-
Clause 5.0 - Contract documents	Item	0	R	-
Clause 6.0 - Employer's agents	Item	0	R	-
Delegated authority	CONT	0	R	-
The authority of the principal agent to perform duties for specific aspects of the works is delegated to the agents as follows [6.2]:				
1. This delegation is limited to the architect, structural and civil engineer and the electrical engineer listed in the				

Contract Data				
2. The principal agent hereby delegates the authority to issue Contract Instructions within the scope of work normally carried out by the respective agent's professional discipline. Such Contract Instructions must always be in writing and include the issuing of drawings, entries in the site instruction book where applicable, entries in the minutes of site meetings and emailed instructions		0	R	-

Clause 7.0 - Design responsibility	Item	0	R	-
INSURANCE AND SECURITY (A8-A11)	H3	0	R	-
Clause 8.0 - Works risk	Item	0	R	-
Clause 9.0 - Indemnities	Item	0	R	-
Clause 10.0 - Insurances	Item	0	R	-
Clause 11.0 - Security	Item	0	R	-
EXECUTION (A12 - A17)	H3	0	R	-
Clause 12.0 - Duties of the parties	Item	0	R	-
Clause 13.0 - Setting out	Item	0	R	-
Clause 14.0 - Nominated subcontractors	Item	0	R	-
Clause 15.0 - Selected subcontractors	Item	0	R	-
Clause 16.0 - Direct contractors	Item	0	R	-
Clause 17.0 - Contract instructions	Item	0	R	-
COMPLETION (A18 - A24)	H3	0	R	-
Clause 18.0 - Interim completion	Item	0	R	-
Clause 19.0 - Practical completion	Item	0	R	-
Clause 20.0 - Sectional completion	Item	0	R	-
Clause 21.0 - Defects liability period and final completion	Item	0	R	-
Clause 22.0 - Latent defects liability period	Item	0	R	-
Clause 23.0 - Revision of date for practical completion	Item	0	R	-
Clause 24.0 - Penalty for late or non-completion	Item	0	R	-
PAYMENT (A25 - A27)	H3	0	R	-
Clause 25.0 - Payment	Item	0	R	-
Sub-clause 25.7 shall be altered by deleting the entire clause and adding the following in lieu thereof :	Item	0	R	-
The Employer shall pay to the contractor the amount certified in an issued payment certificate within (30) thirty calendar days of the date of issue of the payment certificate (CD) including default and/or compensatory interest				
Clause 26.0 - Adjustment of the contract value and final account	Item	0	R	-
Clause 27.0 - Recovery of expense and/or loss	Item	0	R	-
SUSPENSION AND TERMINATION (A28 - A29)	H3	0	R	-
Clause 28.0 - Suspension by the contractor	Item	0	R	-

Clause 29.0 - Termination	Item	0	R	-
DISPUTE RESOLUTION (A30)	H3	0	R	-
Clause 30.0 - Dispute resolution	Item	0	R	-
	H2	0	R	-
SECTION B: PRELIMINARIES				
Interpretation (B1)	H3	0	R	-
Clause 1.1 - Definitions	Item	0	R	-
Clause 1.2 - Interpretation	Item	0	R	-
Documents (B2)	H3	0	R	-
Clause 2.1 - Checking of documents	Item	0	R	-
Clause 2.2 - Provisional bills of quantities	Item	0	R	-
Clause 2.3 - Availability of construction information	Item	0	R	-
Previous work and adjoining properties (B3)	H3	0	R	-
Clause 3.1 - Previous work - dimensional accuracy	Item	0	R	-
Clause 3.2 - Previous work - defects	Item	0	R	-
Clause 3.3 - Inspection of adjoining properties	Item	0	R	-
Samples, shop drawings and manufacturer's instructions (B4)	H3	0	R	-
Clause 4.1 - Samples of materials	Item	0	R	-
Clause 4.2 - Workmanship samples	Item	0	R	-
Clause 4.3 - Shop drawings	Item	0	R	-
Clause 4.4 - Compliance with manufacturer's instructions	Item	0	R	-
Deposits and fees (B5)	H3	0	R	-
Clause 5.1 - Deposits and fees	Item	0	R	-
Temporary services (B6)	H3	0	R	-
Clause 6.1 - Water	Item	0	R	-
Clause 6.2 - Electricity	Item	0	R	-
Clause 6.3 - Ablution and welfare facilities	Item	0	R	-
Clause 6.4 - Communication facilities	Item	0	R	-
Prime cost amounts (B7)	H3	0	R	-
Clause 7.1 - Responsibility for prime cost amounts	Item	0	R	-
Attendance on subcontractors (B8)	H3	0	R	-
Clause 8.1 - General attendance	Item	0	R	-
Clause 8.2 - Special attendance	Item	0	R	-
General (B9)	H3	0	R	-
Clause 9.1 - Protection of the works	Item	0	R	-
Clause 9.2 - Protection/isolation of existing/sectionally occupied works	Item	0	R	-

Clause 9.3 - Security of the works	Item	0	R	-
The Contractor shall not use the Site for any purpose other than carrying out the Works		0	R	-
Personnel is not permitted to sleep on the on the site during course of construction. The tenderer is to allow for the cost of accommodation off site in Section C: Specific Preliminaries if required				
The Contractor shall at all times strictly exclude all unauthorized persons from the Works. No workmen are to be allowed to sleep on the premises				
Access to the Site shall be as directed by the Principal Agent				
Clause 9.4 - Notice before covering work	Item	0	R	-
Clause 9.5 - Disturbance	Item	0	R	-
Clause 9.6 - Environmental disturbance	Item	0	R	-
Clause 9.7 - Works cleaning and clearing	Item	0	R	-
Clause 9.8 - Vermin	Item	0	R	-
Clause 9.9 - Overhand work	Item	0	R	-
SCHEDULE (B10)	H2	0	R	-
Information for completion of schedule	CONT	0	R	-
Information necessary for tender purposes is given hereunder. Where no information is given it shall mean that no specific requirements are expected or that the clause is not relevant to this specific contract (N/A)				
10.1 -Provisional bills of quantities [2.2]		0	R	-
The quantities are provisional				
No				
10.2 -Availability of construction information [2.3]		0	R	-
Construction documentation is complete?				
Yes				
10.3 -Previous work - dimensional accuracy [3.1]		0	R	-
The Contractor is to check the dimensional accuracy of any previous work and notify the Principal Agent of any inaccuracies				
N/A				
10.4 -Previous work - defects [3.2]		0	R	-
The Contractor is to check any previous work and notify the Principal Agent of any defects				
N/A				
10.5 - Inspection of adjoining properties [3.3]		0	R	-
The Contractor is to inspect the adjoining properties and notify the Principal Agent of any encroachments, existing damage, etc.				
10.6 - Water [6.1]		0	R	-

Option A (by contractor)				
Yes				
Option B (by employer - free of charge)				
No				
Option C (by employer - metered)				
No				
10.7 - Electricity [6.2]		0	R	-
Option A (by contractor)				
Yes				
Option B (by employer - free of charge)				
No				
Option C (by employer - metered)				
No				
10.8 - Ablution and welfare facilities [6.3]		0	R	-
Option A (by contractor)				
Yes				
Option B (by employer)				
No				
10.9 - Communication facilities [6.4]		0	R	-
Cellphone on site				
Yes				
10.10 - Protection of the works [9.1]		0	R	-
N/A				
10.11 - Protection/isolation of existing/sectionally occupied works [9.2]		0	R	-
Protection/isolation is required				
No				
10.12 -Disturbance [9.5]		0	R	-
N/A				
10.13 -Environmental disturbance [9.6]		0	R	-
N/A				
SECTION C: SPECIFIC PRELIMINARIES	H2	0	R	-
PRICING OF PRELIMINARIES	H3	0	R	-
These Bills of Quantities have been formulated in the conventional manner, whereby the Preliminaries have been included as a separate section, in order to enable Tenderers to price their site establishment costs, site management, etc.	Item	0	R	-
In pricing the Preliminaries, Tenderers are required to price the relevant items individually, as a single lump sum Preliminaries amount will not be accepted.				

In the event that a Tenderer elects not to price the Preliminaries section as contained within these Bills of Quantities, then it will be deemed that all relevant Preliminaries costs have been included within the rates as tendered within the measured Bills of Quantities. Adjustment of the Preliminaries will, in this instance, only be by remeasured final quantities applied to tendered rates. Tenderers acknowledge that, by pricing the Preliminaries in this way, they will forfeit any claim for the independent adjustment of Preliminaries costs arising out of an extension of the Contract Period				
MANAGEMENT OF THE WORKS	H3	0	R	-
The Tenderer is to allow here for the management of the works, personnel, including programming the works, attendance at site meetings, etc.	Item	0	R	-
TEMPORARY WORKS AND PLANT	H3	0	R	-
The Tenderer is to allow here for all temporary works and plant, equipment, sheds and offices, deposits and fees, enclosure of the works, notice boards, etc.	Item	0	R	-
SITE INSTRUCTIONS	H3	0	R	-
Instructions issued on site, other than Contract Instructions, are to be recorded in triplicate in a site instruction book which is to be maintained on site by the contractor	Item	0	R	-
ORDERING OF MATERIALS, ETC	H3	0	R	-
These Bills of Quantities are not intended for and shall not be used for ordering purposes.	Item	0	R	-
Delay in the delivery of materials shall not justify any extension of the Construction Period.				
Should the Tenderer consider that he will be unable to obtain materials for any item on the drawings or items described in the Bills of Quantities or to obtain such materials timeously in the specified sizes, he is to report this in writing to the Principal Agent before the closing date for tenders and obtain the Principal Agent's written directives in connection therewith.				
If the Tenderer fails to do this, his tender will be taken as firm for all items described in the Bills of Quantities and he will be responsible for supplying such materials timeously to meet the programme for the Works				
LABOUR RECORD	H3	0	R	-
At the end of each week the contractor shall provide the principal agent with a written record, in schedule form, reflecting the number and description of tradesmen and labourers employed by him and all subcontractors on the works each day. Refer to Clause A12.2.	Item	0	R	-
PLANT RECORD	H3	0	R	-
At the end of each week the contractor shall provide the principal agent with a written record, in schedule form, reflecting the number, type and capacity of all plant, excluding hand tools, currently used on the works. Refer to Clause A12.2.	Item	0	R	-
COST OF CLAIMS, ETC	H3	0	R	-
All costs incurred by the Contractor in the preparation of claims to the satisfaction of the Principal Agent and/or Quantity Surveyor shall be borne by the Contractor	Item	0	R	-
UNAUTHORISED PERSONS ON SITE, ETC	H3	0	R	-

The Contractor shall at all times exclude all unauthorized persons from the Works	Item	0	R	-
AS BUILT DRAWINGS, ETC	H3	0	R	-
Copies of the Structural Engineer's drawings showing the positions of construction breaks and the extent of individual concrete pours are to be maintained by the Contractor for record purposes and are to be submitted to the Principal Agents and the Structural Engineers for their records, at the end of the project.	Item	0	R	-
The Contractor shall be required to ensure that, at the end of the project, copies of the plumbing, drainage and fire services reticulation layouts showing the position of main pipe runs, the positions of stopcocks and all other salient information are submitted to the Principal Agent.				
All such as built drawings are required to be lodged prior to the issue of the certificate of final completion (refer clause A21 hereof)				
BLASTING OPERATIONS, ETC	H3	0	R	-
The Contractor is deemed to have accepted full responsibility during any blasting operations that may be carried out, should blasting be permitted. The Contractor shall take all necessary precautions for the safety of all persons, buildings, etc. and is to observe all conditions set forth in Government and Local Authorities regulations in connection with the use of explosives and pay all costs and fees.	Item	0	R	-
The Contractor is to adhere to all instructions of the Engineer in regard to blasting procedures, but regardless of such instructions, the Contractor shall be solely responsible for any damage arising from blasting. All blasting is to be done by a licensed blaster. The Contractor shall indemnify the Employer against any claims for damages to persons or property on or near the site, from any cause whatsoever arising out of the use of explosives. No claim for any extras whatsoever will be entertained should the Contractor be prohibited by any authority whatsoever from using explosives for carrying out any portions of the works. Notice of blasting is to be given to all relative parties				
MEDIA RELEASES	H3	0	R	-
All rights of publication of articles in the media, together with any advertising relating thereto or in any way connected with this project, shall vest with the employer	Item	0	R	-
The contractor together with his subcontractors shall not, without the prior written consent of the employer, cause any statement or advertisement to be printed, screened or aired by the media				
MASTER ELECTRICIAN	H3	0	R	-
If the electrical work contained in these Bills of Quantities is not to be carried out under a Selected/Nominated Subcontract and work is to take place on the Forecourt, the Contractor is to ensure that his electrician holds a valid Master Electrician certificate	Item	0	R	-
STAFF ACCOMODATION	H3	0	R	-
The Tenderer is to allow here for staff accommodation off site if required	Item	0	R	-
HEALTH AND SAFETY	H3	0	R	-
Preparation of safety file and compliance with Construction Health, Safety and Environmental Specifications as issued by	Item	0	R	-

Urbane Living (Pty) Ltd (Fixed)

SUMMARY OF CATEGORIES

Category : Fixed R.....

Category : Value R.....

Category : Time R.....

H3

R -
R -
R -
R -

ITEM NO		QUANTITY	RATE	AMOUNT
	<u>BILL NO 2</u>			
	<u>CONCRETE, FORMWORK AND REINFORCEMENT</u>			
	<u>Cost of tests</u>			
	The costs of making, storing and testing of concrete test cubes as required under clause 7 "Tests" of SABS 1200 G shall include the cost of providing cube moulds necessary for the purpose, for testing costs and for submitting reports on the tests for approval. The testing shall be undertaken by an approved independent firm or institution nominated by the contractor (test cubes are measured separately)			
	<u>Breeze concrete</u>			
	Breeze concrete shall consist of twelve parts clean dry furnace ash, free from coal or other foreign matter, to one part cement (1:12); the ash graded up to particles which will pass a 16,5mm ring from a minimum which fails to pass a 4,75mm mesh. The finer materials from the screening are to be first mixed with the cement into a mortar and the ash added afterwards and thoroughly incorporated			
	<u>Lightweight concrete</u>			
	Lightweight concrete shall have a density of 600kg/m3 for the top 50mm and 400kg/m3 for the remaining thickness. The minimum thickness at outlets, channels, etc. shall be 50mm			
	<u>Formwork</u>			
	Descriptions of formwork shall be deemed to include use and waste only (except where described as "left in" or "permanent"), for fitting together in the required forms, wedging, plumbing and fixing to true angles and surfaces as necessary to ensure easy release during stripping and for reconditioning as necessary before re-use			
	The vertical strutting shall be carried down to such construction as is sufficiently strong to afford the required support without damage and shall remain in position until the newly constructed work is able to support itself			
	Formwork to soffits of solid slabs etc. shall be deemed to be to slabs not exceeding 250mm thick unless otherwise described			
	Formwork to soffits of slabs, beams, etc. shall be deemed to be propped up exceeding 1,5m and not exceeding 3,5m high unless otherwise described			
	Formwork to sides of bases, pile caps, ground beams, etc. will only be measured where it is prescribed by the engineer for design reasons. Formwork necessitated by irregularity or collapse of excavated faces will not be measured and the cost thereof shall be deemed to be included in the allowance for taking the risk of collapse of the sides of the excavations, provision for which is made in "Earthworks"			

<u>LIGHTWEIGHT CONCRETE</u>			
<u>Breeze concrete</u>			
1	Finishing smooth top surfaces of grading to falls for waterproofing including 1:8 monolithic cement plaster screed as necessary	m2	544
<u>REINFORCED CONCRETE CAST ON/IN FORMWORK</u>			
<u>35MPa/19mm concrete</u>			
2	Isolated beams	m3	0
3	Columns	m3	0
<u>TEST CUBES</u>			
4	Making and testing 150 x 150 x 150mm concrete strength test cube (Provisional)	No	0
<u>SMOOTH FORMWORK (DEGREE OF ACCURACY II)</u>			
<u>Smooth formwork to sides</u>			
5	Rectangular columns	m2	0
6	Wall beams	m2	0
<u>REINFORCEMENT (PROVISIONAL)</u>			
<u>Mild steel reinforcement to structural concrete work</u>			
6	8mm Diameter bars	t	0
<u>High tensile steel reinforcement to structural concrete work</u>			
7	12mm Diameter bars Qualify: We recommend 150kg reinforcing /m3 concrete for columns and beams	t	0
<u>Fabric reinforcement</u>			
<u>User note</u>			
<i>The following types of fabric reinforcement are normally specified: Types 100, 193, 245, 311 and 395</i>			
8	Type 888 fabric reinforcement in concrete slabs etc.	m2	0
Carried to final summary			R

ITEM NO			QUANTITY	RATE	AMOUNT
	<u>BILL NO 3</u>				
	<u>PRECAST CONCRETE</u>				
	<u>Sizes</u>				
	Blocks, sills, etc. measured linear shall be made in suitable lengths. Large size setting out drawings shall be prepared where necessary and submitted to the principal agent for approval before moulds are made				
	<u>General</u>				
	Where kerbstones, blocks, etc. are laid in ground descriptions shall be deemed to include necessary excavation, filling in and ramming				
	<u>User note</u>				
	<i>Where precast concrete copings, sills, beams, facings, claddings, etc. are specially designed then the relevant supplementary preambles are to be included here. Items are to be given with brief descriptions referring to detailed drawings annexed to these bills of quantities where necessary</i>				
	<u>PRECAST CONCRETE SLABS ETC</u>				
	<u>Precast concrete left rough from the mould including bedding, jointing and pointing</u>				
1	(250 Echo J+4 Type) cover slab including bedding edges all round (reinforcement elsewhere) (Alternative Rib and block slab)	m2	0		
	<u>SMOOTH FORMWORK (DEGREE OF ACCURACY II)</u>				
	<u>To Soffits Of</u>				
2	Slabs not exceeding 250mm thick propped up exceeding 1,5m and not exceeding 3,5m high	m2	0		
3	Formwork to edges not exc 300mm high	m	0		
	<u>REINFORCEMENT (PROVISIONAL)</u>				
4	<u>High tensile steel reinforcement to structural concrete work</u> ?mm Diameter Reinforcing bars	t	0		
	<u>REINFORCED CONCRETE CAST ON/IN FORMWORK</u>				
	<u>35MPa/19mm concrete</u>				
5	Suspended Slabs not exceeding 300m thick	m3	0		
	Carried to final summary				
				R	

ITEM NO		QUANTITY	RATE	AMOUNT
	<p><u>BILL NO 4</u></p> <p><u>MASONRY</u></p> <p><u>BRICKWORK</u></p> <p><u>Sizes in descriptions</u></p> <p>Where sizes in descriptions are given in brick units, "one brick" shall represent the length and "half brick" the width of a brick</p> <p><u>User note</u></p> <p><i>The following preamble generally applies for works in hot and humid coastal areas</i></p> <p><u>Bagged and sealed walls</u></p> <p>Walls in two skins described as "bagged and sealed" shall be deemed to include having the outer face of the inner skin bagged with 1:6 cement and sand mixture and sealed with two coats bitumen emulsion waterproofing coating</p> <p><u>Face bricks</u></p> <p>Bricks shall be ordered timeously to obtain uniformity in size and colour</p> <p><u>Pointing</u></p> <p>Descriptions of recessed pointing to fair face brickwork and face brickwork shall be deemed to include square recessed, hollow recessed, weathered pointing, etc.</p> <p><u>BLOCKWORK</u></p> <p><u>Concrete masonry units</u></p> <p>Blocks are to be either solid or hollow modular dense concrete masonry units having a compressive strength of 7MPa</p> <p><u>Wall ties for blockwork</u></p> <p>Wall ties shall be polypropylene ties complying with BS 76377. Ties for hollow walls shall be of sufficient length to allow not less than 75mm of each end to be built into the blockwork. Ties are to be spaced at intervals of not more than 1m in the horizontal direction and not more than 400mm staggered in the vertical direction except at openings, vertical joints or ends of walls where they are to be placed vertically above each other</p> <p><u>Blockwork</u></p> <p>Blockwork shall comply with SANS 10145 "Concrete Masonry Construction"</p> <p>Surfaces to be plastered shall have joints raked out to a depth of at least 10mm to provide a key. Cavities of hollow walls shall be kept free of mortar droppings or other undesirable matter. Every second perpend of the bottom course of the external skin of hollow walls shall be left open as a weep hole</p> <p><u>Standard complementary blocks</u></p> <p>Descriptions of blockwork shall be deemed to include standard complementary blocks such as corner, three-quarter, half and quarter blocks required in the construction of corners, reveals, jambs, ends, etc. to solid and hollow walls and for bonding as necessary</p> <p><u>DECORATIVE BLOCKS</u></p> <p>Blocks shall be of approved manufacture, sound, well burnt or cured and uniform and true in size, shape and colour</p>			

<u>SUPERSTRUCTURE</u>			
<u>Brickwork in class II mortar</u>			
<u>Brickwork of NFP bricks in class II mortar</u>			
1	Half brick walls around door frames replaced	m2	158
2	380mm Walls (Close Windows)	m2	175,448
<u>BLOCKWORK</u>			
<u>SUPERSTRUCTURE</u>			
<u>Blockwork in class II mortar</u>			
<u>Brickwork of NFX bricks (14 MPa nominal compressive strength) in class II mortar</u>			
3	Half brick walls	m2	8589
4	One and a half brick walls	m2	0
5	110mm Lintels one course high of 110 x 75 x 3600mm U-blocks	m	365
<u>Wall bonding ties</u>			
6	6mm Diameter galvanized mild steel rod wall bonding tie 7mm girth, four times bent and built horizontally into blockwork at wall intersections, construction joints, etc.	No	1485
7	1,6 mm Galvanised hoop iron wall anchor 38 mm wide x 0,6 m long with one end shot pinned to concrete and other end bent back and built into brickwork	No	1485
Brickwork sundries			
8	"Brickforce BK175" built into horizontal joints of one brick walls	m	40901
Carried to final summary			
			R

ITEM NO		QUANTITY	RATE	AMOUNT
	BILL NO 5			
	<u>WATERPROOFING</u>			
	<u>Waterproofing</u>			
	Waterproofing of roofs, basements, etc. shall be laid under a ten year guarantee. Waterproofing to roofs shall be laid to even falls to outlets etc. with necessary ridges, hips and valleys. Descriptions of sheet or membrane waterproofing shall be deemed to include additional labour to turn-ups and turn-downs			
	<u>DAMPPROOFING OF WALLS AND FLOORS</u>			
	<u>User note</u>			
	Where SANS 952-1985 in the following headings is not applicable, refer to other suitable construction standards or provide full specifications			
	<u>One layer type FV damp-proof course</u>			
	<u>One layer 375 micron embossed polyethylene damp-proof course (SANS 952-1985 type B)</u>			
1	Vertically between walls	m2	320	
	<u>One layer 375 (500, 1000?) micron orange polyethylene waterproof sheeting (SANS 952-1985 type A) sealed at laps with PVC self-adhesive tape</u>			
2	Under slabs	m2	0	
	<u>Torch on five coat membrane reinforced liquid acrylic waterproofing</u>			
3	Supply and fit 4mm bitumen torch on waterproofing , Removal of existing measured under demolition	m2	880	
4	Supply and fit 4mm bitumen torch on waterproofing , 100mm turnups	m	400	
5	Silvercoat 2 coats	m2	880	
6	Waterproofing to outlets	No	8	
	<u>Cementitious waterproofing system (suitable for tiling) comprising patching defects with polymer modified flexible (PMF) waterproofing slurry and three full coats PMF waterproofing slurry applied with a brush to a final dry film thickness of 2 to 3mm</u>			
7	On shower floors and walls	m2	1152	
	Carried to final summary			
				R

ITEM NO			QUANTITY	RATE	AMOUNT
	<u>BILL NO 6</u>				
	<u>CARPENTRY AND JOINERY</u>				
	<u>Fixing</u>				
	Items described as "nailed" shall be deemed to be fixed with hardened steel nails or pins, or to be shot-pinned, to brickwork or concrete				
	Items described as "plugged" shall be deemed to include screwing to fiber, plastic or metal plugs at not exceeding 500mm centers, and where described as "bolted", the bolts have been given elsewhere				
	<u>Decorative thermosetting plastic laminate covering</u>				
	Laminate covering shall be glued under pressure and edge strips of same shall be butt jointed at junctions with adjacent similar finish				
	<u>TIMBER DOORS, WINDOWS, ETC</u>				
	<u>Fire doors</u>				
	<u>User note</u>				
	Where SANS 1253 in the following description is not applicable, refer to other suitable construction standards or provide full specifications				
	Fire doors are to be in accordance with SANS 1253				
	<u>DOORS ETC</u>				
	<u>44mm hollow core flush doors with commercial veneer, hung to steel frames</u>				
1	44mm Door 2032 x 831mm high (internal)	No	51		
2	44mm Door 2032 x 831mm high (bathroom)	No	139		
	<u>DUCT COVERS</u>				
	<u>2032 x 600mm Framed frames, bolted</u>				
3	Duct Doors	No	115		
	<u>Class E fire doors with veneer</u>				
	Fire doors Class E (1/2 hour fire rating)				
	<u>User note</u>				
4	Class E fire door 2032 x 831mm high including pressed steel frame for 115 brick wall and preparing frame for door closer and lock (Entrance doors)	No	139		
	<u>Class B fire doors with veneer</u>				
	Fire doors Class B (2 hour fire rating)				
6	Class B fire double door 2032 x 1620mm high including pressed steel frame for 140mm brick wall and preparing frame for door closers	No	7		
7	Class B fire single door 2032 x 815mm high including pressed steel frame for 140mm brick wall and preparing frame for door closers	No	7		

	<p>FIRE PARTITIONS:</p> <p>8 Fire Partitions: V1: Supply, cut to size and fit 12mm nutec board 900mm x 1500mm into Window frames</p> <p>No</p> <p><u>CUPBOARDS TO KITCHENS, BEDROOMS, ETC</u></p> <p><u>User note</u></p> <p><i>When using the following system of measuring cupboard fittings a detailed specification must either be annexed to the detail drawings of the cupboards or given in the bills of quantities</i></p> <p><i>The following clause is to be amended if any or all the items of others trades, i.e. glass, ironmongery, metalwork, paint or varnish finishes are given separately and is to include a clear statement to this effect</i></p> <p><u>SUPPLEMENTARY PREAMBLES</u></p> <p><u>General</u></p> <p>The following cupboard fittings are given as complete units i.e. the components of the units have not been given separately. Descriptions of such units shall, therefore, be deemed to include all components, assembling, housing, notching, glueing, blocking, planting-on and screwing with countersunk screws, edge strips, thermosetting plastic laminate, glass, ironmongery, metalwork, paint or varnish finishes, etc. Prices are to include for all necessary filler pieces against walls etc.</p> <p><u>References</u></p> <p>References given in descriptions refer to the respective types of fittings detailed on the architect's drawing(s) accompanying these bills of quantities for tender purposes</p> <p><u>Bedroom cupboards with hinges, handles, roller catches to upper doors, cupboard locks to lower doors, 100mm brass barrel bolts to lower double doors and clothes hanging rails in hanging spaces</u></p> <p>9 Cupboard type 1800 x 600 x 3000mm high with top, sides, bottom, division, shelves, doors, etc. (Specification to be confirmed with Architect)</p> <p>No</p> <p>Carried to final summary</p>	<p>56</p> <p>139</p>	<p>R</p>
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ITEM NO		QUANTITY	RATE	AMOUNT
	<u>BILL NO 7</u>			
	<u>CEILINGS, PARTITIONS AND ACCESS FLOORING</u>			
	<u>User note</u>			
	<p><i>The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. <u>Where such model preambles are not applicable</u> (e.g. where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i></p>			
	<u>Fixing</u>			
	Items described as "nailed" shall be deemed to be fixed with hardened steel nails or pins, or to be shot-pinned, to brickwork or concrete			
	Items described as "plugged" shall be deemed to include screwing to fibre, plastic or metal plugs at not exceeding 500mm centres, and where described as "bolted", the bolts have been given elsewhere			
	<u>Ceilings</u>			
	Unless otherwise described ceilings shall be deemed to be horizontal			
	<u>Bulkheads</u>			
	Unless otherwise described bulkheads shall be deemed to be horizontal along the length			
	<u>Steel components</u>			
	All steel components for ceilings, partitions, etc. are to be galvanized in accordance with SANS 121			
	<u>CEILING TIMBERS, BEADS, INSULATION, ETC</u>			
	<u>SUSPENDED CEILINGS</u>			
	<u>SUPPLEMENTARY PREAMBLES</u>			
	<u>Proprietary suspended ceilings</u>			
	Hangers, suspension grids, "lay-in" panels, etc. are to be in accordance with the manufacturers' recommendations			
	<u>User note</u>			
	<p><i>The following preamble to be included in the bills of quantities after confirmation of the basic design of the ceilings, lighting, air conditioning, etc.</i></p> <p><i>Electrical light fittings, diffusers, panels etc. are generally "lay-in" units of the same dimensions as the suspension grid described and allowance must be made in the rates accordingly for their support inclusive of any flexibility in setting out that may be required (ceiling panels have not been deducted and pricing is to take cognisance thereof)</i></p>			

<u>Flush plastered gypsum plasterboard suspended ceilings</u>				
Ceilings shall comprise 9,5mm (12,5mm?) gypsum plasterboard boards screwed to and including screw-up suspension grid consisting of main tees at 1 200mm centres and galvanized steel capped cross tees at 400mm centres and with tape fixed over joints and the whole finished with gypsum plaster trowelled to a smooth polished surface				
The grid shall be suspended by means of galvanized steel L-section hangers at suitable centres, securely shot-pinned or screwed to concrete, steel or wood				
Flush plastered gypsum plasterboard suspended bulkheads				
Bulkheads shall comprise galvanized steel studding of 63,5mm top and bottom tracks with vertical studs at maximum 400mm centres, pop-riveted to the top and bottom tracks with similar additional vertical studs as necessary at abutments, ends, etc. and covered as described with plasterboard screwed to studding with drywall screws at maximum 300mm centres. Boards shall be butt jointed and finished with tape and jointing compound and the whole finished with gypsum plaster trowelled to a smooth polished surface to the thickness recommended by the manufacturer				
Descriptions shall be deemed to include any additional studs at ends and intersections, corner beads, cornices at junctions with ceilings, jointing compound, tape, etc.				
<u>Exposed ceiling grid lay Gyproc Celotex Fine Fissured 600 x 600mm laid into Donn ceiling grid and secured into place using Donn Hold Down Clips. Ceiling consisting of Donn Wall Angle M6 fixed to the perimeter wall using fixings at 300mm centres. Space Donn T38 FR Main Tees at 1200 centres and amp. Donn T38V (1200 long) Cross Tee at 600 centres. Suspended main tee using Donn Hanger Strap 19mm suitably fixed to the building structural members. Use one Gyproc Wafer Head Tek screw 133mm shall be used to fix the hanger strap to the main tee web. Donn Galvanised Hanger strap 19mm at maximum 150mm on both sides of the fire notch. All fire notch to be in line.</u>				
1	Ceilings suspended not exceeding 1m below concrete soffits	m2	556	
2	Opening for sprinkler head	No	30	
3	Opening for 75mm diameter downlighter	No	30	
4	Extra over ceiling for opening for 300 x 300mm light fitting	No	30	
<u>Concealed ceiling grid1 layer Gyproc Rhinoboard (12,5mm) is fixed to Donn Tess using Gyproc Rhinoboard Sharp Point Screws 25mm at maximum 150mm centres. All joints shall be staggered. Apply Gyproc Rhino Tape to all joints and skim the ceiling using Gyproc Rhinolite. Ceiling grid consisting of DONNQRC T37K Main Tees installed at 1200mm centres and suspended using Donn Galvanised Steel Angle 25 x 25mm hangers at 1200mm centres. Perimeter suspension shall be less than 400mm from the wall. The hangers shall be suitably fixed to the underside of the siffit. Fix angles to the tees using one line of 2steel pop-rivets or one Gyproc Wafer Head Tek Screws 13mm. Install DONN QRC T32K Cross Tees at 600mm centres. Installed as per manufactures specification</u>				
5	Ceilings suspended not exceeding 1m below concrete soffits	m2	626	
Carried to final summary				

ITEM NO			QUANTITY	RATE	AMOUNT
	<u>BILL NO 8</u>				
	<u>IRONMONGERY</u>				
	<u>Proprietary items</u>				
	Where applicable the manufacturers' names or product catalogue titles are given in sub-headings preceding the items. Prices are to be based on the specific products/articles specified. If tenderers wish to offer alternative products/articles for certain items, these items are to be clearly marked and the alternative specification given with supporting brochures etc clarifying the features of the products/articles offered. On request returnable samples are to be provided to the principal agent for consideration.				
	<u>HINGES, BOLTS, ETC</u>				
	<u>In accordance with "QS Hardware" catalogue</u>				
1	32mm Steel hinge (2 x per Entrance doors, Internal doors, bathroom & ducts)	No	139		
2	Door closer heavy duty on Class B Fire doors	No	14		
	<u>LOCKS</u>				
	<u>Keys</u>				
	Unless otherwise described locks shall have two keys each				
	<u>EN-SUITE LOCKS</u>				
	The following locks are to be suitable for master key operation				
	The following locks are to be suitable for master and grand master key operation				
	<u>In accordance with "QS Hardware" catalogue</u>				
3	Bathroom Two - lever lockset	No	139		
4	Bedroom Two-lever lockset	No	63		
5	Single cylinder lockset	No	139		
6	Oval cylinder lockset (ducts)	No	115		
7	Grand master key	No	1		
	<u>LETTERS, NAMEPLATES, ETC</u>				
8	Aluminium plate engraved and painted letters or numerals 200mm x 200mm	No	146		
9	Anodized aluminium plate with male or female symbol 200mm x 200mm	No	2		

<u>PELMETS AND CURTAIN TRACKS</u>				
10	Single curtain tracks for soffit fixing including 12 rollers per meter, stops, brackets, etc. (plugged)	m	659,5	
<u>SUNDRIES</u>				
11	38mm Diameter rubber door stop (, plugged?)	No	329	
12	Anodized aluminium cover strips fixed over expansion joints in floors	m	150	
<u>Rubber door mats</u>				
13	2300 x 2000 x 2mm Door mat laid loose in mat surround	No	1	
<u>BATHROOM FITTINGS</u>				
<u>Manufactured by "Demola"</u>				
14	(Demola - 3330D) chromium plated (stainless steel) towel rail (plugged)	No	139	
15	(Demola - 3326) chromium plated (stainless set) toilet roll holder, plugged	No	139	
16	(Demola - 3369) chromium plated (stainless steel) soap dish, plugged	No	139	
17	450 x 450mm High bathroom cabinet, plugged	No	139	
<u>PROPRIETARY TYPE KITCHEN CUPBOARDS</u>				
<u>SUPPLEMENTARY PREAMBLES</u>				
Kitchen cupboards are to be manufactured of 16 mm particle board with 0,8mm melamine finish on both sides and edges. Tops are to be of 32mm water resistant particle board with 1,2mm decorative thermosetting plastic laminate finish to top with balancing veneer to underside. Edges of tops are to be finished with matching laminate (Edges of tops are to be half-round post-formed with laminate wrapped around?)				
Doors to be of 16mm particle board with 0,8mm melamine finish on both sides and edges (Doors to be of 16mm "?" with half-round edges and with 0,8mm melamine finish on both sides and wrapped around edges?)				
Drawers are to be fitted with telescopic runners				
Doors are to be hung on self closing adjustable hinges				
Doors and drawers are to be fitted with knobs / handles				
<u>Where described as "lockable", doors and drawers are to be fitted with cylinder cupboard locks with necked barrel bolts to double doors kitchen cupboards, plugged</u>				
18	(Kitchen to include Granite) wall unit 1800 x 450 x 2400mm high including Granite Rustenburg 2250m per unit (Specification to be confirmed with Architect)	No	139	
Carried to final summary				
				R

ITEM NO		QUANTITY	RATE	AMOUNT
	<p><u>BILL NO 9</u></p> <p><u>METALWORK</u></p> <p><u>Descriptions of bolts, anchors, etc.</u></p> <p>Descriptions of bolts shall be deemed to include nuts and washers</p> <p>Descriptions of expansion anchors and bolts and chemical anchors and bolts shall be deemed to include nuts, washers and mortices in brickwork or concrete</p> <p>Items described as "holed for bolt(s)" shall be deemed to exclude the bolts unless otherwise described</p> <p>Items described as "plugged" shall be deemed to include screwing to fiber, plastic or metal plugs at not exceeding 600mm centers</p> <p><u>Aluminium doors, windows, etc.</u></p> <p>Doors and windows shall comply with AAAMSA design criteria Glazing shall comply with SAGGA regulations. Glass shall be type ? laminated performance glass as shown on the window schedules/drawings appended to these bills of quantities (as described in the headings to window descriptions?). Glass thickness shall comply with SAGGA regulations irrespective of thicknesses shown on the schedules/drawings Doors and windows shall be supplied with protective tape and plastic and shall be removed only once surrounding trades have been completed For purpose made windows and doors, refer to drawings annexed to (issued separately with?) these bills of quantities</p> <p>The following certificates shall be provided prior to commencement of site work:1A copy of the relevant AAAMSA Performance Test Certificate from the manufacturer/contractor supplying the architectural aluminium product 2A Certificate of Conformance confirming that anodizing or powder coating has been processed in accordance with SANS 999 and SANS 1796 respectively</p> <p>3A powder guarantee of not less than 15 years issued by the powder manufacturer. The specific conditions contained in this guarantee shall form part of the powder coating process 4A Certificate of Conformance confirming that glazing has been installed in accordance with SANS 0137, ensuring that safety glazing materials have been installed in the mandatory areas and that each individual pane of safety glazing materials has been permanently marked5A warranty from the manufacturer of the laminated safety glass and/or hermetically sealed glazing units guaranteeing the products against delamination and colour degradation for a period of not less than five years</p> <p><u>STEEL GATES, SCREENS, ETC</u></p> <p><u>GALVANISED STEEL GATES, SCREENS, ETC</u></p> <p><u>Welded screens and gates</u></p> <p>1 Single gate 1200 x 2400mm high hollow section frame and hollow section horizontal middle rail, filled in with hollow section vertical bars fitted with a pair of suitable hinges welded to post and with ears for padlock</p>	No	1	

2	Double gate 5500 x 2400mm high, each leaf hollow section frame and hollow section horizontal middle rail, filled in with hollow section vertical bars fitted with a pair of suitable hinges bolted to wall with and including expansion bolts, with ears for padlock and drop bolt welded on with keep in concrete	No	1		
<u>DOORS, WINDOWS, CURTAIN WALLING, SHOPFRONTS, ETC</u>					
<u>User note</u>					
<i>It is suggested that the architect's reference number i.e. D1 W1, etc. be inserted in brackets after each description For clarity the various schedules may be issued together with the bills of quantities</i>					
<u>PRESSED STEEL DOOR FRAMES</u>					
<u>Note</u>					
Refer to attached window schedules for details of windows					
<u>1.2mm Rebated frames suitable for 145mm brick (walls with two 100mm brass butt hinges per door leaf</u>					
3	Frame for door 813mm x 2032mm high (Unit internal doorframes)	No	329		
4	Frame for door 600 x 2032mm high (Duct doorframes)	No	115		
<u>1.6mm Rebated frames suitable for one brick (walls with two 100mm brass butt hinges per door leaf</u>					
5	Frame for door 2023 x 832mm high Unit front door frames	No	0		
<u>1.6mm Rebated frames suitable for one brick (walls with three 100mm brass butt hinges per door leaf</u>					
6	Frame for door 2023 x 1620mm high	No	14		
<u>Purpose made windows including all fittings (burglars)</u>					
7	Fit windows previously removed from North Fascade 900mm x 600mm	No	33		
8	Purpose made window size 597 x 2098mm high	No	36		
9	Purpose made window size 665 x 733mm high	No	0		
10	Purpose made window size 681 x 1235mm high	No	12		
11	Purpose made window size 749 x 897mm high	No	32		
12	Purpose made window size 897 x 2120mm high	No	28		
13	Purpose made window size 900 x 450mm high	No	78		
14	Purpose made window size 1500 x 1500mm high	No	29		

<u>Servicing and making good Purpose made windows including all fittings</u>			
15	Purpose made window size 597 x 2098mm high	No	4
16	Purpose made window size 665 x 733mm high	No	4
17	Purpose made window size 681 x 1235mm high	No	14
18	Purpose made window size 749 x 897mm high	No	47
19	Purpose made window size 897 x 2120mm high	No	21
20	Purpose made window size 1500 x 1500mm high	No	139
<u>ALUMINIUM DOUBLE DOORS</u>			
Powder coated sliding doors as per system, complete with subframes, ironmongery, glass, sealing, etc. and fixing to brickwork or concrete			
21	Standard double door 1800 x 2100mm high (Servicing the main entrance door)	No	1
Carried to final summary			R

ITEM NO		QUANTITY	RATE	AMOUNT
	<u>BILL NO 10</u>			
	<u>PLASTERING</u>			
	<u>GRANOLITHIC</u>			
	<u>Method</u>			
	The method to be used shall be either the monolithic method or the bonded method			
	<u>Preparation</u>			
	For granolithic applied monolithically, the concrete floor shall be swept clean after bleeding of the concrete has ceased and the slab has begun to stiffen; any remaining bleed water shall be removed and the granolithic applied immediately thereafter. For granolithic to be bonded to the floor slab after it has hardened, the slab surface shall be hacked (preferably by mechanical means) until all laitance, dirt, oil, etc. is dislodged and swept clean of all loose matter. The slab shall then be wetted and kept damp for at least six hours before applying the granolithic			
	<u>Mix</u>			
	Granolithic shall attain a compressive strength of at least 41MPa. The coarse aggregate shall comply with SANS 1083 and shall generally be capable of passing a 10mm mesh sieve. Where the thickness of the granolithic exceeds 25mm, the size of the coarse aggregate shall be increased to the maximum size compatible with the thickness of the granolithic			
	<u>Panels</u>			
	Granolithic shall be laid in panels not exceeding 14m ² for monolithic finishes, not exceeding 9,5m ² for bonded finishes and not exceeding 6m ² for all external granolithic. Wherever possible, panels shall be square but at no time should the length of the panel exceed 1,5 times its width			
	Where possible joints between panels shall be positioned over joints in the floor slab and shall be at least 3mm wide through the full thickness of the finish, separated by strips of wood or fiberboard and finished with V-joints			
	<u>Laying</u>			
	Monolithic granolithic shall be applied to the partially set slab and thoroughly compacted and lightly wood floated to the required levels			
	Bonded granolithic shall be applied to the slab after applying a 1:1 sand-and-cement slurry brushed over the surface and allowed to partially set before applying the granolithic. The granolithic shall be thoroughly compacted and lightly wood floated to the required levels			
	After wood floating, the monolithic and bonded granolithic shall remain undisturbed until bleeding has ceased and the surface has stiffened. Any remaining bleed water and laitance shall then be removed and the surface steel troweled or power floated			
	<u>Curing, seasoning and protection</u>			
	Granolithic shall be covered with clean hessian with waterproof building foil over and kept wet for at least seven days after laying			

<u>Colour</u>				
Coloured granolithic shall be tinted with an approved colouring pigment mixed into the granolithic in the proportion of ? kg pigment per pocket of cement, of uniform appearance and consistent colour throughout				
<u>SCREEDS</u>				
1	Screeds steel troweled, on concrete		188	
<u>INTERNAL PLASTER</u>				
Cement plaster steel troweled, on brickwork				
2	On walls	m2	11552	
3	On soffits	m2	1025	
<u>EXTERNAL PLASTER</u>				
Cement plaster steel troweled, on brickwork				
4	On walls	m2	1550	
Carried to final summary				R

ITEM NO		QUANTITY	RATE	AMOUNT
	<u>BILL NO 11</u>			
	<u>TILING</u>			
	<u>Patterns</u>			
	Unless otherwise described, tiles shall be laid with continuous joints in both directions			
	<u>Fixing</u>			
	Unless described as "fixed with adhesive to plaster (plaster elsewhere)" descriptions of tiling on brick or concrete walls, columns, etc. shall be deemed to include 1:4 cement plaster backing and descriptions of tiling on concrete floors etc. shall be deemed to include 1:3 plaster bedding			
	Tiling described as "fixed with adhesive on power floated concrete" shall be deemed to include for approved tiling key-coat			
	Ceramic, porcelain, marble and granite tiles are to be fixed and grouted with suitable adhesives and grouts as recommended by the manufacturer of the tiles			
	<u>WALL TILING</u>			
	<u>Glazed ceramic tiles fixed with adhesive to plaster (plaster elsewhere) and flush pointed with tinted grout</u>			
1	On walls (300 x 600mm HWS1ICE72A8LAJ CEN OAK WALL MATT)	m2	1982	
2	On walls in isolated panels, splashbacks, etc. not exceeding 1m ² Kitchen(100 x 300mm HFAB1006J ARIA ICE)	m2	450	
	<u>FLOOR TILING</u>			
	<u>600 x 600mm HPG1ICE120030AJ CEN TORRE TITANIUM MATT fixed with adhesive to screed (screed elsewhere) and flush pointed with waterproof grout</u>			
3	On floors and cut off for shower	m2	3977	
4	On narrow widths not exceeding 300mm wide	m2	199	
5	Fair exposed cutting and fitting around pipe not exceeding 100mm external diameter	No	140	
6	Skirting 100mm high of cut tiles (150 x 600mm HPG1ICE120030AJ CEN TORRE TITANIUM MATT)	m	5107	
	<u>SUNDRIES</u>			
	<u>Aluminium (Stainless steel) corner protectors, stair nosing's, expansion joint strips, etc.</u>			
7	Profile equal (SS) corner protectors	m	278	
8	Aluminium door seal weather strip (entrance doors)	m	140	
	Carried to final summary			R

ITEM NO		QUANTITY	RATE	AMOUNT
	<u>BILL NO 12</u>			
	<u>PLUMBING AND DRAINAGE (PROVISIONAL)</u>			
	<u>Wire gratings</u>			
	Descriptions of gutter outlets etc. shall be deemed to include wire balloon gratings			
	<u>Stormwater channels</u>			
	Descriptions of channels shall be deemed to include necessary excavation, surface preparation, compaction, etc., and disposal of surplus material on site			
	<u>French drains</u>			
	Descriptions of trench drains shall be deemed to include excavation, stone filling graded from 300mm diameter at bottom to 75mm diameter at top, geofabric filter blanket over stone, 300mm earthfilling over and disposal of surplus material on site			
	<u>Septic tanks</u>			
	Descriptions of proprietary type septic tanks shall be deemed to include excavation, bedding and jointing, concrete base slabs, jointing to drains and backfilling, compaction, etc. all in accordance with the manufacturer's instructions and disposal of surplus material on site			
	<u>Stainless steel basins, sinks, wash troughs, urinals, etc.</u>			
	Stainless steel for economy basins, domestic sinks and worktops shall be Type 430 (17/0) Stainless steel for urinals, basins, quality sinks, wash troughs, institutional equipment, etc. shall be Type 304 (18/8) Stainless steel for laboratory sinks, photographic equipment, etc. shall be Type 316 (18/8) Units shall have standard aprons on all exposed edges and tiling keys against walls where applicable			
	<u>Sealing of edges</u>			
	Outer edges of sinks, basins, baths, urinals, etc. are to be sealed against adjacent surfaces with approved silicone			
	<u>PVC-U pipes and fittings</u>			
	Sewer and drainage pipes and fittings shall be jointed and sealed with butyl rubber rings Soil, waste and vent pipes and fittings shall be solvent weld jointed or sealed with butyl rubber rings			
	<u>PVC-U pressure pipes and fittings</u>			
	Pipes of 50mm diameter and smaller shall be plain ended with solvent welded PVC-U loose sockets and fittings Pipes of 63mm diameter and greater shall have sockets and spigots with push-in type integral rubber ring joints. Bends shall be PVC-U and all other fittings shall be cast iron, all with similar push-in type joints			
	<u>High density polyethylene (HDPE) pipes and fittings</u>			
	Pipes shall be type IV and of the class specified with compression fittings			
	<u>Polypropylene pipes</u>			

Polypropylene pipes 54mm diameter and smaller shall be seamless copper coloured Class 16 pipes jointed with heat welded thermoplastic or where so described compression fittings. Pipes shall be firmly fixed to walls, etc. with coloured nylon snap-in pipe clips with provision for accommodating thermal movement and jointed and fixed strictly in accordance with the manufacturer's instructions

Copper pipes

Pipes shall be hard drawn and half-hard pipes of the class described. Class 0 (thin walled hard drawn) pipes shall not be bent. Class 1 (thin walled half-hard), Class 2 (half-hard) and Class 3 (heavy walled half-hard) pipes shall only be bent with benders with inner and outer formers. Fittings to copper waste, vent and anti-siphon pipes, capillary solder fittings and compression fittings shall be "P" type. Capillary solder fittings shall comply with ISO 2016

Copper pipes are to be installed in accordance with the latest revision of the Code of Practice for Copper Plumbing soldering techniques. Flux, solder, etc. to be strictly in accordance with the manufacturer's requirements with special attention to copper flux composition

Reducing fittings

Where fittings have reducing ends or branches they are described as "reducing" and only the largest end or branch size is given. Should the contractor wish to use other fittings and bushes or reducers he may do so on the understanding that no claim in this regard will be entertained

Fixing of pipes

Unless specifically otherwise stated, descriptions of pipes shall be deemed to include fixing to walls, etc., casting in, building in or suspending not exceeding 1m below suspension level

Paper wrapping to pipes

Pipes chased into brickwork must be wrapped with two layers of stout brown paper tied with wire. Rates are to include for wrapping around joints and fittings

Disinfection of water pipework

Water pipework is to be disinfected at completion

Petrolatum anti-corrosion tape

Pipes to be taped shall be coated with the appropriate primer and the tape shall be applied in the appropriate widths and with 50% overlaps. Couplings and fittings to pipes shall be taped in strict accordance with the manufacturer's instructions

Prices for wrapping of pipes shall include for all work as described to couplings in the length

Laying, backfilling, bedding, etc. of pipes

Pipes shall be laid and bedded in accordance with manufacturers' instructions and trenches shall be carefully backfilled

Where no manufacturers' instructions exist, pipes shall be laid in accordance with the relevant section of SANS 2001

General

<p>Descriptions of cast iron roof outlets shall be deemed to include joints to pipes and casting into concrete (adaptors for joints to PVC pipes, etc. are given separately) Descriptions of overflow pipes where measured in number, shall be deemed to include joints to cisterns and splay cut ends</p> <p>Descriptions of pipes laid in and including trenches and of inspection chambers, catchpits, etc. shall be deemed to include excavation, bedding, backfilling, compaction to a minimum of 95% Mod AASHTO density and disposal of surplus material on site</p> <p>Descriptions of service pipes and flexible connecting pipes shall be deemed to include connections to taps, cisterns, etc. and to steel pipes (adaptors for connections to copper pipes, etc. are given separately)</p> <p>Descriptions of WC pans, slop hoppers, etc. shall be deemed to include for joints to soil pipes (pan connectors are separately measured)</p> <p><u>As-built drawings</u></p> <p>Where required, the contractor shall prepare an updated set of as-built drawings. At completion of the contract the contractor shall hand these drawings to the principal agent for reproducing onto the originals for handing over to the employer (provision for allowance of as-built drawings elsewhere)</p> <p><u>RAINWATER DISPOSAL</u></p> <p><u>0.6mm Galvanized sheet steel gutters and rainwater pipes with powder coated finish on outside</u></p> <p><u>PVC-U gutters and rainwater pipes</u></p>					
1	110mm Diameter rainwater pipes	m	0		
<p><i>The applicable "extra over" items from the following list are to be inserted directly after each of the foregoing items</i></p>					
2	Extra over gutter for stopped end	No	10		
3	Extra over gutter for angle	No	10		
4	Extra over gutter for outlet for 110mm pipe	No	5		
5	Extra over rainwater pipe for bend	No	5		
6	Extra over rainwater pipe for shoe	No	10		
<u>PVC-U pipes</u>					
7	110mm Pipes	m	0		
<u>Extra over PVC-U pipes for fittings</u>					
8	110mm Bend	No	5		
9	110mm Junction	No	5		
<u>SUBSOIL DRAINAGE</u>					
10	Excavation in earth not exceeding 1m deep for pipe trenches	m3	5		
11	Backfilling to pipe trenches	m3	8		

	<u>HDPe pipes</u>				
	<u>Slotted PVC-U flexible drainage pipes</u>				
12	110mm Pipes laid in stone encasing (encasing elsewhere)	m	10		
	<u>Extra over HDPe pipes for fittings</u>				
	<u>Extra over slotted PVC-U flexible drainage pipes for fittings</u>				
13	110mm End cap	No	2		
14	110mm Bend	No	2		
15	110mm Junction	No	2		
	<u>PRECAST CONCRETE CHANNELS</u>				
16	370 x 250mm Channel 405mm long with segmental channel with one open end and one stopped end formed therein and finished smooth, including placing in position under shoe of rainwater pipe on a well rammed earth bottom	No	4		
	<u>STORMWATER DRAINAGE</u>				
17	Excavation in earth not exceeding 1m deep for pipe trenches	m3	2		
18	Backfilling to pipe trenches	m3	3		
	<u>Sumps, catchpits, inspection chambers, etc. including concrete kerbs or precast concrete cover slabs (gratings and covers elsewhere)</u>				
	<u>User note</u>				
	<i>Attention is drawn to the fact that suitable grouping according to depth may be adopted in the event of numerous items occurring, as shown in the following items</i>				
19	650 x 450mm Rainwater sump 750mm deep internally	No	1		
20	650 x 450mm Brick inspection chamber 750mm deep internally	No	1		
	<u>Cast iron gratings, covers, etc.</u>				
21	520 x 790mm x 127kg Stormwater grating and frame	No	1		
22	450 x 600mm x 245.4kg Single seal manhole cover and frame	No	1		
23	Lifting-key for manhole cover (handed to employer)	No	1		
	<u>Municipal connection</u>				
24	Provide the sum of R5000 (R) for municipal connection	Item	1		
25	Profit	Item	0,1		
	<u>SLEEVES FOR ELECTRICAL AND TELEPHONE CABLES ETC</u>				
26	Excavation in earth not exceeding 1m deep for pipe trenches	m3	0		
27	Backfilling to pipe trenches compacted to 93% Mod AASHTO density	m3	0		
	<u>Class 6 PVC-U pipes</u>				
28	Set of two 110mm pipes laid side-by-side in trenches (trenches elsewhere)	m	50		

<u>Extra over Class 6 PVC-U pipes for fittings</u>			
29	110mm Bend	No	2
<u>SANITARY FITTINGS</u>			
30	(WBDC0208)A Basin - Betta courier with pedestal (to include granite top)	No	139
31	(SDI-790-SE) Sink - Kwikot single bowl drop in 790mm x 500mm	No	139
<u>Manufactured by "Betta"</u>			
32	(TA0108A) Toilet Close coupled Betta Astra White with standard seat	No	139
<u>WASTE UNIONS ETC</u>			
<u>Manufactured by "Union"</u>			
33	(BW101S)32mm CP chromium plated basin waste union	No	139
34	40mm chromium plated bath or sink waste union	No	139
<u>TRAPS ETC</u>			
35	(10021059) 32mm Rubber "P" or "S" trap	No	139
36	(10021055) 40mm x 40mm Mini P-trap reseal	No	139
<u>Manufactured by "CTM"</u>			
37	Shower - door framed Pivot door + side panel 900mm x 900mm x 1800 clear	No	139
38	Shower - trap / stainless steel grid (floor smell trap type)	No	139
<u>TAPS, VALVES, ETC</u>			
39	32mm Brass stopcock	No	1
40	32mm Brass fullway gate valve	No	1
41	32mm Brass non-return valve	No	1
<u>Manufactured by "Aspen"</u>			
42	CT-906109 15mm x 15mm Angle Valve	No	308
43	(10000561) 15mm x 15mm Angle Valve (Chrome)	No	308
44	(SL220AS-L) Basin - Aspen Light standard mixer	No	139
45	(SL301ASL) Sink - Aspen chrome sink mixer dect type	No	139
46	(SL100AS-L) Shower - Aspen light shower	No	139
47	(SFMONTEB) Shower - head 120mm chrome round	No	139
48	(SARMLONG) Shower - arm 350mm chrome round	No	139
49	15mm Flexible connector	No	139

<u>SANITARY PLUMBING</u>			
<u>PVC-U soil and vent pipes</u>			
50	50mm Pipes chased into brickwork	m	10
51	50mm Pipes suspended exceeding 7m and not exceeding 9m below concrete soffits	m	10
<u>Extra over PVC-U soil and vent pipes for fittings</u>			
52	110mm Reducer	No	10
53	110mm pan connector	No	139
54	110mm Bend	No	10
55	110mm Junction	No	10
<u>Testing</u>			
56	Testing waste pipe system	Item	1
<u>Disinfecting</u>			
57	Disinfecting water pipe and tank system	Item	1
<u>Municipal connection</u>			
58	Provide the sum of R 15 000 for municipal connection	Item	1
59	Profit	Item	0,1
<u>Testing</u>			
60	Testing water pipe system	Item	1
<u>DRIP TRAYS, TANKS, ETC</u>			
<u>SG1 polyethylene drinking water tanks with black lining internally</u>			
61	10 000 Liter circular tank including holding strips, situated on the roof level	No	2
<u>WATER SUPPLIES TO FIRE APPLIANCES</u>			
Supply, delivery, installation, commissioning and testing of a fire sprinkler system, to SABS 0287:2000 - Install complete fire protection system including sprinklers, piping and ICV to connect to existing infrastructure and deliver the system fully functional			
Fire Hydrants Supply and Install Fire Hydrants, 65mm Brass right angle Fire Hydrants complete with all accessories mounted inside cabinets and or surface mounted and connected to piping. Test and commission and hand over Hydrant and Hose reel system as shown on relevant drawings			
62	Dia 65mm Right angle Hydrant	No	9
63	Double Booster Stortz	No	2
64	30m Fire Hose reels	No	0
<u>Fire Extinguishers</u>			
65	4,5 kg DCP Fire Extinguishers	No	24
66	5,0 kg CO2 Fire Extinguishers	No	8

<u>FIRE DETECTION INSTALLATION</u>		
Supply, install and connect inclusive of all fixing materials, wastage and sundries. CLASS A wiring method. Equipment to be Zitron type or similar and equal approved.		
Installation to comply in full with SANS10139 and applicable standards		
67	ZP2 -2L - LB - Fire Panel and 40 Zones Indicator - Battery	No 1
68	Addressable Fire Panel Accessory - Network Printed Circuit Board	No 1
69	Addressable Fire Panel ACC - LED IND - 24 Z	No 8
70	Battery 12 V 7.2 Ah (for 2010-1/-2 fire panels only, use BS127N-A for all other applications)	No 8
71	ZP7 Series Addressable Optical Detector, Polar White.	No 64
72	Surface Mount Detector Base (Polar White)	No 64
73	ADDR. HEAT DET. PW	No 64
74	Surface Mount Detector Base (Polar White)	No 64
75	Surface Mounting Box With Earth Connector, Red	No 8
76	Hinged Transparent MCP Protection Cover	No 8
77	Resettable Element For Manual Call Point	No 8
78	HORN SNDR. W/ VISUAL IND. PW	No 8
79	PLUG-IN BASE, PW	No 8
80	Fire Retardant Cable 2 X 1mm.sq. - PH30 - 100/100V (500m Reel)	No 6
81	SM BOX C/W DIN FOR A MODULES	No 1
82	Bosal Conduit (Including Saddles and Accessories)	No 500
<u>FIRE SIGNAGE</u>		
Photolumiscent Fire and Evacuation Signage		
83	Signage E1/E2	No 0
84	Signage E3	No 0
85	Signage F1	No 0
86	Signage F4	No 0
87	Signage F13	No 0
89	Signage F5/F6	No 0
<u>DOMESTIC HOT WATER INSTALLATION FOR THE RYNX BUILDING</u>		
Supply, Installation and commissioning of Heat pumps Using energy heat source from ambient air to Hot Water, of high efficiency and energy saving operation. The Heat pump shall have diagnostic and troubleshooting information and an inbuilt cycle for defrosting in case icing occurs on evaporator and other controls.		
Technical Specification		
90	Air to Water Heat pump with capacity to generate Hot Water at 500l/hr @ between 55-65°C. Technical Details to be Approved before Procurement	No 1
Hot Water Calorifier		
Supply and installation and commissioning of Hot Water storage tank consisting of s.s 304/316 cylindrical calorifier tank. Inlet temperature of storage tank to be 60 - 65°C suitable for a minimum working pressure of 4Mpa. Tank shall have water flow meter on the inlet and outlet complete with overflow drain connection, pressure relief valves, pressure gauges, Isolation valves, safety valves and check valves etc. Tank shall be insulated with 100mm of 150grade and 560mm rock wool pads of approved quality and clad with 24SWG aluminium sheet cladding		
91	15m ³ Litres Hot Water storage complete with Electrical back-up heating element, pressure gauge control valve, strainer, union, pressure relief valve as described	No 0
92	Electric Control Panels	No 1
93	Pressure relief valve @ 4 Bar	No 4
94	Thermal Expansion Tank 100l	No 4

<u>Ring Main circulating pumps connected in parallel operating on lead lag system @ 1.2 l/s</u>			
95	Supply Hot Water Pump 1,2 l/s @ 1,5 Bar	No	1
96	Return Hot Water Pump 1,2 l/s @ 1.5 Bar	No	1
<u>Piping Copper Straight</u>			
Copper piping Class 1 with Capillary soldered type joints for hot and Cold Water. Piping to include , fittings and valves, flanges, bolts, nuts, washers, gaskets		Item	0
97	Ø15mm	m	980
98	Ø20mm	m	800
99	Ø22mm	m	600
100	Ø24mm	m	400
101	Ø28mm	m	200
102	Ø32mm	m	100
103	Ø35mm	m	100
104	Ø42mm	m	400
105	Ø50mm	m	300
Piping Tees			
106	Ø15mm	No	150
107	Ø20mm	No	50
108	Ø22mm	No	40
109	Ø24mm	No	30
110	Ø28mm	No	20
111	Ø32mm	No	15
112	Ø35mm	No	10
113	Ø42mm	No	10
114	Ø50mm	No	5
Piping Copper Elbows			
115	Ø15mm	No	150
116	Ø20mm	No	50
117	Ø22mm	No	40
118	Ø24mm	No	30
119	Ø28mm	No	20
120	Ø32mm	No	15
121	Ø35mm	No	10
122	Ø42mm	No	10
123	Ø50mm	No	5
Piping Copper Shut off Valves			
124	Ø15mm	No	150
125	Ø20mm	No	50
126	Ø22mm	No	40
127	Ø24mm	No	30
128	Ø28mm	No	20
129	Ø32mm	No	15
130	Ø35mm	No	10
131	Ø42mm	No	10
132	Ø50mm	No	5
Insulation to be Glass wool snap on pipes, non combustible and achieve an R value of 1.00 to SANS10400XA Regulations			

	Cladding to be Galvanised steel sheets				
134	Ø15mm	m	980		
135	Ø20mm	m	800		
139	Ø22mm	m	600		
137	Ø24mm	m	400		
138	Ø28mm	m	200		
139	Ø32mm	m	100		
140	Ø35mm	m	100		
141	Ø42mm	m	400		
142	Ø50mm	m	300		
	<u>Testing</u>				
143	Testing fire and domestic water pipe system	Item	1		
	Water Meters and controls				
144	Hot / Cold water unit metersw tailpieces 15mm	No	139		
145	Meter eletronic Module	No	139		
146	Cabling material, fitment and fitting modules	m	2000		
	Onsite server, software				
	Concentrator, backup				
	Interface software				
	Installation and configuration				
147	<u>Datahub</u>	No	1		
	<u>AS-BUILT DRAWINGS</u>				
148	Provision of as-built drawings	Item	1		
	Carried to final summary			R	

ITEM NO		QUANTITY	RATE	AMOUNT
	BILL NO 13			
	<u>ELECTRICAL AND ACCESS CONTROL WORK</u>			
	<p><i>Users are to note that no provision has been made in the "Model Preambles for Trades 2008" published by the Association of South African Quantity Surveyors for electrical work. Users are advised to include the engineer's comprehensive electrical project specification in these bills of quantities and to insert relevant supplementary preambles where necessary or to refer to suitable construction standards</i></p> <p><u>Specifications, drawings, etc.</u></p> <p>Tenderers are referred to the specification and drawings, annexed to these bills of quantities (accompanying these bills of quantities) for the electrical work, for the full descriptions of the following items which are to be read and priced in conjunction with the said specification and drawings</p> <p>(a) Ring main units, miniature substations, transformers, main low tension boards, distribution boards and busbars between transformer and low tension boards calculated on the indices published by the Steel and Engineering Industries Federation of South Africa</p> <p><u>Distribution boards etc.</u></p> <p>Rates for distribution boards etc. are to include for busbars, jumpers, neutral bars, internal wiring and connections, circuit identification markers, control gear labels, circuit legend cards and working drawings</p> <p><u>Switches, socket outlets, etc.</u></p> <p>Rates for switches, socket outlets, etc. are to include for screwing to outlet boxes, connecting up and cover plates</p> <p><u>Light fittings</u></p> <p>Rates for light fittings are to include for hanging, fixing and connecting and for lamp holders and fluorescent tubes and lamps of the type and wattage described</p>			
	<u>ELECTRICAL INSTALLATION</u>			
	DISTRIBUTION BOARD			
	<p>Supply, deliver, install and commissioning of electrical distribution boards painted steel panel complete with doors, frames, sub-frames, chassis, fixtures, fittings, terminations, bus-bars, wiring, labels, danger signs and with spare space etc. as per specification</p> <p>Equipment to be provided in the distribution boards - please refer to the single line diagrams for details of the equipment to be provided in the distribution boards</p>			
1	Main Distribution board - To be installed on Ground floor	Item	1	
2	Floor Sub-Distribution board (First to Roof)	Item	8	

3	Unit Distribution boards	Item	154		
4	Electrical Danger Signs for DB's	SUM	9		
5	Testing and Commissioning of distribution boards	Item	1		
<u>SMALL POWER AND LIGHTING</u>					
<u>SWITCHED SOCKET OUTLETS AND ACCESSORIES</u>					
<u>AS SPECIFIED IN THE SPECIFICATIONS</u>					
<u>Allowance should be made for the following:</u>					
16 Ampere round 3 pin 230 V grade switched socket outlets complete with cover plates, screws, etc. installed in flush draw boxes or power skirting.					
600V/1000V grade PVC insulated stranded copper conductor drawn in conduit 2.5mm sqr PVC conductors and 1.5mm sqr BCEW					
Draw boxes, conduits equipped with draw wire placed in position for casting into concrete or screed, for building in or chased into concrete or brickwork and for surface mounted in ceiling voids included bending, threading, jointing, short lengths, draw boxes, couplings, bends, tees and saddles etc. as specified:					
6	16A SSO Double normal power	Item	455		
7	16 A SSO Single normal Power	Item	10		
8	16A SSO Single UPS power (BLUE)	Item	4		
9	230 V Three Pin Industrial Plugs	Item	2		
10	3Phase 16A Commando sockets	Item	2		
11	20 mm diameter conduit complete installed with all bends, joints, male/female adaptors as required for the installation	m	5000		
12	32mm diameter conduit complete installed with all bends, joints, male/female adaptors as required for the installation	m	3000		
13	100mm x 100mm x 50mm draw box flush mounted	No	1200		
14	4 mm square PVC insulated stranded copper wire drawn into conduits and draw boxes	m	5000		
15	2.5 mm square bare copper conductor drawn into conduits and draw boxes	m	5000		
16	6 mm square PVC insulated stranded copper wire drawn into conduits and draw boxes	m	5000		
17	4 mm square bare copper conductor drawn into conduits and draw boxes	m	5000		
<u>30 Ampere and 60 Ampere 250 V grade isolators complete with cover plates, screws, etc. installed in flush or surface mounted draw boxes or power skirting.</u>					

	<u>600V/1000V grade PVC insulated stranded copper conductor drawn in conduit - PVC conductor and BCEW - current carrying capacity of conductors to be in accordance with SABS 0124</u> <u>Draw boxes, conduits equipped with draw wire placed in position for casting into concrete or screed, for building in or chased into concrete or brickwork and for surface mounted in ceiling voids included bending, threading, jointing, short lengths, draw boxes, couplings, bends, tees and saddles etc. as specified:</u>					
18	20A, 230 V Single Phase Isolator - Geyser	Item				
19	32A Three Phase Isolator	Item				
20	40A Three Phase Isolator	Item				
21	63A Single Phase Isolator - Aircon U	Item	1			
22	80A Three Phase Isolator	Item				
23	100A Single Phase Isolator - VRV Aircon Units	Item				
24	20 mm diameter conduit complete installed with all bends, joints, draw boxes, male/female adaptors as required for the installation	Item	5000			
25	35 mm diameter conduit complete installed with all bends, joints, male/female adaptors as required for the installation	No	5000			
26	100mm x 100mm x 50mm draw boxes surface	No	5			
27	100mm x 100mm x 50mm draw boxes flush	No	2			
	<u>LIGHT FITTINGS AND ACCESSORIES AS SPECIFIED IN THE SPECIFICATION:</u> Allowance should be made for the following: Light fittings as specified in the specification - the light fitting specified is to comply to the quality specified in the specification. 600V/1000V grade PVC insulated stranded copper conductor drawn in conduit -1.5mm sqr PVC conductors and 1.5mm sqr BCEW Draw boxes, conduits equipped with draw wire placed in position for casting into concrete or screed, for building in or chased into concrete or brickwork and for surface mounted in ceiling voids included bending, threading, jointing, short lengths, draw boxes, couplings, bends, tees and saddles etc. as specified: Installed and mounted to round draw boxes in or ceiling voids or roof trusses including all fixings, brackets, supports, connectors, connections and lamps Type A: Type B:					
28	Indoor Surface/Ceiling mounted Bulkhead LED 2x18W (Loadshedding rechargeable lamps)	No	750			
29	Emergency Surface mounted Bulkhead LED 2x18W with 60min battery backup	No				

30	Type C: 100 W LED Flood Lights	No	5		
31	Type D: Multi Purpose 37W LED Security Luminaire Mounted on 4m Pole at Approximately 30m spacing	No	4		
32	Type E: 100W LED Highbay light fitting	No			
33	Single lever one way	No	385		
34	7m 5 -1000 lux PIR Motion sensor	No	85		
35	16A daylight switch	No	3		
36	20 mm diameter conduit complete installed with all bends, joints, male/female adaptors as required for the installation	m	2500		
37	100mm x 50mm x 50mm draw boxes flush mounted	m	470		
38	2.5 mm square PVC insulated stranded copper wire drawn into conduits and draw boxes	m	2500		
39	2.5 mm square bare copper conductor drawn into conduits and draw boxes	m	2500		
<u>TRUNKING, WIRE WAYS, POWER SKIRTING AND ACCESSORIES AS SPECIFIED IN THE SPECIFICATION:</u>					
Allowance should be made for the following:					
Power skirting separate compartments and covers complete with covers, elbows, tees and end caps installed with conduit links.					
Trunking / wireways complete with splices, ends saps, elbows, tees, crossovers, covers, hangers, brackets, bolts, nuts, screws, washers, and threaded rods installed with conduit links.					
Flush floor ducts, floor boxes complete with splices, pedestals, conduit boxes, outlet kit (metal insert, screed frame opening plate and blank covers), plastic carpet frame and lit installed with conduit links.					
Draw boxes, conduits equipped with draw wire placed in position for casting into concrete or screed, for building in or chased into concrete or brickwork and for surface mounted in ceiling voids included bending, threading, jointing, short lengths, draw boxes, couplings, bends, tees and saddles etc. as specified:					
Wall boxes as specified placed into position for casting into concrete, building or chased into brick work including lock nuts and bushes					
40	Power skirting two compartment two covers epoxy powder coated hammertone grey 0.8 mm galvanized steel body and covers colour HAMMERTONE GREY	m	20		
41	P8300 galvanized trunking complete with cover, fixings, tees, bends, ends, splices, etc.	m	70		
42	Hangers for P8300 trunking spaced at 1.5 meter	No	60		
43	150mm Wide medium duty cable colour coded tray cover, fixings, tees, bends, ends, splices, etc.	m	500		
44	Hangers for 150mm Wide tray spaced at 1.5 meter	No	12		

<u>LOW VOLTAGE CABLES</u>			
600/1000V Grade PVC/PVC/SWA/PVC stranded copper conductor cables, terminations and bare copper earth conductors. Price are to include cable testing, cable label numbers and cable opening through walls, roofs etc.			
45	4 x 95mm square 4 core PVC/SWA/PVC	m	80
56	50 mm square bare copper conductor	m	15
47	Cable termination of cable and BCEW complete with glands, shrouds, lugs and connections	Item	6
48	35mm ² 4 Core PVC/SWA/PVC	m	750
49	25mm ² Bare Copper Conductor (BCEC)	m	800
50	Cable termination of cable and BCEW complete with glands, shrouds, lugs and connections	Item	8
51	10mm ² 4 Core PVC/SWA/PVC	m	5000
52	4mm ² Bare Copper Conductor (BCEC)	m	2500
53	Cable termination of cable and BCEW complete with glands, shrouds, lugs and connections	Item	189
<u>CABLE TRENCH EXCAVATIONS</u>			
<i>Allowance should be made for the following:</i> Cable trench excavations, back filling, machine compaction, inclusive of 100 mm bedding soft sifted soil below and 100 mm bedding layer on top of cables, complete all inclusive as <u>specified:</u>			
54	Trenching in soil	m ³	20
55	Trenching in soft rock - pickable	m ³	20
56	Hard rock trenching	m ³	20
57	Bedding material below and on top of cables	m ³	20
58	Backfilling of cables trench and compaction	m ³	20
59	Removal of discarded material from site	m ³	20
60	Allowance for the breaking up for trenching and the restoration of the tar surface after back filling	m	20
61	110 mm diameter PVC sleeves for electrical cables complete including bends between metering kiosks	m	20
62	50 mm diameter PVC sleeves for electrical cables complete including bends between metering kiosks	m	20
<u>ESKOM/ MUNICIPAL CONNECTION APPLICATION</u>			
<i>Allowance should be made for the following:</i> Application and installation of the Main Eskom Electrical supply complete with all related items and works.			
63	Eskom / Municipal Application and Connection fees including all related works and processes	Item	1

	315 kVA Mini-Sub				
	Allowance should be made for the following: Supply and Installation of a 315 kVA Distribution Transformer complete with all accessories and delivery to site				
64	Supply and Install 1250 kVA Distribution Transformer Complete with all accessories and installation platform/plinth	No	1		
65	Concrete Plinth	No	1		
	<u>EMERGENCY POWER - UPS</u>				
	Allowance should be made for the following: UPS as specified in the specifications - the UPS specified is to comply to the quality specified in the specifications.				
66	2kVA UPS	No	4		
	<u>Earthing and Lightning Protection</u>				
	Allowance should be made for the following: Earthing, External Lightning Protection & Surge Protection				
67	Earthing & External Lightning Protection - The cost to supply & install an Earthing & External Lightning Protection System (Level III, refer to an attached risk analysis report) at the Rynx Accommodation, including a link to the electrical earth to achieve equipotential bonding, strictly in accordance with SANS 62305, 10313 & 10199 Specifications is:	Item	1		
68	Surge Protection - The cost to supply & install a Surge Protection Unit (Level I) inside the main 3-phase dB & a Surge Protection Unit (Level III) at the pool pump, at the Rynx Accommodation , strictly in accordance with SANS 62305, 10313 & 10142 Specifications is:	Item	1		
	<u>ICT, CCTV and Access Control</u>				
	Allowance should be made for the following: Supply and Installation of ICT, CCTV and Access Control complete with all accessories and delivery to site				
69	1Mp Custom HDCVI Package - 16Ch DVR, 12 Bullet & Dome Cameras (RD)	Item	1		
70	Network Cabling	Item	2		
71	ICT Equipment 2	Item	2		
72	Finger print Unlocking system (including single gate turnstile)	Item	1		
73	Finger print Unlocking system (including double gate turnstile)	Item	1		
74	Electric Fence all around the perimeter	Item	1		
	<u>AS BUILT DRAWINGS</u>				
75	Complete set of mark up as built drawings handed over to the engineer	Item	1		

<u>CERTIFICATE OF COMPLIANCE</u>				
76	Issuing a certificate of compliance for the complete electrical installation	Item	1	
<u>CLEAN UP AND RESTORATION OF SITE</u>				
77	Clean up and restoration of the site after completion and during construction to the satisfaction of the engineer and client	Item	1	
78	Electrical Units Batchelors	No	63	
79	Electrical Units Studeo	No	25	
80	Electrical Units 1 Bed	No	51	
81	Managers office, Entrance, Security	No	1	
82	Sub Station (Prasa)	Item	0	
83	Cost per Landing (floor G,1,2,3,4,5,6 &7)East distribution	Item	0	
84	Cost per Landing (floor G,1,2,3,4,5,6 &7)West distribution	Item	0	
85	Prepaid KWH meters with sundries	No	139	
86	KWH meter three phase for Heat farm and pumps	No	1	
87	From LT room busbar power supply to each floor distribution board new cable (East)	Item	0	
88	From LT room busbar power supply to each floor distribution board new cable (west)next to lift shaft	Item	0	
89	Lift Motor room	Item	1	
90	Supply and install all relevant earth bonding conductors to levels	Item	1	
91	External lighting from building wall (car parking, main entrance, washing line)	Item	1	
92	Basement(Heat pump)	Item	1	
93	Basement(corridor)	Item	1	
94	Conduit in basement (light circuits)	Item	1	
95	Conduit in Ducts and basement with 3 & 4way round boxes(water meter	Item	1	
96	Dstv connection boxes next to floor D/B's	Item	0	
Carried to final summary				R

ITEM NO		QUANTITY	RATE	AMOUNT
	<p><u>BILL NO 14</u></p> <p><u>MECHANICAL WORK</u></p> <p><u>User note</u></p> <p><i>These Bills of Quantities contain pages numbered consecutively.</i></p> <p><i>Before the Tenderer submits his tender he should check the number of pages, and if any are found missing or duplicated, or the figures or writing indistinct, he should apply to the Engineer at once and have same rectified as no liability whatsoever will be admitted by the Engineer in respect of errors in tender due to the foregoing.</i></p> <p><i>The Bills of Quantities form part of and must be read in conjunction with the Specification, which document contains the full description of the work to be done and material and equipment to be used and unless otherwise described in the Bills of Quantities, reference should be made to the Specification for the full meaning of descriptions of work to be done and materials and equipment to be used in this service.</i></p> <p>All item rates and extensions must be priced in detail before submission of Tenders.</p> <p>The total tender price in the bill shall constitute the contract price of the successful Tenderer.</p> <p>Tenderers are advised to check their item extensions and total additions, as no claim for arithmetical errors will be considered.</p> <p>No alteration, erasure or addition is to be made in the text of the Bills of Quantities. Should any alteration, erasure or addition be made, it will not be recognized but the original wording of the Bills of Quantities will be adhered to.</p> <p>The responsibility for the accuracy of the quantities written into the Bills remains with the person who prepared the Bills. The Tenderer shall be relieved of responsibility of measuring quantities at the tender stage, and the tender sum submitted shall be in respect of the quantities set out in the Bills, although he will be required to make his assessment of items such as brackets, fixings, etc., from details stated in the Bills and shall include in the item price for such small installation materials as are required for the complete installation in accordance with the Specification.</p> <p>The quantities in these Bills of Quantities are provisional and are not to be used for ordering materials.</p> <p>Variations in the scope and extent of the work included in the Bills shall be allowed to meet the Employer's requirements and shall be measured and costed at rates entered in the Bills, where appropriate, and shall form an addition to or deduction from the total of the Bills. Any items or variation for which rates have not been included in the Bills shall be agreed and priced as non-scheduled items in accordance with the provisions of the contract.</p> <p>Unless a separate rate for the supply and for the installation of any items is specifically called or, the supply and installation costs of any item shall be fully included in the unit price.</p>			

	<p>The description of each item shall, unless otherwise stated herein, be held to include making, conveying and delivery, unloading storing, unpacking, hoisting, setting, fitting and fixing in position, cutting and waste, patterns, models and templates, plant, temporary works, return of packing's, establishment charges, profit and all other obligations arising out of the Conditions of Contract.</p> <p>All measurements are nett, unless otherwise stated, and Tenderers must allow in the rate for wastage.</p> <p>Hangars, supports, splices, joining drilling etc. shall form part of unit rate.</p> <p>All materials or equipment specified under a trade name, catalogue or reference number shall, for competitive tender pricing, be exactly as described in this tender.</p> <p>SUPPLY, DELIVERY, INSTALLATION COMMISSIONING AND TESTING OF A 13 PASSENGER LIFT WITH 12 MONTH GUARANTEE AND 12 MONTH MAINTENANCE AND SERVICE CONTRACT BY A LIFT SPECIALIST</p> <p>Light Passenger Panoramic lift with the following data: Rated load - 13 passengers, 1000kg <u>Rated speed - 1.0m/s</u> No of stops – 8</p> <p>Drive - 2speed a/c, Variable a/c drive <u>Car landing door - Automatic Two Panel Centre Opening</u> Entrance – One entrance Machine roomless <u>Control System - Micro computer control for full collective operation, simplex full collective</u></p> <p>Control options - Emergency light, fan in car, 2-way intercom, Telephone recess overload signal & buzzer unit complete with emergency battery back-up to ensure continuous operation to the ground floor in the event of power failure.</p> <p><u>Floor front facial Cabin location Indicator/ Sensor units</u> Floor landing directional indicator buttons OPEN-DOOR and CLOSE-DOOR buttons - <u>Key operated rescue</u> Door closing interruption device buttons Car finish - To architects specifications (based on installers proposal)</p> <p><u>Car Flooring - To Architects specifications</u></p> <p>Door Sills - To Architects specifications</p> <p>1 Refer to the Lift drawing for details. Qualification , refurb current lift guides, replace lift motors , cars and automation , Price including stripping out old lifts</p> <p>Freight or Goods lift with the following data: Rated load - 1500kg, existing lifts are 13 person, 1000kg, quote is for 1000kg capacity. Rated speed - 1.0m/s No of stops – 7</p> <p>Drive - 2speed a/c, Variable a/c drive <u>Car landing door - Automatic Two Panel Centre Opening</u> Entrance – One entrance <u>Machine roomless</u></p> <p>2 Control System - Micro computer control for full collective operation, simplex full collective</p>	<p>No</p> <p>2</p> <p>No</p> <p>0</p>		
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<u>GENERAL</u>			
<u>Commissioning & Testing</u>			
3	<u>Allowance for the inspection, commissioning and applicable testing of the entire installation as described. (Including certificates)</u>	Item	1
<u>Preliminaries</u>			
4	Engineering, contract administration and contract management	Item	1
5	Liaison and co-ordination with other services	Item	1
<u>Guarantee</u>			
6	Allowance for 12 month guarantee as described	Item	1
<u>Maintenance, and service</u>			
7	Allowance for maintenance and service to the installation as described (12 months)	Item	12
<u>Manuals</u>			
8	Allowance for the provision of operating and maintenance manuals (4 sets). (Drawings in electronic AutoCAD format in addition to hard copies in O & M manuals)	Sets	3
9	Electrical Certificate of Compliance	Item	1
Carried to final summary			
			R

ITEM NO			QUANTITY	RATE	AMOUNT
	<u>BILL NO 15</u>				
	<u>GLAZING</u>				
	<u>Float glass</u>				
	The term "float glass" is used for monolithic annealed glass				
	<u>Laminated glass</u>				
	Laminated glass to have polyvinyl butyral (PVB) interlayer(s)				
	<u>GLAZING TO STEEL WITH PUTTY</u>				
1	<u>6.38mm Clear float glass</u>	m2	100		
2	<u>6.38mm obscure glass Qualify</u>	m2	50		
	<u>TOPS, SHELVES, DOORS, MIRRORS, ETC</u>				
	<u>6.38mm Clear float glass with polished edges all round</u>				
3	900 x 600 mm high Mirror (frameless)	No	139		
	Carried to final summary			R	

ITEM NO	QUANTITY	RATE	AMOUNT
<u>BILL NO 16</u>			
<u>PAINTWORK</u>			
<p>Attention is drawn to the measurement rules in the measuring system regarding paint colours which read as follows: "4.Paintwork shall be classified in the different colour groups "White", "Pastel", "Deep" and "Transparent" (in accordance with the Natural Colour System (NCS) adopted by the SA National Standards)" and "5.Paintwork in one colour group may be given as extra over paintwork in another colour group"</p>			
<u>SUPPLEMENTARY PREAMBLES</u>			
<u>PREPARATORY WORK TO EXISTING WORK</u>			
<u>Previously painted plastered surfaces</u>			
Surfaces shall be thoroughly washed down and allowed to dry completely before any paint is applied. Blistered or peeling paint shall be completely removed and cracks shall be opened, filled with a suitable filler and finished smooth			
<u>Previously painted metal surfaces</u>			
Surfaces shall be thoroughly rubbed and cleaned down. Blistered or peeling paint shall be completely removed down to bare metal			
<u>Previously painted wood surfaces</u>			
Surfaces shall be thoroughly cleaned down. Blistered or peeling paint shall be completely removed and cracks and crevices shall be primed, filled with suitable filler and finished smooth			
<u>PAINT SPECIFICATIONS</u>			
All painting shall be done in accordance with "?" specifications unless otherwise described			
<u>COLOURS</u>			
<u>User note</u>			
<p>In the event of the colour scheme for the project not being available when required for the preparation of quantities, it is recommended that either all paintwork be described as being in the "White" colour group or that ceilings be described as being in the "White" colour group and the balance being in the "Pastel" colour group and that provision be made for other colour groups by way of "extra over" items marked "Provisional" as provided for in the measuring system (See measurement rule No. 5 under item 2: Colours). The following items are examples of such "extra over" items:</p>			
<p>Extra over for paintwork on components (ceilings?) in the White" colour group for paintwork in the "Pastel" colour group (Provisional)m²"</p>			
<p>Extra over for paintwork on components in the Pastel" colour group for paintwork in the "Deep" colour group (Provisional)m²"</p>			
<p>Unless otherwise described paintwork on ceilings shall be deemed to be in the "White" colour group and paintwork on all other components shall be deemed to be in the "Pastel" colour group in accordance with the Natural Colour System (NCS) adopted by the SA National Standards</p>			

PAINTWORK ETC TO NEW WORK**ON QUARRY TILE SURFACES**Two coats brick dressing

1	Floors	m2	50	
2	Sills, thresholds, etc.	m2	10	

ON INTERNAL FLOATED PLASTER SURFACESOne coat alkali resistant primer and two coats PVA emulsion paint for interior use

3	Walls	m2	15322	
4	Ceilings and beams ("White" colour group) (Allowance for new installed ceilings")	m2	4778	

ON EXTERNAL FLOATED PLASTER SURFACESOne coat alkali resistant primer and two coats superior quality acrylic emulsion paint for interior and exterior use

5	Walls	m2	175,448	
6	Ceilings ("White" colour group)(Corridor)	m2	535	

ON METAL SURFACESOne coat alkyd based zinc phosphate primer and two coats premium quality polyurethane enamel paint, on steel

7	Windows	m2	100	
8	Door frames	m2	518	

One coat modified alkyd aluminium primer and two coats extremely durable UV-resistant washable pure acrylic paint, on cast iron

9	Rails, bars, pipes, etc.	m2	45	
10	Rails, bars, pipes, etc. not exceeding 300mm girth	m	30	

ON WOOD SURFACESOne coat alkyd based universal undercoat and one two coat superior quality universal enamel paint

11	Doors	m2	1215	
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ON SMOOTH CONCRETE SURFACESOne coat bonding liquid, one coat alkali resistant primer and two coats PVA emulsion paint for interior use, including stopping blow holes

12	Coffered ceilings (total girth measured) ("White" colour group)	m2		
----	---	----	--	--

ON METAL SURFACESOne coat alkyd based universal undercoat and one coat superior quality universal enamel paint

13	Recordroom and strongroom doors and frames	m2	0	
14	Windows	m2	120	
15	Rails, bars, pipes, etc. not exceeding 300mm girth	m	85	

<u>ON WOOD SURFACES</u>					
<u>One coat alkyd based universal undercoat and one coat superior quality universal enamel paint</u>					
16	Doors	m2	80		
17	Door frames etc.	m2	0		
<u>SIGNWRITING</u>					
<u>Two coats reflective road marking paint on tarmacadam</u>					
<u>Etching primer and two coats reflective road marking paint on concrete</u>					
18	Line 150mm wide	m	10		
19	Traffic arrow 150 x 150mm wide extreme	No	2		
20	Paraplegic parking motif 6000 x 6000mm extreme	No	5		
Carried to final summary				R	

ITEM NO		TOTAL QTY	RATE	AMOUNT
	<p><u>BILL NO. 17.1</u></p> <p><u>ALTERATIONS</u></p> <p><i>The Model Preambles for Trades 2008 published by the Association of South African Quantity Surveyors is designed to support and extend the abbreviated bills of quantities descriptions by inter alia referring to SANS construction standards. Where such model preambles are not applicable (eg where BS or Euro construction standards are applicable or the design consultants provide other preambles/specifications for insertion), users are to ensure that the abbreviated descriptions when read in conjunction with the applicable measuring system, represents the full description by extending the abbreviated bills of quantities descriptions and/or by inserting appropriate preambles or specifications</i></p> <p><u>View site</u></p> <p>Before submitting his tender the tenderer shall visit the site and satisfy himself as to the nature and extent of the work to be done and the value of the materials salvageable from the alterations. No claim for any variations of the contract sum in respect of the nature and extent of the work or of inferior or damaged materials will be entertained</p> <p><u>Explosives</u></p> <p>No explosives whatsoever may be used for alteration purposes unless otherwise stated</p> <p><u>General</u></p> <p>The contractor shall carry out the whole of the works with as little mess and noise as possible and with a minimum of disturbance to tenants in the building and to adjoining premises and their tenants. He shall provide proper protection and provide, erect and remove when directed, any temporary tarpaulins that may be necessary during the progress of the works, all to the satisfaction of the principal agent</p> <p>Doors, fanlights, windows, fittings, frames, linings, etc which are to remain the property of the employer shall be carefully taken out, temporarily stored, transported over a distance of approximately ?km to store and handed over to the employer</p>			

Doors, fanlights, windows, fittings, frames, linings, etc which are to be re-used shall be thoroughly overhauled before refixing including taking off, easing and rehanging, cramping up, re-wedging as required and making good cramps, dowels, etc, and oiling, adjusting and repairing ironmongery as necessary, replacing any glass damaged in removal or subsequently and stopping up all nail and screw holes with tinted plastic wood to match timber, unless otherwise described. Re-painting or re-varnishing is given separately

Prices for taking out of doors, windows, etc shall include for removal of all beads, architraves, ironmongery, etc

Prices for taking out and removing doors and frames shall include for removing door stops, cabin hooks, etc

With regard to building up of openings in existing walls, cement screeds and pavings, granolithic, tops of walls, etc, shall be levelled and prepared for raising of brickwork

Making good of finishes shall include making good of the brick and concrete surfaces onto which the new finishes are applied, where necessary

The contractor will be required to take all dimensions affecting the existing buildings on the site and he will be held solely responsible for the accuracy of all such dimensions where used in the manufacture of new items (doors, windows, fittings, etc)

REMOVAL OF EXISTING WORK

Rubble Chute 30m	month	2,45
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Breaking down and removing brickwork etc

1 Half brick walls	m2	1754,30
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2 One brick walls	m2	229,25
-------------------	----	--------

Breaking down and removing concrete slabs

concrete slabs	m3	0,76
----------------	----	------

Taking out and removing doors, windows, etc from brickwork to be demolished

Taking out and removing doors, windows, etc, including thresholds, sills, etc (building up openings and making good finishes elsewhere)

3	Timber single door and frame not exceeding 2,5m ²	No	217,00		
4	Timber double door and steel frame exceeding 2,5m ² and not exceeding 5m ²	No	18,00		
5	Aluminium single door and frame not exceeding 2,5m ²	No	0,00		
6	Aluminium double door and steel frame exceeding 2,5m ² and not exceeding 5m ²	No	14,00		
7	Steel Security gate not exceeding 2,5m ²	No	34,00		
8	Steel Security gate exceeding 2,5m ² , not exceeding 5m ²	No	15,00		
8	Safe door 2.1m x 1m	No	1,00		
9	Glazed steel window 1030mm x 450mm remove and set aside for fitment measured elsewhere	No	284,00		
10	Glazed steel window frame with glass remove and cart away	m ²	331,49		
11	Steel burglar grid remove and cart away	m ²	228,60		
	<u>Taking down and removing roofs, floors, panelling, ceilings, partitions, etc</u>				
12	Gypsum plasterboard ceilings, including timber bracing, cornices, etc	m ²		Rate only	
13	Flush plastered gypsum plasterboard suspended ceilings, including suspension grid, hangers, cornices, etc	m ²		Rate only	
15	Suspended Ceiling panels and steel frame with suspension wires	m ²	2038,80		
16	Drywall partitions, including doors, glazed borrowed lights, etc	m ²	587,59		
17	Strip and remove mezzanine floor, frame and legs	m ²	53,20		
	<u>Taking up and removing wood block floor coverings, vinyl floor coverings, carpets, etc and preparing screeds for new</u>				
18	Vinyl tile floor covering	m ²	3487,99		
19	Carpet tile floor covering	m ²	3487,99		

	<u>Hacking up/off and removing granolithic, screeds, plaster, etc from concrete or brickwork and preparing surfaces for</u>			
20	30mm Screed from floors	m2		Rate only
21	Internal plaster from walls	m2		Rate only
	<u>Hacking up/off and removing ceramic tiles including removing mortar bed or adhesive from concrete or</u>			
22	Tiles to floors	m2	1253,79	
23	Tile skirtings ?mm high	m		Rate only
24	Tiles to walls	m2	523,67	
	<u>Taking out and removing sanitary fittings, tanks, geysers, etc, including disconnecting from pipes, traps, etc and making good floor and wall finishes (making good tiling and paintwork elsewhere)</u>			
25	Vitreous china wash hand basin	No	21,00	
26	Wash basin vanity	m	17,50	
27	Vitreous china slop hopper	No	7,00	
28	Zinc	No	21,00	
29	Zinc unit and floor units with formica top remove	m	41,30	
30	Office desk Top granite remove and store for reuse	m	6,06	
31	Office floor unit Remove	m		
32	Water storage tank 150l	No	5,00	
33	Vitreous china WC pan with cistern and flush pipe	No	28,00	
34	Vitreous china wall hung urinal with flush valve and flush pipe	No	28,00	
35	One point Water heater	No	6,00	
36	Geyser 100l - 200l	No	0,00	
37	Heating radiators 600mm x 800mm	No	200,00	
38	Remove radiator infrastructure steel piping and insulation	m	1046,50	
39	Airconditioning split unit	No	70,00	
40	Remove loose items on floor and dispose	Item	8,50	
	<u>Stripping out and remove Boilet room tanks and piping</u>			

41	All redundant piping, boilers and tanks	item	1,00	
	<u>Stripping out Water reticulation and sewer piping</u>			
42	Water reticulation pipe 25-50mm	m	124,00	
43	Water reticulation pipe 50mm <	m	114,00	
44	Waste pipe 50mm	m	210,50	
45	Sewer pipe 110mm	m	229,00	
	<u>Taking out and removing electrical fittings, Distribution boards, Light fittings, plug sockets, geysers points including disconnecting from wiring and making safe (making good elsewhere)</u>			
46	Plug sockets	No	324,00	
47	Light switches	No	132,00	
48	Power skirting	m	1011,50	
49	Distribution boards	No	14,00	
50	Light fitting <350mm diameter	No	40,00	
51	Light fitting fluorescent	No	551,00	
	<u>Sundries</u>			
52	Cutting toothings and bonding new brickwork to existing	m2		Rate only
	<u>PREPARATORY WORK TO EXISTING SURFACES</u>			
53	Making good defects in existing screeded floors	m2	350,00	
	<u>MAKING GOOD OF FINISHES ETC</u>			
	<u>Making good gypsum plasterboard ceilings and timber brandering</u>			
54	Ceilings where half brick walls removed	m2		Rate only
55	Ceilings where one brick walls removed	m2		Rate only
	<u>Making good cement screeds</u>			
56	30mm Thick on floors in patches	m2		Rate only
57	Floors where half brick walls removed	m		
58	Floors where one brick walls removed	m		
	<u>Making good internal cement plaster</u>			

59	Walls in patches	m2		Rate only
60	Concrete ceilings in patches	m2		Rate only
61	Walls where half brick walls removed	m2		
62	Walls where one brick walls removed	m2		
<u>OPENINGS THROUGH EXISTING WALLS ETC</u>				
<u>Altering openings</u>				
63	Altering opening in one brick wall where ? x ?m high steel window removed to form opening for new double door and frame ? x ?m high overall by breaking out brickwork on both sides and bottom, including prestressed concrete lintels, making good cement plaster on one side and into reveals and face brickwork on other side and into reveals and with 20 MPa concrete threshold with steel trowelled finish (new door and frame and making good paintwork elsewhere)	No		Rate only
<u>Breaking out for and forming plain openings through brick walls, including prestressed concrete lintels, making good cement plaster on both sides and into reveals and with 20 MPa concrete thresholds with steel trowelled finish (making good paintwork elsewhere)</u>				
64	Opening ? x ?mm high throughone brick wall	No		Rate only
<u>Breaking out for and forming openings through brick walls for new doors and frames, including brick lintels, making good cement plaster on one side and into reveals and face brickwork on other side and into reveals and with 20 MPa concrete thresholds with steel trowelled finish (new doors and frames and making good paintwork elsewhere)</u>				
65	Opening for door with steel frame 2032x 813m high overall through half brickwall	No		Rate Only
Carried to Bill No.17.1 (Provisional Sums)				R

ITEM NO		QUANTITY	RATE	AMOUNT
	<u>BILL NO 17</u>			
	<u>PROVISIONAL SUMS</u>			
	<u>General</u>			
	Work for which budgetary allowances are provided will be measured and valued in accordance with the relevant ?building agreement? ?building contract? and deducted in whole or in part if not required without any compensation for loss of profit on the said allowances			
	Prime cost amounts and provisional sums are net. Prime cost amounts shall include for delivery to site of all articles concerned Provisional sums are for material and equipment supplied and installed complete by firms of specialists			
	<u>Profit</u>			
	Where stated, the contractor may allow for profit if required			
	<u>User note</u>			
	<i>Refer hereunder to "nominated subcontractors" or "selected subcontractors" or both as the case may be and in accordance with the relevant building agreement (building contract) Where "attendance" is defined in the relevant subcontract agreement/subcontract, the user is to refer thereto and is to ensure that the designations therein are used. Where "attendance" is not defined in the relevant subcontract agreement/subcontract, the user is to provide a detailed description of the "attendance" required from the contractor</i>			
	<u>General attendance on nominated/selected subcontractors</u>			
	<u>User note</u>			
	<i>Use the following descriptions where the JBCC N/S Subcontract Agreement is applicable</i>			
	<i>The item "attendance" which follows each provisional sum for nominated/selected subcontractors' work, shall be deemed to cover all the contractor's costs incurred in providing free of charge to the nominated/selected subcontractors the contractor's duties as described in clause 12.2 of the JBCC N/S Subcontract Agreement</i>			
	<u>Special attendance on nominated/selected subcontractors</u>			
	Where "special attendance" such as unloading, storing, placing in position, providing special power supplies, specific hoisting, craneage and scaffolding requirements, provision of temporary casing and/or other specific protection of the works, special security and clearing away rubbish is required, a separate item describing the specific requirements in detail is to be provided for the pricing of such requirements			
	<u>Builder's work</u>			
	Builder's work in connection with specialist services is given elsewhere in these bills of quantities			

BUDGETARY ALLOWANCESSundry building work

- | | | | |
|---|--|------|---|
| 1 | Provide the sum of R_____ for demolitions and alterations at junction of new link with existing building | Item | 1 |
|---|--|------|---|

PRIME COST AMOUNTSUser note

Setting up and building in of door frames, doors, windows, fire doors, etc. are to be given in "Masonry"

Hanging of timber doors and fixing of ironmongery may be included in the respective trades when these trades appear in these bills of quantities

PROVISIONAL SUMS FOR NOMINATED/SELECTED SUBCONTRACT WORKSBuilt-in cupboards etc.

- | | | | |
|---|---|------|-------|
| 2 | Provide the sum of R_____ for built-in cupboards etc. | Item | 1 |
| 3 | Profit | Item | 5,00% |
| 4 | Attendance | Item | 2,50% |

Structural steelwork

- | | | | |
|---|--|------|-------|
| 5 | Provide the sum of R_____ for structural steelwork | Item | 1 |
| 6 | Profit | Item | 5,00% |
| 7 | Attendance | Item | 2,50% |

Sundry metalwork

- | | | | |
|----|---|------|-------|
| 8 | Provide the sum of R_____ for sundry metalwork, duct covers, corner protectors, ventilation grilles, etc. | Item | 1 |
| 9 | Profit | Item | 5,00% |
| 10 | Attendance | Item | 2,50% |

Sundry Washing machine / Washing line

- | | | | |
|----|---|------|-------|
| 11 | Provide the sum of R_____ for sundry metalwork, duct covers, corner protectors, ventilation grilles, etc. | Item | 1 |
| 12 | Profit | Item | 5,00% |
| 13 | Attendance | Item | 2,50% |

Screens and Automated gates

- | | | | |
|----|---|------|-------|
| 14 | Provide the sum of R_____ for screens and gates | Item | 1 |
| 15 | Profit | Item | 5,00% |
| 16 | Attendance | Item | 2,50% |

Reception Area (Furniture/Wall Design Paintings etc)

- | | | | |
|----|--|------|-------|
| 14 | Provide the sum of R_____ for Reception Area | Item | 1 |
| 15 | Profit | Item | 5,00% |
| 16 | Attendance | Item | 2,50% |

<u>Aluminium shopfronts and windows</u>			
17	Provide the sum of R _____ for aluminium shopfronts and windows	Item	1
18	Profit	Item	5,00%
19	Attendance	Item	2,50%
<u>Guardhouse</u>			
20	Provide the sum of R _____ for guardhouse	Item	1
21	Profit	Item	5,00%
22	Attendance	Item	2,50%
<u>Roads, paving, etc.</u>			
22	Provide the sum of R _____ for roads, paving, etc.	Item	1
23	Profit	Item	5,00%
24	Attendance	Item	2,50%
<u>ELECTRICAL, ELECTRONICAL AND MECHANICAL INSTALLATIONS</u>			
25	Provide the sum of R _____ for access control and building management services	Item	1
26	Profit	Item	5,00%
27	Attendance	Item	2,50%
<u>FIRE INSTALLATIONS</u>			
28	Provide the sum of R _____ for access control and building management services	Item	1
29	Profit	Item	5,00%
30	Attendance	Item	2,50%
<u>Kitchen equipment installation (Stove)</u>			
29	Provide the sum of _____ for kitchen equipment installation	Item	1
30	Profit	Item	5,00%
31	Attendance	Item	2,50%
Carried to final summary			
			R

<u>SUMMARY</u>				
1	Preliminaries	Page	R	-
2	Concrete, formwork and reinforcement	Page	R	-
3	Precast concrete	Page	R	-
4	Masonry	Page	R	-
5	Waterproofing	Page	R	-
6	Carpentry and joinery	Page	R	-
7	Ceilings, partitions and access flooring	Page	R	-
8	Ironmongery	Page	R	-
9	Metalwork	Page	R	-
10	Plastering	Page	R	-
11	Tiling	Page	R	-
12	Plumbing and drainage	Page	R	-
13	Electrical and Access Control work	Page	R	-
14	Mechanical work	Page	R	-
15	Glazing	Page	R	-
16	Paintwork	Page	R	-
17	Provisional sums	Page	R	-
	Sub-total		R	R -
	5% Contingency			
	Sub-total for net building works		R	R -
	Allow 5% percent of the above sub-total for contingencies to be used as directed and deducted in whole or in part if not required	Item	R	-
	Sub-total		R	R -
	Value Added Tax			
	Allow (15%) percent of the above sub-total for Value Added Tax	Item	R	-
	Carried to form of tender		R	R -



Urbane Living Pty Ltd

Rynx/UL001/2024

Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units

C3: Scope of Work

General Building (To be referenced off the architectural drawings)

- Stripping out of existing internal walls, floor finishes.
- Removal of some existing windows & doors,
- Retaining of certain windows and making them good,
- Construction of new internal walls and internal doors,
- Installation of new finishes (floors, kitchens, BICs, ceiling in passages, painting of slab soffits in units, walls),
- Clean and making good existing external wall finishes, painting.
- Stripping of existing waterproofing on roofs and installation of new waterproofing (derbigum torch-on membrane or similar approved),
- Construction of new guardhouse at the entrance of The Rynx,
- Cleaning of the basement.
- Obtaining necessary wayleaves.

Electrical (To be referenced off the electrical engineering drawings)

- Stripping of existing electrical infrastructure,
- Existing main DBs to be retained, new DB to be separated for exclusive use by The Rynx.
- Installation of new electrical infrastructure (wires, conduits, fittings, lights, geysers etc),

Mechanical (To be referenced off the lift quotation)

- Refurbishment of existing 2x lifts located at the foyer,
- Decommissioning of 1x lift at the end of the building at the fire escape stairs,
- HVAC installation for internal bathrooms.

Fire (To be referenced off the fire rational design & BOQ)

- Retaining & refurbishment of existing fire services (fire hydrants, fire hose reels, fire extinguishers etc.)
- Installation of new fire services as per fire rational design (fire dampers, fire doors, 1M 'between-units' fire breakers, fire hose reels etc.)

Wet Services (To be referenced off the wet services engineering drawings)

- Stripping out of existing sanitary ware, geysers, sewer, water pipes, and boiler room fittings at the basement.
- Installation of new wet services (first fix pipework, sanitary fittings etc.)

Civil Works (To be referenced off the civil engineering drawings)

- Reconfiguration of existing bus exit & vehicular entrance into The Rynx on Rissik Street,
- Reconfiguration of parking, paving at the forecourt of The Rynx,
- Stormwater reticulation at the forecourt of The Rynx and roofs.
- Installation of sewer pipe from The Rynx to municipal connection on De Villiers Street.



Urbane Living Pty Ltd

Rynx/UL001/2024

**Conversion of Tippet Office Building into The Rynx
Residential Building composed of 139 Units**

C4.1: Site description

Please see attached drawings



Urbane Living Pty Ltd

Rynx/UL001/2024

**Conversion of Tippet Office Building into The Rynx
Residential Building composed of 139 Units**

C4.2: Tender Drawings

Please see attached drawings



1




2

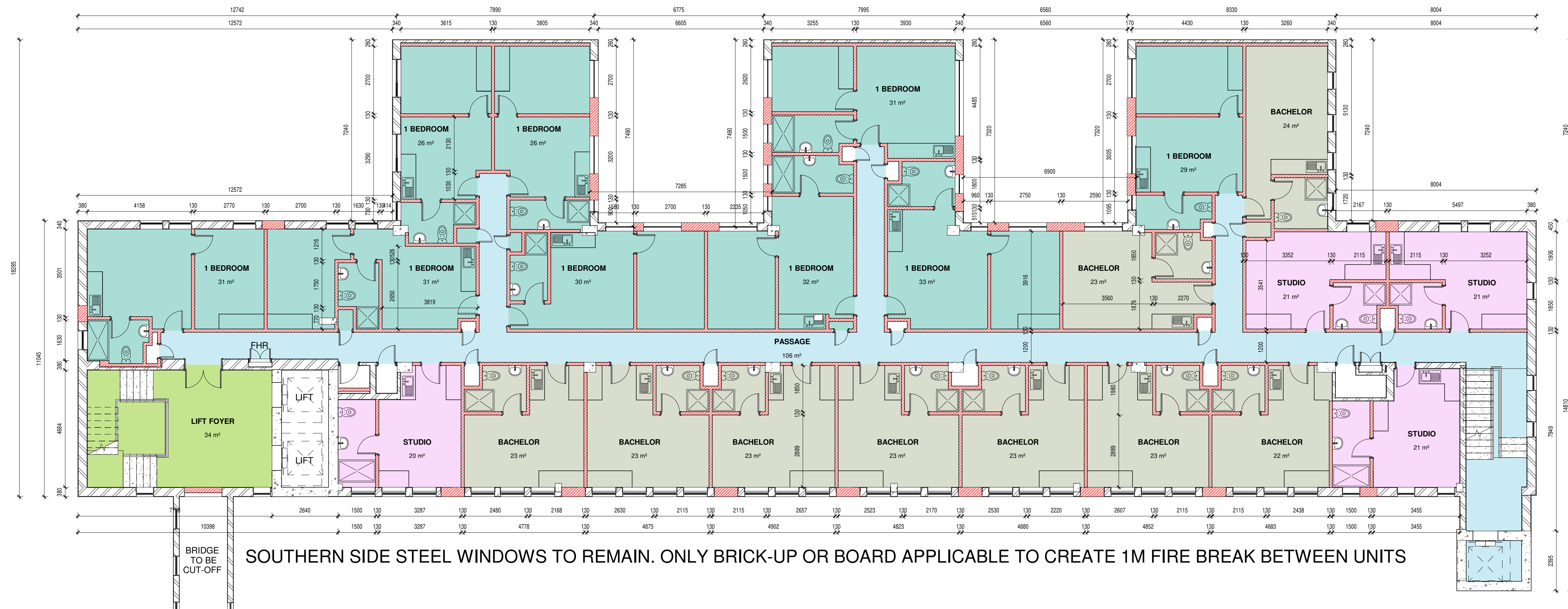
PARKING BAYS	96
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ISSUED FOR COSTING

PROJECT
THE RYNX
PROPOSED AFFORDABLE HOUSING
DEVELOPMENT ON RE/ 4372
JOHANNESBURG

DRAWING
FIRST & SECOND FLOOR PLANS

SCALE 1 : 100	DATE 18.02.2024	DRAWN SID	CHECKED MK
PROJECT NUMBER		TR100	
DRAWING NUMBER 101		REVISION 	



**ALL STRUCTURAL CONCRETE WORK TO ENGINEER'S
DESIGN AND SPECIFICATION**

[illegible]

ISSUED FOR COSTING

CLIENT


URBANE LIVING

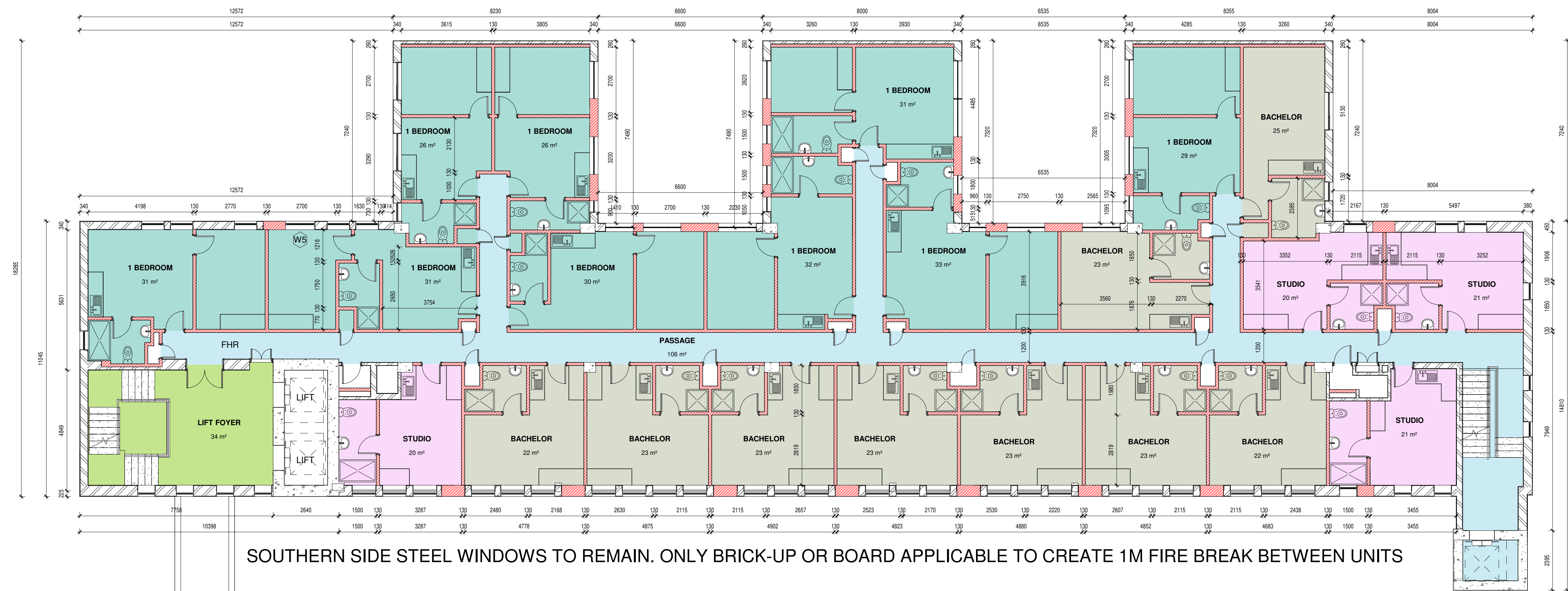
ARCHITECT
NAME : SIJABULISO I. DUBE
CELL : 072 979 4013
EMAIL : sija.dube@urbaneliving.co.za

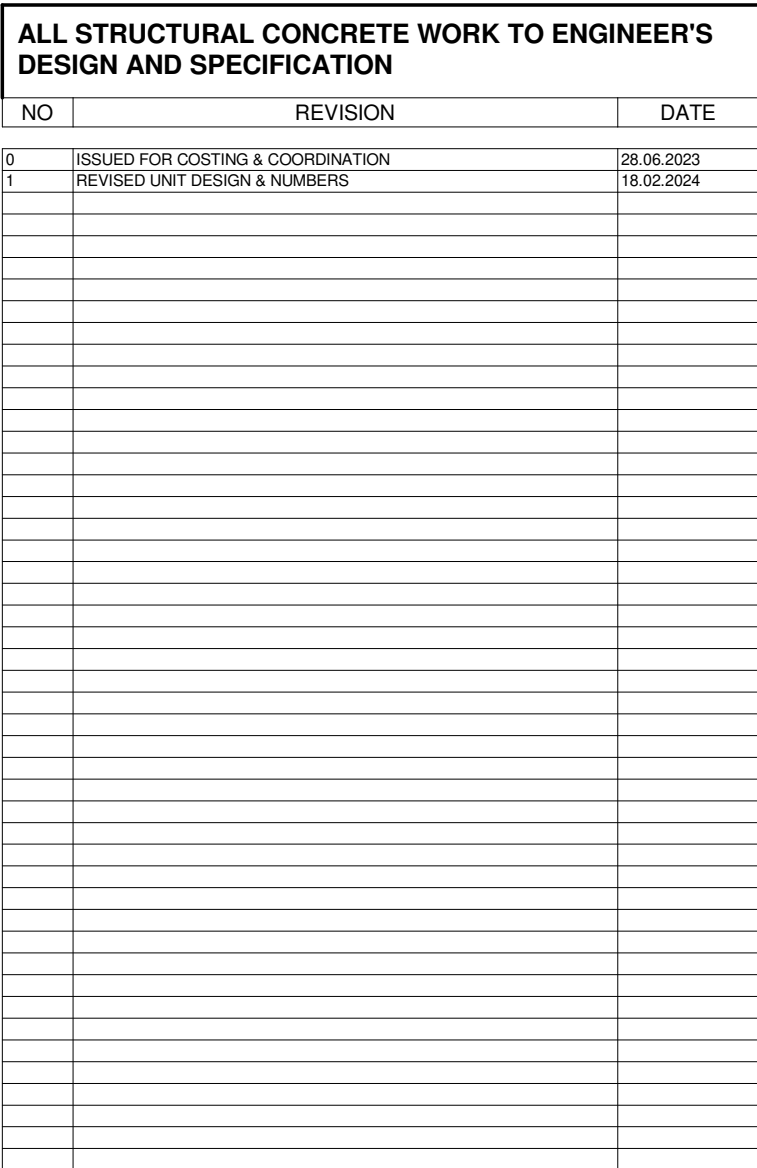


PROJECT
THE RYNX
PROPOSED AFFORDABLE HOUSING
DEVELOPMENT ON RE/ 4372
JOHANNESBURG

DRAWING THIRD & FOURTH FLOOR PLANS

SCALE 1 : 100	DATE 18.02.2024	DRAWN SID	CHECKED MK
PROJECT NUMBER		TR100	
DRAWING NUMBER		REVISION	
102			








1 : 100

SCALE 1 : 100	DATE 18.02.2024	DRAWN SID	CHECKED MK
PROJECT NUMBER		TR100	
DRAWING NUMBER 104		REVISION	






SCHEDULE				
FLOOR	AREA	STUDIOS	BACHELORS	1 BEDROOM
FIRST FLOOR	834m ²	4	9	9
SECOND FLOOR	834m ²	4	9	9
THIRD FLOOR	834m ²	4	9	9
FOURTH FLOOR	834m ²	4	9	9
FIFTH FLOOR	834m ²	3	9	5
SIXTH FLOOR	834m ²	3	9	5
SEVENTH FLOOR	834m ²	3	9	5
ROOF	834m ²	0	0	0
TOTAL AREA	7862m ²	25	63	51


TOTAL UNITS	139
PARKING BAYS	96

DRAWING


SITE DEVELOPMENT PLAN

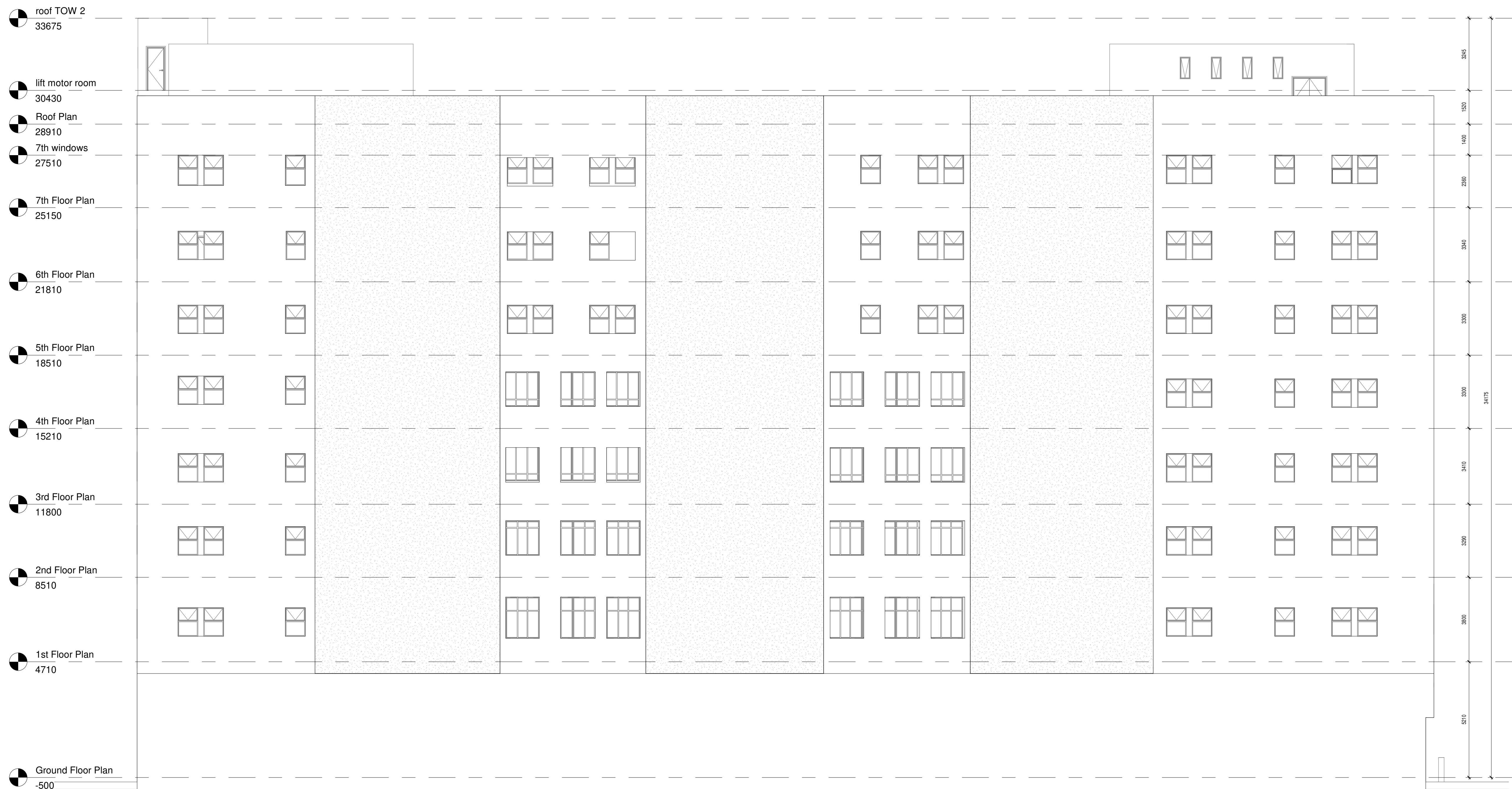
SCALE As indicated	DATE 18.02.2024	DRAWN SID	CHECKED MK
PROJECT NUMBER		TR100	
DRAWING NUMBER 105		REVISION 	



SCALE 1 : 100	DATE 18.02.2024	DRAWN SID	CHECKED MK
PROJECT NUMBER		TR100	
DRAWING NUMBER		REVISION	
107			



SCALE 1 : 100	DATE 18.02.2024	DRAWN SID	CHECKED MK
PROJECT NUMBER		TR100	
DRAWING NUMBER		REVISION	
108			

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CLIENT

URBANE LIVING

ARCHITECT
NAME : SIJABULISO I. DUBE
CELL : 072 979 4013
EMAIL : sija.dube@urbaneliving.co.za



The logo for URBANE LIVING features the word 'URBANE' in a large, bold, teal-colored sans-serif font. Below it, the word 'LIVING' is written in a smaller, teal-colored sans-serif font, with each letter contained within its own dark grey rectangular block.

DRAWING

NORTH ELEVATION

Architectural section drawing of a building, showing multiple floors and a roof. The drawing includes structural details, room layouts, and a vertical dimension line on the right side.

Left Side Labels (Floor Level / Plan Number):

- roof TOW 2 / 33675
- lift motor room / 30430
- Roof Plan / 28910
- 7th Floor Plan / 25150
- 6th Floor Plan / 21810
- 5th Floor Plan / 18510
- 4th Floor Plan / 15210
- 3rd Floor Plan / 11800
- 2nd Floor Plan / 8510
- 1st Floor Plan / 4710
- Ground Floor Plan / -500

Right Side Vertical Dimensions (meters):

- 3245
- 1520
- 3780
- 3240
- 3580
- 3000
- 3410
- 3250
- 3800
- 5210
- 34175

Top Right Label: 1200MM C/C. ROOF PITCH - 7.5°

Architectural section drawing of a building, showing multiple floors with room layouts, elevations, and a vertical scale on the left.

Vertical Scale (Left):


- 34175
- 34150
- 34125
- 34100
- 34075
- 34050
- 34025
- 34000
- 33975
- 33950
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- 33900
- 33875
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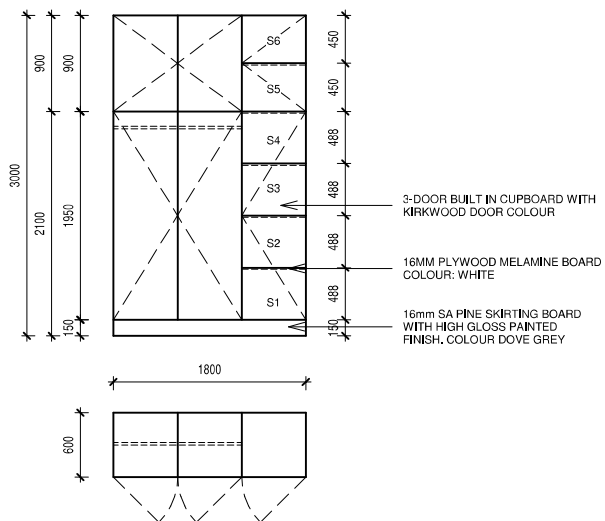
SCHEDULE				
FLOOR	AREA	STUDIOS	BACHELORS	1 BEDROOM
FIRST FLOOR	834m ²	4	9	9
SECOND FLOOR	834m ²	4	9	9
THIRD FLOOR	834m ²	4	9	9
FOURTH FLOOR	834m ²	4	9	9
FIFTH FLOOR	834m ²	3	9	5
SIXTH FLOOR	834m ²	3	9	5
SEVENTH FLOOR	834m ²	3	9	5
ROOF	834m ²	0	0	0
TOTAL AREA	7862m ²	25	63	51

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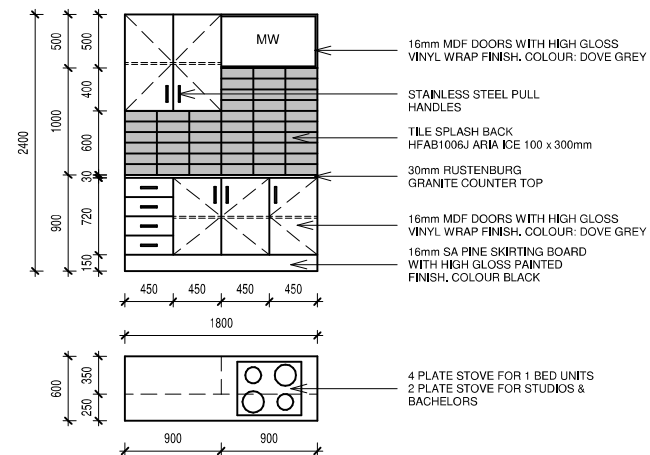
CLIENT	URBANE LIVING
ARCHITECT	
NAME : SIJABULISO I. DUBE	
CELL : 072 979 4013	
EMAIL : sija.dube@urbaneliving.co.za	
 The logo for URBANE LIVING. The word 'URBANE' is in a large, teal, sans-serif font. Below it, the word 'LIVING' is in a smaller, grey, sans-serif font, with each letter of 'LIVING' contained within its own grey rectangular box.	

DRAWING
SECTION A & B

SCALE 1 : 100	DATE 18.02.2024	DRAWN SID	CHECKED MK
PROJECT NUMBER		TR100	
DRAWING NUMBER 111		REVISION 	



○ **BIC Details**
1 : 50



○ **Kitchen Details**
1 : 50

FINISHES SCHEDULE

THE RYNX

DATE: 31.03.2024

REVISION NUMBER: 0

COMPILED BY:

SIJABULISO DUBE

Area	Finish	Specification
FLOOR FINISH		
RECEPTION	ENTRANCE MATTING - RECESSED	Star Gripper Plus Product code: 5901, by Matcomarketing, or approved equal Matting laid in 15mm deep recessed opening in screed, edged with aluminium edging strip. Thickness: 15 mm Colour : Black PVC with Charcoal, Grey inserts. Minimum size : width of doorway x 1.2m deep unless otherwise indicated on drawing.
LIVING AREA & KITCHEN	FLOOR TILES	600 x 600mm HPG1ICE120030AJ CEN TORRE TITANIUM MATT fixed with adhesive to screed (screed elsewhere) and flush pointed with waterproof grout.
BATHROOM	FLOOR TILES	600 x 600mm HPG1ICE120030AJ CEN TORRE TITANIUM MATT fixed with adhesive to screed (screed elsewhere) and flush pointed with waterproof grout.
LIVING AREA	SKIRTING	150 x 600mm HPG1ICE120030AJ CEN TORRE TITANIUM MATT tile skirting fixed with adhesive to screed (screed elsewhere) and flush pointed with waterproof grout.
PASSAGES	FLOOR TILES	600 x 600mm HPG1ICE120030AJ CEN TORRE TITANIUM MATT fixed with adhesive to screed (screed elsewhere) and flush pointed with waterproof grout.
WALL FINISH		
KITCHEN AREA	WALL TILES	300x 600mm HWS1ICE72A8LAJ CEN OAK WALL MATT fixed with adhesive to screed (screed elsewhere) and flush pointed with waterproof grout. (Height 2,1m)
LIVING AREA	SKIRTING	150 x 600mm HPG1ICE120030AJ CEN TORRE TITANIUM MATT tile skirting fixed with adhesive to screed (screed elsewhere) and flush pointed with waterproof grout.
LIVING AREA	PLASTER & PAINT	1x coat of Professional Gypsum and Plaster Primer (PP 700) to achieve a continuous film and Apply two full coats of Professional Contractors Matt (PEM 600/TCP) to achieve

		complete obliteration, allowing 1 hour drying between coats applied as per manufacturer's specifications.
BATHROOM	PLASTER & PAINT	1x coat of Professional Gypsum and Plaster Primer (PP 700) to achieve a continuous film and Apply two full coats of Professional Contractors Matt (PEM 600/TCP) to achieve complete obliteration, allowing 1 hour drying between coats applied as per manufacturer's specifications. (From 2,1m to underside of slab)
KITCHEN (SPLASHBACK)	WALL TILES	100 x 300mm splashbacks HFAB1006J ARIA ICE glazed ceramic tiles fixed with adhesive to screed (screed elsewhere) and flush pointed with waterproof grout.
CEILINGS		
LIVING AREA, KITCHEN, FIRE ESCAPE STAIRS & DUCTS	CEILING (PLASTERED & PAINTED SOFFIT OF SLAB)	1x coat of Professional Gypsum and Plaster Primer (PP 700) to achieve a continuous film and Apply two full coats of Professional Contractors Matt (PEM 600/TCP) to achieve complete obliteration, allowing 1 hour drying between coats applied as per manufacturer's specifications.
PASSAGE	CEILING (EXPOSED CEILING GRID)	Ceiling Grid: exposed ceiling grid Lay Gyproc Celotex Fine Fissured 600mm x 600mm laid into Donn ceiling grid and secured into place using Donn Hold Down Clips. Ceiling consisting of Donn Wall Angle M6 fixed to the perimeter wall using fixings at 300mm centres. Space Donn T38 FR Main Tees at 1200 centres & Donn T38V (1200 long) Cross Tees at 600 centres. Suspend main tees using Donn Hanger Strap 19mm suitably fixed to the building structural members. Use one Gyproc Wafer Head Tek screw 13mm shall be used to fix the hanger strap to the main tees web. Donn Galvanised Hanger Strap 19mm at maximum 150mm on both sides of the fire notch. All fire notches to be in line.
BATHROOMS	CEILING (WATER RESISTANT CEILING)	Ceiling Grid: concealed ceiling grid 1 Layer Gyproc RhinoBoard (12.5mm) is fixed to DONN Tees using Gyproc RhinoBoard Sharp Point Screws 25mm at maximum 150mm centres. All joints shall be staggered. Apply Gyproc RhinoTape to all joints and skim the ceiling using Gyproc RhinoLite. Ceiling grid consisting of DONNQRC T37K Main Tees installed at 1200mm centres and suspended using DONN Galvanised Steel Angle 25 x 25mm hangers at 1200mm centres. Perimeter suspension shall be less than 400mm from the wall. The hangers shall be suitably fixed to the underside of the soffit. Fix angles to the tees using one line of 2 steel pop-rivets or one Gyproc Wafer Head Tek Screw 13mm. Install DONN QRC T32K Cross Tees at 600mm centres. Installed as per manufacturer's specification.

FOYER	CEILING (EXISTING)	Existing ceiling to be cleaned and painted.
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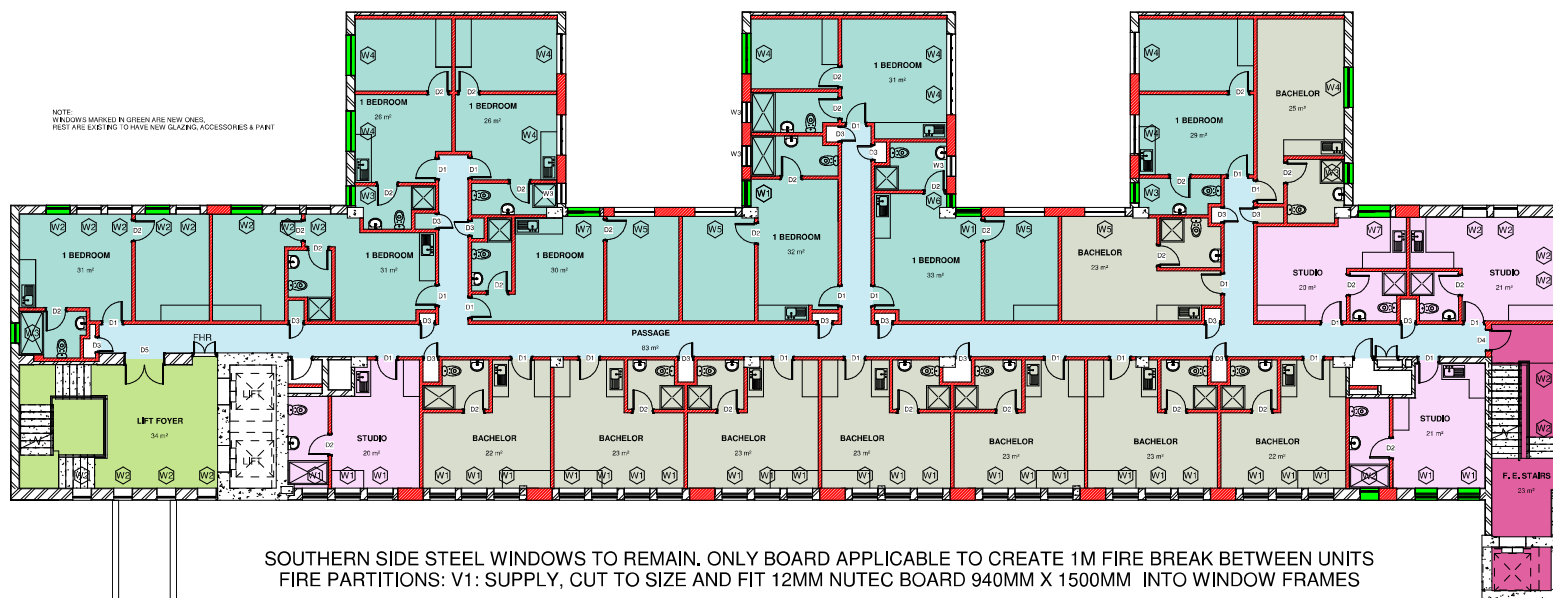
CLIENT	URBANE LIVING
ARCHITECT	
NAME : SIJABULISO I. DUBE	
CELL : 072 979 4013	
EMAIL : sija.dube@urbaneliving.co.za	

The logo for URBANE LIVING features the word "URBANE" in a large, teal, sans-serif font. Below it, the word "LIVING" is written in a smaller, grey, sans-serif font, with each letter contained within its own grey rectangular block.

DRAWING

TYPICAL UNIT LAYOUTS

SCALE 1 : 50	DATE 18.02.2024	DRAWN SID	CHECKED SID
PROJECT NUMBER		TR100	
DRAWING NUMBER			
114		REVISION	
			



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<p>WINDOW NO. 1 1x1-LEFT ENTRANCE DOOR</p>	<p>WINDOW NO. 2 1x1-LEFT ENTRANCE DOOR</p>	<p>WINDOW NO. 3 1x1-LEFT ENTRANCE DOOR</p>	<p>WINDOW NO. 4 1x1-LEFT ENTRANCE DOOR</p>	<p>WINDOW NO. 5 1x1-LEFT ENTRANCE DOOR</p>

Doornik
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ALL STRUCTURAL CONCRETE WORK TO ENGINEER'S DESIGN AND SPECIFICATION

ISSUED FOR COSTING

CLIENT

URBANE LIVING

ARCHITECT
NAME : SIJABULISO I. DUBE
CELL : 072 979 4013
EMAIL : sija.dube@urbanliving.co.za

URBANE
LIVING

PROJECT
THE RYNX
PROPOSED AFFORDABLE HOUSING
DEVELOPMENT ON RE/ 4372
JOHANNESBURG

DRAWING
**REFERENCE PLAN, WINDOW & DOOR
SCHEDULES**

SCALE 1 : 100	DATE 31.03.2024	DRAWN SID	CHECKED MK
PROJECT NUMBER		TR100	
DRAWING NUMBER 115		REVISION	



Urbane Living Pty Ltd

Rynx/UL001/2024

**Conversion of Tippet Office Building into The Rynx
Residential Building composed of 139 Units**

C4.3: Occupational Health and Safety Specification

Please see attached



CONSTRUCTION

***Health and Safety Specification ON BEHALF OF
(THE "CLIENT")***

FOR

***Conversion of Tippet Office Building into The Rynx Residential
Building composed of 139 Units***

Project Client: Urbane Living
Project Name: The Rynx.
Site Address: Rissik street
Braamfontein
Johannesburg
2017

Description of Project: Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units



Project Details

Client	Urbane Living	Tel: 074 460 3973
	Email: mandla.khumalo@urbaneliving.co.za	
	Contact person: Mandla Khumalo	
Client Safety Advisor	ACME OHS Solutions	Tel: 082 76 77626
	Email: Phumudzo@acme-ohs.co.za	
	Contact Person: Phumudzo Khorommbi	

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PREAMBLE

- a. In terms of Construction Regulation 2014 (hereafter referred to as Construction Regulation) 5(1)(a), incorporated under the Occupational Health and Safety (OHS) Act of 1993 (Act 85 of 1993) (hereafter referred to as The Act) Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), on the Client's behalf, will prepare a Health and Safety Specification for building construction work based on a site specific baseline risk assessment for the construction project and provide a copy of the Health and Safety Specification to the Principal Contractor. Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), will provide the Principal Contractor or any other Contractor, who is appointed to perform construction work for the Principal Contractor, with the Health and Safety Specification.
- b. Urbane Living's further duties are as described in The Act and the Regulations made there-under.
- c. The Principal Contractor will be responsible for the Health and Safety Policy for the site in terms of Section 7 of The Act and in line with Construction Regulation 7 as well as the Health and Safety Plan (hereafter referred to as Plan) for the project.
- d. The Health and Safety Specification is governed by The Act. Notwithstanding this, cognizance should be taken of the fact that no single Act or its set of Regulations can be read in isolation. Furthermore, although the definition of a Health and Safety Specification stipulates a documented Health and Safety Specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is required that the entire scope of the Labour legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this Health and Safety Specification this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.
- e. Due to the wide scope and definition of construction work, every construction activity and site will be different, and circumstances and conditions may even change on a daily basis. Therefore, due caution is to be taken by the Principal Contractor when drafting the Plan based on this Health and Safety Specification. Prior to drafting the Plan, and in consideration of the information contained here-in, the Principal Contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. This Risk Assessment and the steps identified will be the basis or point of departure for the Plan. The Plan shall include documented 'Methods Statement' (see definitions under Construction Regulations) detailing the key activities to be performed in order to reduce as far as practicable, the hazards identified in the Risk Assessment.
- f. Every effort has been made to ensure that this Health and Safety Specification is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor from their responsibilities and accountability in respect of the project to which this Health and Safety Specification pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of Urbane Living and/or its Agents



and/or ACME OHS Solutions (OHS Agent).

1. SCOPE OF THE HEALTH AND SAFETY SPECIFICATION

- a. This Health and Safety Specification pertaining to The Rynx building construction work cover the subjects contained in the index and is intended to outline the normal as well as any special requirements of Urbane Living pertaining to the health and safety matters applicable to this project. This Health and Safety Specification should be read in conjunction with The Act, the Construction Regulations and all other Regulations and Safety Standards which were or will be promulgated under The Act.

The stipulations in this Health and Safety Specification, as well as those contained in all other documentation pertaining to this project, including contract documentation and technical specifications, shall not be interpreted, in any way whatsoever, to countermand or nullify any stipulation of The Act, Regulations and Safety Standards which are promulgated under or incorporated into The Act.

- b. Take note of Appendix A - Notice Regarding Application of The Construction Regulations 2014 Occupational Health and Safety Act, 1993 Construction Regulations, 2014.
- c. Construction Regulation 3 and 5 (7)(b) will come into effect 18 months after the commencement of Construction Regulations, 2014.

2. PURPOSE

- a. Urbane Living is obligated to implement measures to ensure the health and safety of all people and properties affected under its custodianship or contractual commitments, and is further obligated to monitor that these measures are structured and applied according to the requirements of this Health and Safety Specification.
- b. The purpose of this Health and Safety Specification is to provide the Principal Contractor [and their contractor(s)] with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; and to protect persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work during the carrying out of construction work for Urbane Living.
- c. The Principal Contractor [and their contractor(s)] is to be briefed on the significant health and safety aspects of the project and to be provided with information and requirements on inter alia:
 - i. safety considerations affecting the site of the project and its environment;
 - ii. health and safety aspects of the associated structures and equipment;
 - iii. submissions on health and safety matters required from the Principal Contractor [and their contractor(s)]; and
 - iv. the Principal Contractor's [and their contractor(s)] Plans.
- d. To serve to ensure that the Principal Contractor [and their contractor(s)] is fully aware of what is expected from them with regard to The Act and the Regulations made there- under including the applicable safety standards, and in particular in terms of Section 8 of The Act.
- e. To inform the Principal Contractor [and their contractor(s)] that The Act in its entirety shall apply to the contract to which this Health and Safety Specification applies. The Construction Regulations and shall apply to any person involved in construction work pertaining to this project, as will The Act.

3. DEFINITIONS (Extracted from The Act)

"Purpose of the Act" –

To provide for the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with The Activities of persons at work; to establish an advisory council for Occupational Health and Safety; and to provide for matters connected therewith.

"agent" –

means a competent person who acts as a representative for a client;

"angle of repose" –

means the steepest angle of a surface at which a mass of loose or fragmented material will remain stationary in a pile on the surface, rather than sliding or crumbling away;

"bulk mixing plant" –

means machinery, appliances or other similar devices that are assembled in such a manner so as to be able to mix materials in bulk for the purposes of using the mixed product for construction work;

"client" –

means any person for whom construction work is being performed;

"competent person" –

means a person who:

- a. has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and
- b. is familiar with the Act and with the applicable regulations made under the Act;

"construction manager" –

means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

"construction site" –

means a work place where construction work is being performed;

"construction supervisor" –

means a competent person responsible for supervising construction activities on a construction site;

"construction vehicle" –

means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

"construction work" –

means any work in connection with- a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work;

"construction work permit" –

means a document issued in terms of regulation 3

"contractor" –

means an employer who performs construction work;

"demolition work" –

means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives;

"design" –

in relation to any structure, includes drawings, calculations, design details and specifications;

"designer" –

means-

- a. a competent person who-
 - i. prepares a design;
 - ii. checks and approves a design; or
 - iii. arranges for any person at work under his or her control to prepare a design (including an employee of that person where he or she is the employer); or
 - iv. designs temporary work, including its components,
- b. an architect or engineer contributing to, or having overall responsibility for a design;

- c. a building services engineer designing details for fixed plant;
- d. a surveyor specifying articles or drawing up specifications;
- e. a Contractor carrying out design work as part of a design and building project; or
- f. an interior designer, shop-fitter or landscape architect;

"excavation work" –

means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;

"explosive actuated fastening device" –

means a tool that is activated by an explosive charge and that is used for driving bolts, nails and similar objects for the purpose of providing fixing.

"fall arrest equipment" –

means equipment used to arrest a person in a fall, including personal equipment such as body harness, lanyards, deceleration devices, lifelines or similar equipment.

"fall prevention equipment" –

means equipment used to prevent persons from falling from a fall risk position, including personal equipment, a body harness, lanyards, lifelines or physical equipment such as guardrails, screens, barricades, anchorages or similar equipment;

"fall protection plan" –

means a documented plan, which includes and provides for-

- a. all risks relating to working from a fall risk position, considering the nature of work undertaken;
- b. the procedures and methods to be applied in order to eliminate the risk of falling; and
- c. a rescue plan and procedures

"fall risk" –

means any potential exposure to falling either from, off or into;

"health and safety file" –

means a file, or other record containing the information in writing required by these Regulations;

"health and safety plan" –

means a site, activity or project specific documented plan in accordance with the client's health and safety specification;

"health and safety specification" –

means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work;

"material hoist" –

means a hoist used to lower or raise material and equipment, excluding passengers;

"medical certificate of fitness" –

means a certificate contemplated in regulation 7(1)(8);

"mobile plant" –

means any machinery, appliance or other similar device that is able to move independently, and is used for the purpose of performing construction work on a construction site;

"National Building Regulations" –

means the National Building Regulations made under the National Building Regulations and Building

Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as amended by Government Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008;

"person day" –

means one normal working shift of carrying out construction work by a person on a construction site;

"principal contractor" –

means an employer appointed by the client to perform construction work;

"Professional Engineer or Professional Certificated Engineer" –

means a person holding registration as either a Professional Engineer or Professional Certificated Engineer in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000);

"Professional Technologist" –

means a person holding registration as a Professional Engineering Technologist in terms of the Engineering Profession Act, 2000;

"provincial director" –

means the provincial director as defined in regulation 1 of the General Administrative Regulations, 2003;

"scaffold" –

means a temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both;

"shoring" –

means a system used to support the sides of an excavation and which is intended to prevent the cave-in or the collapse of the sides of an excavation;

"structure means" –

- a. any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;
- b. any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or
- c. any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling;

"suspended platform" –

means a working platform suspended from supports by means of one or more separate ropes from each support;

"temporary works" –

means any falsework, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work;

"the Act" –

means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);

"tunneling" –

means the construction of any tunnel beneath the natural surface of the earth for a purpose other than the



searching for or winning of a mineral.

4. OCCUPATIONAL HEALTH AND SAFETY (OHS) MANAGEMENT

a. Structure and Organization of OHS Responsibilities

i. Overall Supervision and Responsibility for OHS

Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), to ensure that the Principal Contractor, appointed in terms of Construction Regulation 5(1)(k), implements and maintains the agreed and approved Plan. Failure on the part of Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), to comply with this requirement will not relieve the Principal Contractor from any one or more of their duties under The Act and Regulations.

- ii. The Chief Executive Officer of the Principal Contractor in terms of Section 16(1) of The Act to ensure that the Employer(as defined in The Act) complies with The Act.
- iii. All Section 16(2) appointee(s) of The Act, as detailed in their/their respective appointment letters, to regularly, in writing, report to their principals on health and safety matters per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspections and to ensure that the reports are made available to the Principal Contractor to become part of site records (Health and Safety File).
- iv. The appointed full-time competent person as construction manager and Assistant construction manager(s), appointed in terms of Construction Regulation 8, to regularly, in writing, report to their principals on health and safety matters per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the Principal Contractor to become part of site records (Health and Safety File).
- v. All Occupational Health and Safety Representatives (OHS Reps) shall act and report as per Section 18 of The Act.
- vi. It is a requirement that the Principal Contractor, when appointing Contractors in terms of Construction Regulation 7(1)(c), includes an agreement with a Mandatory [Section 37(2) of The Act].

b. Further (Specific) Supervision Responsibilities for OHS

- i. Several appointments or designations of responsible and/or competent people in specific areas of construction work are required by The Act and Regulations. The Principal Contractor to ensure that the following competent person appointments (where applicable) are made, in terms of the Construction Regulations to ensure compliance to The Act, Regulations and Safety Standards:

Regulation	Appointment	Responsible Person
5(1)(k)	Principal Contractor for each project	Urbane Living
7(1)(c)	Contractor	Principal Contractor
8(1)	Construction Manager	Principal Contractor
8(2)	Assistant Construction Manager(s)	Principal Contractor
8(5)	Full time Construction Safety Officer	Principal Contractor
9(1)	Person to carry out risk assessment	Principal Contractor
9(3)	Trainer/Instructor	Principal Contractor
10(1)(a)	Fall protection Planner	Principal Contractor
13(1)	Excavation supervisor/Inspector	Principal Contractor
23(1)(k)	Construction vehicle and mobile plant inspector	Principal Contractor
28(a)	Stacking and storage supervisor	Principal Contractor
29(h)	Fire equipment inspector	Principal Contractor

- ii. This list may be used as a reference or tool to determine which components of The Act and Regulations would be applicable to a particular site. This list must not be assumed to be exclusive or comprehensive.

c. Communication & Liaison

- i. OHS Liaison between Urbane Living, the Principal Contractor, and other concerned parties shall be via the Client Agent and the OHS Agent as per procedures determined by the OHS Committee.

- ii. In addition to the above, communication, verbally or in writing, may be directly to Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), as and when the need arises.
- iii. Consultation with the workforce on OHS matters will be through their Supervisors and OHS Representatives.
- iv. The Principal Contractor will be responsible for the dissemination of all relevant OHS information to the other Contractors involved.

5. INTERPRETATION

- a. The Act and all its Regulations, with the exception of the Construction Regulations, distinguish between the roles, responsibilities and functions of employers and employees respectively. It views consultants and contractors as employees of the "owner" of a construction or operational project, the "owner" being regarded as the employer. Only if formally agreed to by way of the written agreement in this regard between the "owner(s)" and consultant and/or between the "owner(s)" and the contractor(s), will these assumptions be relinquished in favour of the position agreed upon between the relevant parties.
- b. The position taken by the Construction Regulations is that the "owner", in terms of its instructions, operates (has to operate) in the role of "client" as per relevant definition. The contractors, working for the "client", are seen to be in two categories, i.e. the Principal Contractor and Contractors. The Principal Contractor has to take full responsibility for the health and safety on the site of the relevant project/contract. This includes monitoring OHS conditions and overseeing administrative measures required by the Construction Regulations from all contractors on the project site. Contractors are required to operate under the scrutiny and control (in terms of all OHS measures which are covered in the Construction Regulations) of the Principal Contractor. Where, for the work the Principal Contractor will be responsible to execute himself, practical OHS measures are applicable; he will also be subject to the relevant requirements with which Contractors have to comply. The Principal Contractor will, however, not have to physically fulfil such requirements in respect of any of the work/functions of any Contractors on the site for which he has been appointed as Principal Contractor. However, he has to monitor/oversee such processes, ensuring that the requirements are complied with and that the required appointments/evaluations/inspections/assessments and tests are done and that the records are duly generated and kept as prescribed in the Construction Regulations. This has to feature clearly in the Principal Contractor's Plan.

6. RESPONSIBILITIES

- a. Urbane Living and/or its Agents and/or ACME OHS Solutions(OHS Agent),will perform the following responsibilities:
 - i. Appoint the Principal Contractor for the building construction work, in writing, for assuming the role of Principal Contractor as intended by the Construction Regulations.
 - ii. Discuss and negotiate with the principal Contractor the contents of the principal contractor's health

and safety plan contemplated in Construction Regulation 7(1), and must thereafter finally approve that plan for implementation.

- iii. Ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures.
- iv. Ensure that the principal Contractor to be appointed has the necessary competencies and resources to carry out the construction work safely.
- v. Take reasonable steps to ensure co-operation between all contractors appointed by the client to enable each of those contractors to comply with these Regulations. Where more than one principal Contractor is appointed as contemplated in sub regulation 5(1)(k), the client will take reasonable steps to ensure co-operation between all principal contractors and contractors in order to ensure compliance with these Regulations.
- vi. Ensure before any work commences on a site that every principal Contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).
- vii. Ensure that a copy of the principal contractor's health and safety plan is available on request to an employee, inspector or contractor;
- viii. Take reasonable steps to ensure that each contractor's health and safety plan contemplated in regulation 7(1)(a) is implemented and maintained.
- ix. Ensure that periodic health and safety audits and document verification are conducted at intervals mutually agreed upon between the principal Contractor and any contractor, but at least once every 30 days.
- x. Ensure that a copy of the health and safety audit report contemplated in paragraph 5(o) is provided to the principal Contractor within seven days after the audit;
- xi. Take reasonable steps to ensure that the Plan of the Principal Contractor [and/or their Contractor(s)] is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.
- xii. Where a fatality or permanent disabling injury occurs on a construction site, the client must ensure that the Contractor provides the provincial director with a report contemplated in section 24 of the Act, in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, and that the report includes the measures that the Contractor intends to implement to ensure a safe construction site as far as is reasonably practicable.

xiii. Prevent the Principal Contractor [and/or their Contractor(s)] from commencing or continuing with construction work should the Principal Contractor [and/or their Contractor(s)] at any stage in the execution of the works be found to:

1. have failed to have complied with any of the administrative measures required by the Construction Regulations in preparation for the construction project or any physical preparations necessary in terms of The Act;
 2. have failed to implement or maintain their Plan(s);
 3. have executed construction work which is not in accordance with their Plan(s); or
 4. act in any way which may pose a threat to the health and safety of any person(s) present on the site of the works or in its vicinity, irrespective of them being employed or legitimately on the site of the works or in its vicinity, which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site
 5. have failed to stay in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);
- b. The Principal Contractor will perform the following responsibilities:
- i. Accept the appointment under the terms and conditions of the Contract and additionally under the Construction Regulation.

- ii. Agree on and sign the terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction work in terms of Regulation 4 of the Construction Regulations by means of an Annexure 2 "**Notification of Construction Work**" form. The Principal Contractor will submit the notification, in writing, prior to commencement of work and inform Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), accordingly. Proof of notification must be placed on the site safety file and must be made available on request to an inspector, Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent).
- iii. Ensure that the Principal Contractor [and/or their Contractor(s)] is fully conversant with the requirements of this Health and Safety Specification and all relevant OHS legislation. This Health and Safety Specification is not intended to supersede The Act nor the Construction Regulations or any part of either. Those sections of The Act and the Construction Regulations which apply to the scope of works to be performed by the Principal Contractor in terms of this contract (entirely or in part) will continue to be legally required to be complied with. The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of The Act, the Construction Regulations or any Regulations proclaimed under The Act or which may perceivable be applicable to this contract.
- iv. Provide and demonstrate to Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), a suitable, sufficiently documented and coherent site specific health and safety plan, based on the client's documented health and safety specifications contemplated in regulation 5(1)(b), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the principal Contractor as work progresses This Plan shall, as appendices, include the Plans of all Contractors for which the Principal Contractor has to take responsibility in terms of this contract.
- v. On appointing any other contractor, in order to ensure compliance with the provisions of the Act-
- vi. provide contractors who are tendering to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications contemplated in regulation 5(1)(b) pertaining to the construction work which has to be performed;
- vii. Ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;
- viii. Ensure that no Contractor is appointed to perform construction work unless the principal



Contractor is reasonably satisfied that the Contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;

- ix. Ensure prior to work commencing on the site that every Contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
- x. Appoint each Contractor in writing for the part of the project on the construction site;
- xi. Take reasonable steps to ensure that each contractor's health and safety plan contemplated in sub regulation (2)(a) is implemented and maintained on the construction site;
- xii. Ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the principal Contractor and any contractor, but at least once every 30 days;
- xiii. Stop any Contractor from executing construction work which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site or which poses a threat to the health and safety of persons;
- xiv. Where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the Contractor to execute the work safely; and discuss and negotiate with the Contractor the contents of the health and safety plan contemplated in sub regulation 7(2)(a), and must thereafter finally approve that plan for implementation. The approval letter of the contractor's plan/s must be placed on the principal contractor's safety file and must be made available on request to an inspector, Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent).
- xv. Ensure that a copy of his or her health and safety plan contemplated in paragraph (a), as well as the contractor's health and safety plan contemplated in sub regulation (2)(a), is available on request to an employee, an inspector, a contractor, the client or the client's agent
- xvi. Hand over a consolidated health and safety file to the client upon completion of the construction work and must, in addition to the documentation referred to in sub regulation 7(2)(b), include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
- xvii. in addition to the documentation required in the health and safety file in terms of paragraph 7(c)(v) and sub regulation 7(2)(b), include and make available a comprehensive and updated list of all the contractors on site accountable

- xviii. The principal contractor, the agreements between the parties and the type of work being done; and ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulations.
- xix. A Contractor must prior to performing any construction work-
- xx. Provide and demonstrate to the principal Contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client's health and safety specification contemplated in Construction Regulation 5(1)(b) and provided by the principal Contractor in terms of sub regulation 5(1)(a), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the Contractor as work progresses;
- xxi. Open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available on request to an inspector, the client, the client's agent or the principal contractor;
- xxii. Before appointing another Contractor to perform construction work be reasonably satisfied that the Contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
- xxiii. Co-operate with the principal Contractor as far as is necessary to enable each of them to comply with the provisions of the Act; and
- xxiv. As far as is reasonably practicable, promptly provide the principal Contractor with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.
- xxv. Where a Contractor appoints another Contractor to perform construction work, the duties determined in sub regulation (1)(b) to (g) that apply to the principal Contractor apply to the Contractor as if he or she were the principal contractor.
- xxvi. A Contractor must take reasonable steps to ensure co-operation between all contractors appointed by the principal Contractor to enable each of those contractors to comply with these Regulations.
- xxvii. No Contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.
- xxviii. A Contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.
- xxix. A Contractor must at all times keep on his or her construction site records of the health and safety induction training contemplated in sub regulation (6) and such records must be made available on

request to an inspector, the client, the client's agent or the principal contractor.

- xxx. A Contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulations.
- xxxi. Open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent) or a contractor; and
- xxxii. Provide proof of the Principal Contractor's registration and good standing with the Compensation Fund or with a licensed compensation insurer prior to commencement with the works.
- xxxiii. In submitting the Principal Contractor's tender, demonstrate that they have made provision for the cost of compliance with the specified health and safety requirements, The Act and Construction Regulations. (Note: This shall have to be contained in the conditions of tender upon which a tenderer's offer is based).
- xxxiv. Consistently demonstrate the Principal Contractor's competence and the adequacy of their resources to perform the duties imposed on them in terms of this Health and Safety Specification, The Act and the Construction Regulations.
- xxxv. Ensure that a copy of the Principal Contractor's Plan is available on site and is presented upon request.
- xxxvi. Ensure that an OHS File, which shall include all documentation required in terms of the provisions of this Health and Safety Specification, The Act and the Construction Regulations, is opened and kept on site and made available upon request. Upon completion of the works, the Principal Contractor will hand over the consolidated File to Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent).
- xxxvii. Ensure, throughout execution of the contract, that all conditions imposed on his Sub-contractors in terms of The Act and the Construction Regulations are complied with as if they were the Principal Contractor.
- xxxviii. Evaluate, from time to time, the relevance of the Plan and revise the same as required, following which revised Plan will be submitted to Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), for approval.

7. DUTIES OF PROFESSIONAL TEAM

- a. All who enter site to conduct inspections should abide by requirements of Construction Regulations 2014
- b. All consultants to undergo OHS Induction.
- c. PPE to be worn by all Consultants when doing site inspections/walk about.
- d. No Consultant will be allowed to climb up scaffolds and or heights without valid medical certificates

- **SCOPE OF WORK**

This Health and Safety Specification is applicable to the specific scope of works pertaining to construction of the Rynx, as detailed in the tender documents provided by Urbane Living.

Description of Works	
Building construction work The scope of work supplied herein must not be seen as exclusive and may be changed at any stage by the client. This specification is applicable to the specific scope of work pertaining to the mentioned project as detailed in the tender documents.	
Time Scale	
Working Hours	
Weekdays	07:00 - 17:00
Weekends	As required, but with approval of Client
Public Holidays	As required, but with approval of Client

- **HEALTH AND SAFETY FILE**

- a. The Principal Contractor must, in terms of Construction Regulation 7(1)(a), keep a documented File on site at all times which must include all documentation required in terms of The Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor, the agreements between the parties and details of the work being done.
- b. The File will remain the property of Urbane Living throughout the period of the project and must be consolidated and handed over to Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), on completion of the project.

- **OHS GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OHS PERFORMANCE**

Take reasonable steps to ensure that the Plan of the Principal Contractor [and/or their Contractor(s)]

- a. is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every 30 days.
- b. The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report on this to Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), on a monthly basis.

- **IDENTIFICATION OF HAZARDS AND DEVELOPMENT OF RISK ASSESSMENTS, SAFE WORKING PROCEDURES (SWP) AND METHOD STATEMENTS**

- a. The Principal Contractor is required to develop Risk Assessments, Safe Working

Procedures (SWP) and Method Statements for each activity executed in the contract or project as contained but not limited to in the scope of work contained in the tender documentation:

- b. The Principal Contractor [and/or their Contractor(s)] must, before the commencement of any construction work and during such construction work, have risk assessments performed by a competent person appointed in writing, which risk assessments form part of the health and safety plan to be applied on the site, and must include-
 - i. The identification of the risks and hazards to which persons may be exposed to;
 - ii. An analysis and evaluation of the risks and hazards identified based on a documented method;
 - iii. A documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
 - iv. A monitoring plan; and
 - v. a review plan.
- c. The Principal Contractor [and/or their Contractor(s)] must ensure that all employees under his or her control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and or control measures before any work commences, and thereafter at the times determined in the risk assessment monitoring and review plan of the relevant site.
- d. The Principal Contractor must ensure that all contractors are informed regarding any hazard that is stipulated in the risk assessment before any work commences, and thereafter at the times that may be determined in the risk assessment monitoring and review plan of the relevant site.
- e. A Contractor must consult with the health and safety committee or, if no health and safety committee



exists, with a representative trade union or representative group of employees, on the monitoring and review of the risk assessments of the relevant site.

- v. A Contractor must ensure that copies of the risk assessments of the relevant site are available on site for inspection by an inspector, Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), any contractor, any employee, a representative trade union, a health and safety representative or any member of the health and safety committee.
- vi. The Principal Contractor [and/or their Contractor(s)] must review the relevant risk assessment-
 - Where changes are effected to the design and or construction that result in a change to the risk profile; or
 - when an incident has occurred.
 - Based on the Risk Assessments, the Principal Contractor must develop a set of site specific OHS Rules that will be applied to regulate the OHS aspects of the construction. The Risk Assessments, together with the site- specific OHS Rules shall be submitted to Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), before mobilisation on site commences.
 - The Principal Contractor is also required to conduct a baseline Risk Assessment and the aforesaid listed Risk Assessments shall be incorporated into the base-line Risk Assessment. The baseline Risk Assessment must further include the Safe Working Procedures (SWP) and the applicable

Method Statements based on the Risk Assessments.

- A risk assessment shall be undertaken for all out-of-scope work.
- The identification of hazards is over and above the hazards identification programme and those hazards identified during the drafting of the Plan.

- **ARRANGEMENTS FOR MONITORING AND REVIEW**

- a. **Monthly Audits**

Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), will be conducting monthly audits at times coinciding with the Principal Contractor's Audit in order to comply with Construction Regulation 5(1)(o) and to ensure that the Principal Contractor has implemented, is adhering to and is maintaining the agreed and approved Plan.

- b. **Other Audits and Inspections**

Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), reserves the right to conduct any other ad hoc audits and inspections as it deem necessary. A representative of the Principal Contractor and the relevant OHS Representative(s) (SHE Reps) must accompany Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), on all Audits and Inspections and may conduct their own audit/inspection at the same time. Each party will, however, take responsibility for the results of their own audit/inspection results. Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), may require to be handed a copy of the minutes of the previous OHS Committee meeting reflecting possible recommendations made by that committee to the Principal Contractor for reference purposes.

- c. **Reporting**

The Principal Contractor will report all incidents where an employee is injured on duty to the extent that he/she

- i. dies;
 - ii. becomes unconscious;
 - iii. loses a limb or part of a limb; or
 - iv. is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed.

OR WHERE

- i. a major incident occurred;
 - ii. the health or safety of any person was endangered;
 - iii. where a dangerous substance was spilled;
 - iv. the uncontrolled release of any substance under pressure took place;



v. machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects; or

vi. machinery ran out of control.

to the Provincial Director of the Department of Labour, within seven days, and at the same time to Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent). Also refer in this regard to Section 24 of The Act and Section 8 of the General Administrative Regulations.

vii. The Principal Contractor must provide Urbane Living and/or its Agents and/or

viii. ACME OHS Solutions (OHS Agent), with copies of all statutory reports required in terms of The Act and Regulations.

ix. The Principal Contractor must provide Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), with a monthly "Safety and Health Management Report".

x. The Principal Contractor must provide Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), a.s.a.p. with copies of all internal and external accident/incident investigation reports. As soon as the occurrence of any accident/incident of whatever nature comes to the notice of that the Principal Contractor it shall be reported immediately to any of the following:

1. Urbane Living
2. The Client's Agents and/or ACME OHS Solutions(OHS agent),
3. Department of Labour

- xi. If an injured person dies as a result of an incident, which has already been reported, the Principal Contractor must report such death to the Provincial Director telephonically, per facsimile or similar means of communication.
- xii. The Principal Contractor must, within 7 days after an accident occurred, where a person required medical treatment more than just first aid, provide the Compensation Commissioner with the relevant documentation. An employer, who fails to report any accident, as mentioned above, shall be guilty of an offence in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 and may be held liable for the full amount of compensation payable in respect of such accident.
- xiii. The Principal Contractor must, within 14 days after an occupational disease was diagnosed, provide the Compensation Commissioner with the relevant documentation. An employer, who fails to report to report any occupational disease, shall be guilty of an offence in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 and may be held liable for the full amount of compensation payable in respect of such a disease.

d. Review

- i. The Principal Contractor must review the Hazard Identification, Risk Assessments and Standard Work Processes at each Production, Planning and Progress Report meeting as the construction work develops and progresses and each time changes are made to the designs, plans and construction methods and processes.
- ii. The Principal Contractor must provide Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

e. Site Rules and other Restrictions

i. Site OHS Rules

- 1. The Principal Contractor will develop a set of site specific OHS rules that will be applied for the duration of the construction process.
- 2. The Principal Contractor shall make allowance for PPE including hard hats and safety boots to visitors visiting the site.
- 3. As required, by law, visitors and non-employees, upon entering the site, shall be issued with the correct Personal Protective Equipment (PPE).
- 4. Contractor will make provision for a smoking area in accordance with the

national Tobacco Act to limit the impact of a fire risk.

5. Specific site rules that must be implemented are as follows:

- a. No smoking in demarcated areas
- b. No open flames
- c. No firearms
- d. No scavenging
- e. Respect for all property
- f. No eating or drinking while working
- g. No alcohol or drugs
- h. PPE will be worn at all times

ii. **Security Arrangements**

- 1. The Principal Contractor will establish site access rules and implement and maintain these rules throughout the construction period. Access control must include the rule that non-employees shall at all times be provided with fulltime supervision while on site.
- 2. The Principal Contractor will develop a set of security rules and procedures and maintain these throughout the construction period.
- 3. If not already tasked to the OHS Officer, appointed in terms of Construction Regulation 8(5), the Principal Contractor will appoint a competent Emergency Controller who must develop contingency plans for any emergency that may arise on site as indicated by the risk assessments. These plans must include at least a 3 monthly practice/testing programme for the plans. These practices/test runs must include all persons on site at the time of the practices/test runs.
- 4. The Principal to make provision for a full time-security guard/access control guard to ensure that no unauthorized person/s enter the site.

f. **Training**

i. General Induction Training

- 1. No Contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry. Proof of such inductions must be kept on the site safety file of General Induction Training [Section 8(2)(E) of the Act and Construction Regulation 7(5)].
- 2. The Principal Contractor [and/or their Contractor(s)] must ensure that all employees under his or her

control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and or control measures before any work commences, and thereafter at the times determined in the risk assessment monitoring and review plan of the relevant site.

3. An induction training register must be signed and kept in the File on site.

iii. Job Specific Training

1. All employees in jobs requiring training in terms of The Act and Regulations must be in possession of valid proof of training as follows:
 - a. Job Specific Induction (also visitors) (Sections 8 & 9 of The Act)
 - b. Site/Project Manager
 - c. Construction Manager
 - d. OHS Representatives (Section 18 (3) of The Act)
 - e. Training of the Appointees (General - & Site Specific Induction Training)
 - f. Operators & Drivers of Construction Vehicles and Mobile Plant (Construction Regulations Section 23(1)(d)(i))
 - g. Basic Fire Prevention & Protection (Environmental Regulation 9 and Construction Regulations Section 29)
 - h. As a minimum basic First Aid to be upgraded when necessary (General Safety Regulations Section 3)
 - i. Storekeeping Methods and Safe Stacking (Construction Regulations Section 28)
 - j. Emergency, Security and Fire Co-ordinator
2. The training register must be signed and kept in the File on site.

iv. Awareness and Promotion as per Construction Regulation 7(4)

The Principal Contractor [and/or their Contractor(s)] is required to have a plan in place to promote an OHS awareness and culture in their employees. The following method will be used:

1. Toolbox Talks:

The Principal Contractor shall continuously conduct, on site, weekly toolbox talks, and on or before any hazardous work takes place. The talks shall cover the relevant activity regarding any hazard and the related safe work procedures and an attendance register must be kept and signed by all attendees. A record of who attended and the content of the topic must be kept in the site Health and Safety File as evidence of training.

g. accident and Incident Investigation

- i. Inspection and reporting is the best way in which a responsible contractor can control his area of responsibility. The Principal Contractor is responsible to oversee the investigations, per Annexure 1 proforma (available in the General Administrative Regulations), of all accidents/incidents, irrespective of whether it gave rise to loss, injury, damage or not and the results recorded in the Accident/Incident Register in the File.
- ii. These incidents must be recorded in the form of Annexure 1 of the General Administrative Regulations and be kept for a period of at least 3 years. This record shall be kept in the File on the premises and be available for perusal by an inspector.
- iii. The Principal Contractor is responsible for the investigation, per Annexure 1 proforma, of all non-injury incidents as described in Section 24 (1)(b) & (c) of The Act and keep a record of the results of such investigations including the steps taken to prevent similar incidents in future.
- iv. The Principal Contractor is responsible for the investigation of all accidents relating to the construction site and keep a record of the results of such investigations including the steps taken to prevent similar accidents in future. Records to be kept in the File on the site.
- v. The Principal Contractor to appoint, in writing, an incident/accident investigator who will be responsible to investigate all the accidents/incidents. These investigations should take place within 7 days from the date of incident and be completed as soon as is reasonable practicable or within the contracted period of contract workers. The Principal Contractor must record the result of the investigation on an Annexure 1 document and keep it in the File on the site. The purpose of the investigation is to establish the cause of the incident together with the safety measures that can be implemented to prevent the re-occurrence of such incidents in the future.
- vi. The health and safety committee shall examine these records at their next meeting and forward the recommendations to the Principal Contractor.

h. OHS Representatives (SHE Reps) and OHS Committees

i. Designation of OHS Representatives (SHE Reps)

1. Where the Principal Contractor employs more than 20 persons (including the employees of other Contractors (sub-contractors) they must appoint one OHS Representatives for every 50 employees or part thereof (Section 17 of The Act and General Administrative Regulations, Sections 6 & 7).
2. OHS Representatives must be appointed in writing and the designation shall be in accordance with the Collective Agreement as concluded between the parties as is required in terms of General Administration Regulations, Section 6.

iii. Duties and Functions of the OHS Representatives

1. The Principal Contractor must ensure that the designated OHS Representatives conduct at least a weekly inspection of their respective areas of responsibility using a checklist and report thereon to the OHS Committee after which these reports shall be consolidated for submission to the Principal Contractor.
2. OHS Representatives must be included in and be part of accident/incident investigations.
3. OHS Representatives shall be members of at least one OHS Committee and must attend all meetings of that OHS committee.
4. For detailed list of functions please refer to Section 18 of The Act.

iv. Establishment of OHS Committee(s)

1. The Principal Contractor must establish OHS Committees consisting of designated OHS Representatives together with a number of Employer Representatives appointed as per Section 19(3) of The Act. The number of employer representatives is not allowed to exceed the number of OHS Representatives on the committee. The persons nominated by the Principal Contractor on an OHS Committee must be designated in writing. The OHS Committee shall co-opt advisory (temporary) members and determine the procedures of the meetings including the chairpersonship.
2. The OHS Committee must meet at least three monthly, but should consider monthly meetings.

v. First Aid and First Aiders

1. Where the Principal Contractor employs more than 10 persons at a workplace (including the employees of other Contractors (sub-contractors) they will ensure the following ratio of First Aiders to employees:
 - a. One First Aider to every 50 employees in case of a workplace;

or

- b. One First Aider to every 100 employees in case of an office or shop.
2. The First Aiders must be in possession of a valid certificate of competency in first aid and must be appointed in writing. Records must be kept in the File on site.
3. Where the Principal Contractor employs more than 5 persons (including the employees of other Contractors (sub-contractors) they must provide a first aid box or boxes at or near the workplace (Section 3 of General Safety Regulations). The contents of the first aid box must comply with the requirements as per the Annexure in the General Safety Regulations.

- **PROJECT/SITE SPECIFIC REQUIREMENTS**

The following is a list of possible activities and considerations that have been identified for which Risk Assessments, Safe Working Procedures (SWP), Control Measures and Method Statements (where necessary) have to be developed by the Principal Contractor:

- a. Clearing & Grubbing of the Area/Site
- b. Site Establishment including:
 - i. Office/s
 - ii. Secure/Safe storage and storage areas for materials, plant & equipment
 - iii. Ablution facilities
 - iv. Sheltered dining area
 - v. Vehicle access to the site
- c. Location of existing services
- d. Adjacent land use/surrounding property exposures
- e. Boundary and access control/public liability exposures (Remember: the Principal Contractor is also responsible for the OHS of non-employees affected by their work activities)
- f. Health risks arising from neighbouring and own activities as well as from the environment e.g. threats by dogs, bees, snakes, lightning, allergies etc.
- g. Exposure to Noise
- h. Exposure to Vibration
- i. Protection against dehydration and heat exhaustion
- j. Use of Portable Electrical Equipment including but not limited to:

- i. Angle grinder
- ii. Electrical Drilling machine
- iii. Skill saw
- iv. Portable battery operated hand tools

- k. Excavations including:
 - i. Ground/soil conditions
 - ii. Trenching
 - iii. Layering and bedding of trench floor
 - iv. Installation of pipes in trenches
 - v. Backfilling of trenches
 - vi. Shoring

- l. Drainage
 - Protection against flooding
 - Daily inspections

- l. Loading and offloading of trucks
- m. Aggregate/sand and other materials delivery
- n. Lifting and lowering operations
- o. Use and Storage of Flammable Liquids and other Hazardous Substances – Urbane Living and/or its Agents and/or ACME OHS Solutions(OHS Agent), to be informed of this prior to commencing of the project
- p. As discovered by the Principal Contractor's hazard identification exercise
- q. As discovered from any inspections and audits conducted by Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), or any other Contractor on site
- r. As discovered from any accident/incident investigation
- s. Dealing with windblown sand

8. OUTLINED DATA, REFERENCES AND INFORMATION ON CERTAIN AND/OR SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE LEGAL COMPLIANCE

a. Administrative and Legal Requirements

OHS Act/ Regulations Section	Subject	Requirements
Construction Regulations Sect 4	Notice of carrying out Construction work	Department of Labour notified Copy of Notice available on Site
General Administrative Regulations Sect 4	Copy of OHS Act (Act 85 of 1993)	Updated copy of Act & Regulations on site. Readily available for perusal by employees.
Compensation of Injuries and Diseases Act (COID) Sec 80	Registration with Compensation Insurer	Written proof of registration/Letter of good standing available on Site
Construction Regulations Sect 5 & 7(1)	OHS Specification & Programme	OHS Spec received from Client and/or its Agent on its behalf OHS programme developed & Updated regularly
OHS Act Sect 8(2)(d) Construction Regulations Sect 9	Hazard Identification & Risk Assessment	Hazard Identification carried out/Recorded Risk Assessment and – Plan drawn up/Updated RA Plan available on Site Employees/Sub-Contractors informed/trained

OHS Act/ Regulations Section	Subject	Requirements
OHS Act Sect 16(2)	Assigned duties (Managers)	Responsibility of complying with the OHS Act assigned to other person/s by CEO.
Construction Regulations Sect 8(1)	Construction Manager Responsible on Site	Competent person appointed in writing as Construction Supervisor with job description
Construction Regulations Sect 8(2)	Assistant Construction Manager for above	Competent person appointed in writing as Assistant Construction Supervisor with job description
OHS Act Sect 17 & 18 General Administrative Regulations Sect 6 & 7	Designation of Health and Safety Representatives	More than 20 employees - one OHS Representative, one additional OHS Rep. for each 50 employees or part thereof. Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 Meaningful OHS Rep. reports. Reports actioned by Management.
OHS Act Sect 19 & 20 General Administrative Regulations Sect 5	Health and Safety Committee/s	OHS Committee/s established. All OHS Reps shall be members of OHS Committees Additional members are appointed in writing. Meetings held monthly, Minutes kept. Actioned by Management.
OHS Act Sect 37(1) & (2)	Agreement with Mandatories/ (Sub-) Contractors	Written agreement with (Sub-) Contractors List of (Sub-) Contractors displayed. Proof of Registration with Compensation Insurer/Letter of Good Standing Construction Supervisor designated Written arrangements re. OHS Reps & OHS Committee Written arrangements re. First Aid
OHS Act Sect 24 General Administrative Regulations Sect 8 COID Act Sect 38, 39 & 41	Reporting of Incidents (Dept. of Labour)	Incident Reporting Procedure displayed. All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1)(WCL 1 or 2) and to the Client and/or its Agent on its behalf Cases of Occupational Disease Reported Copies of Reports available on Site Record of First Aid injuries kept

General Administrative Regulations Sect 9	Investigation and Recording of Incidents	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. Copies of Reports (Annexure 1) available on Site Tabled at OHS Committee meeting Action taken by Site Management.
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OHS Act/ Regulations Section	Subject	Requirements
Construction Regulations Sect 10	Fall Prevention & Protection	<p>Competent person appointed to draw up and supervise the Fall Protection Plan</p> <p>Proof of appointees competence available on Site</p> <p>Risk Assessment carried out for work at heights</p> <p>Fall Protection Plan drawn up/updated Available on Site</p> <p>Employees medically examined for physical & psychological fitness.</p> <p>Employees working at heights medically examined for physical & psychological fitness by and Be in possession of valid medical (issued by Occupational Health Practitioner) certificate</p> <p>Valid Medical Certificates to be available on the site safety file.</p>
Construction Regulations Sect 11	Structures	<p>Information re. the structure being erected received from the Designer including:</p> <p>geo-science technical report where relevant</p> <p>the design loading of the structure</p> <p>the methods & sequence of construction</p> <p>anticipated dangers/hazards/special measures to construct safely</p> <p>Risk Assessment carried out Method statement drawn up All above available on Site</p> <p>Structures inspected before each shift. Inspections register kept</p>
Construction Regulations Sect 13	Excavations	<p>Competent person/s appointed in writing to supervise and inspect excavation work</p> <p>Written Proof of Competence of above appointee/s available on Site</p> <p>Risk Assessment carried out Inspected:</p> <p>before every shift</p> <p>after any blasting</p> <p>after an unexpected fall of ground</p> <p>after any substantial damage to the shoring</p>

		after rain. Inspections register kept Method statement developed where explosives will be/ are used
Construction Regulations Sect 19	Materials Hoist	Competent person appointed in writing to inspect the Material Hoist Written Proof of Competence of above appointee available on Site. Materials Hoist to be inspected weekly by a competent person. Inspections register kept.

OHS Act/ Regulations Section	Subject	Requirements
Construction Regulations Sect 22 Driven Machinery Regulations Sect 18 & 19	Cranes & Lifting Machines Equipment	Competent person appointed in writing to inspect Cranes, Lifting Machines & Equipment Written Proof of Competence available on Site. Cranes & Lifting tackle identified/numbered Register kept for Lifting Tackle Log Book kept for each individual Crane Inspection: - All cranes - daily by operator Tower Crane/s - after erection/6monthly Other cranes - annually by competent person Lifting tackle(slings/ropes/chain slings etc.) - daily or before every new application
Construction Regulations Sect 28 General Safety Regulations Sect 8(1)(a)	Designation of Stacking & Storage Supervisor.	Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage Written Proof of Competence of above appointee available on Site
Construction Regulations Sect 29 Environmental Regulations Sect 9	Designation of a Person to Co-ordinate Emergency Planning And Fire Protection	Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures Emergency Evacuation Plan developed: Drilled/Practiced Plan & Records of Drills/Practices available on Site Fire Risk Assessment carried out All Fire Extinguishing Equipment identified and on register. Inspected weekly. Inspection Register kept Serviced annually

General Regulations Sect 3	Safety First Aid	<p>Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed)</p> <p>First Aid freely available</p> <p>Equipment as per the list in the OHS Act.</p> <p>One qualified First Aider appointed for every 50 employees.</p> <p>More than 10 persons are employed) List of First Aid Officials and Certificates Name of person/s in charge of First Aid box/es displayed.</p> <p>Location of First Aid box/es clearly indicated.</p> <p>Signs instructing employees to report all Injuries/illness including first aid injuries</p>
General Regulations Sect 2	Safety Personal Equipment (PSE)	<p>PSE Risk Assessment carried out Items of PSE prescribed/use enforced Records of Issue kept</p> <p>Undertaking by Employee to use/wear PSE</p> <p>PSE remain property of Employer, not to be removed from premises GSR 2(4)</p>

OHS Act/ Regulations Section	Subject	Requirements
Hazardous Chemical Substances Regulations Construction Regulations Sect 23	Control of Storage & Usage of HCS and Flammables	Competent Person/s with specific knowledge and experience designated to Control the Storage & Usage of HCS (including Flammables) Written Proof of Competence of above appointee available on Site Risk Assessment carried out Register of HCS kept/used on Site Separate, purpose made storage available for full and empty containers
General Safety Regulations Sect 13A	Inspection of Ladders	Competent person appointed in writing to inspect Ladders Ladders inspected at arrival on site and weekly thereafter. Inspections register kept Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register

Construction Regulations	RECORD TO BE KEPT	Responsible Person
3	Application for Construction work permit to Provincial Director – Annexure 1 Available on site Unique number displayed conspicuously at entrance	Urbane Living and Principal contractor
4	Notification to Provincial Director – Annexure 2 7 days before work commences Available on site	Principal contractor
7(1)	Copy of Principal contractor's Plan. Available on request & onsite	Urbane Living

7(2)(a)	Copy of Principal contractor's Plan. As well as each Contractor's Plan, available on request	Principal contractor
7(2)(d)	File opened and kept on site (including all documentation required in terms of The Act & Regulations). Available on request	Principal contractor

Construction Regulations	RECORD TO BE KEPT	Responsible Person
7(1)(f)	Consolidated File handed to Client on completion of Construction work. To include all documentation required in terms of The Act & Regulations and records of all drawings, designs, materials used and similar information on the structure	Principal contractor
7(1)(f)	Comprehensive and Updated List of all Contractors on site, the agreements between the parties and the work being done included in the File and available on request	Principal contractor
7(1)(g)	Ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of annexure 3.	Principal contractor/s & Contractor/s
9(6)	Risk Assessment - Available on site for inspection	Principal contractor
10(1)(b)	Construction Manager [CR 8(1)] has latest updated version of Fall Protection Plan [CR 10(1)]	Principal contractor
5(1)(d)	Inform Contractor in writing of dangers and hazards relating to	Designer of Structure

	construction work	
5(2)(c)	All drawings pertaining to the design of structure On site available for inspection	Principal contractor
11(2)(b)	Record of inspections of the structure [First 2 years – once every 6 months, thereafter yearly] - Available on request	Owner of Structure
11(2)(d)	Maintenance records - safety of structure - Available on request	Owner of Structure
13(2)(h)	Record of excavation inspection - On site available on request	Principal contractor

Construction Regulations	RECORD TO BE KEPT	Responsible Person
23(1)(k)	Findings of daily inspections (prior to use) of Construction Vehicles and Mobile Plant	Principal contractor
29(l)	Fire Evacuation Plan	Principal contractor

b. Education and Training

Subject	Requirement
Company OHS Policy Sect 7(1)	Policy signed by CEO and published/Circulated to Employees Policy displayed on Employee Notice Boards Management and employees committed.
Company/Site OHS Rules Sect 13(a)	Rules published Rules displayed on Employee Notice Boards Rules issued and employees effectively informed or trained: written proof Follow-up to ensure employees understand/adhere to the policy and rules.
Induction & Task Safety Training Sect 13(a)	All new employees receive OHS Induction Training. Training includes Task Safety Instructions. Employees acknowledge receipt of training. Follow-up to ensure employees understand/adhere to instructions.
General OHS Training Section 13(a)	All current employees receive specified OHS training: written proof Operators of Plant & Equipment receive specified training Follow-up to ensure employees understand/adhere to instructions.
OHS Promotion	Incident Experience Board indicating e.g. No. of hours worked without an Injury No. of days worked without an Injury Mission, Vision and Goal Star Grading - Board kept up to date. Safety Posters displayed & changed regularly Employee Notice Board for OHS Notices. Site OHS Competition. Company OHS Competition. Participation in Regional OHS Competition Suggestion scheme.

c. Public Safety, Security Measures & Emergency Preparedness

Subject	Requirement
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Notices & Signs	<p>Notices & Signs at entrances / along perimeters indicating "No Unauthorised Entry".</p> <p>Notices & Signs at entrance instructing visitors and non - employees what to do, where to go and where to report on entering the site/yard with directional signs. e.g. "Visitors to report to Office"</p> <p>Notices & Signs posted to warn of overhead work and other hazardous activities. e.g. General Warning Signs Construction work permit displaying permit number at main entrance</p>
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Subject	Requirement
Site Safeguarding	<p>Additional safety precautions should be incorporated where scaffold or any other type of temporary work is erected close to public walkways to prevent the public entering an area or to protect the public from falling objects.</p> <p>Where overhead work is being performed in public areas, the erection of cantilever scaffolding with netting or enclosed public tunnels will be required to protect members of the public passing / entering the site.</p> <p>Methods to attain this should include but not be limited to: securing tools, exclusion zones, scaffold fans, temporary roof structures, nets, Canopies, Platforms, etc.</p>
Security Measures	<p>Access control measures/register in operation</p> <p>Security patrols after hours during weekends and holidays</p> <p>Sufficient lighting after dark</p> <p>Guard has access to telephone/ mobile/other means of emergency communication</p>
Emergency Preparedness	<p>Emergency contact numbers displayed and made available to Security & Guard</p> <p>Emergency Evacuation instructions posted up on all notice boards (including employees' notice boards)</p> <p>Emergency contingency plan available on site/in yard Doors open outwards/unobstructed</p> <p>Emergency alarm audible all over (including in toilets)</p>
Emergency Drill & Evacuation	<p>Adequate No. of employees trained to use Fire Fighting Equipment.</p> <p>Emergency Evacuation Plan available displayed and practiced. (See Section 1 for Designation & Register)</p>

d. Personal Protective Equipment

Subject	Requirement
PPE needs analysis	<p>Need for PPE identified and prescribed in writing.</p> <p>PPE remain property of Employer, not to be removed from premises GSR 2(4)</p>
Head Protection	<p>All persons on site to wear Safety Helmets including Sub-contractors and Visitors (where prescribed)</p>
Foot Protection	<p>All employees on site wearing Safety Shoe with steel tips. Including Gumboots for concrete / wet work and non-slip shoes for roof work.</p> <p>Visitors to wear same upon request or where prescribed (visitors to site office alone may be permitted with a minimum</p>

	requirement of a closed leather shoe.
Eye and Face Protection	<p>Eye and Face (also Hand and Body) Protection (Goggles, Face Shields, Welding Helmets etc.) used when operating the following:</p> <p>Jack/ Kango Hammers</p> <p>Angle / Bench Grinders</p> <p>Electric Drills (Overhead work into concrete / cement / bricks</p> <p>Explosive actuated fastening device</p> <p>Concrete Vibrators / Pokers</p> <p>Hammers & Chisels</p> <p>Cutting / Welding Torches</p> <p>Cutting Tools and Equipment</p> <p>Guillotines and Benders</p> <p>Shears</p> <p>Sanders and Sanding Machines</p> <p>CO2 and Arc Welding Equipment</p> <p>Skill / Bench Saws</p> <p>Spray Painting Equipment etc.</p>

Subject	Requirement
Hearing Protection	Hearing Protectors (Muffs, Plugs etc.) used when operating the following: Jack / Kango Hammers Explosive actuated fastening device Wood/Aluminium Working Machines e.g. saws, planers, routers
Hand Protection	Protective Gloves worn by employees handling / using: Cement / Bricks / Steel / Chemicals Welding Equipment Hammers & Chisels Jack / Kango Hammers etc.
Respiratory Protection	Suitable/efficient prescribed respirators worn correctly by employees handling / using: Dry cement Dusty areas Hazardous chemicals Angle Grinders Spray Painting etc.
Fall Prevention Equipment	Suitable Safety Belts / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.: Riggers Lift shafts Edge work Ring beam edges etc. Other methods of fall prevention applied e.g. catch nets
Protective Clothing	All jobs requiring protective clothing (Overalls, Rain Wear, Welding Aprons etc.) Identified and clothing worn.
PPE Issue & Control	Identified Equipment issued free of charge. All PPE maintained in good condition. (Regular checks). Workers instructed in the proper use & maintenance of PPE. Commitment obtained from wearer accepting conditions and to wear the PPE. Record of PPE issued kept on OHS File. PPE remain property of Employer, not to be removed from premises GSR 2(4)

e. Housekeeping

Subject	Requirement
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Scrap Removal System	<p>All items of Scrap/Unusable Off-cuts/Rubble and redundant material removed from working areas on a regular basis. (Daily)</p> <p>Scrap/Waste removal from heights by chute/hoist/crane. Nothing thrown/swept over sides.</p> <p>Scrap disposed of in designated containers/areas Removal from site/yard on a regular basis.</p>
<p>Stacking & Storage (See Section 1 for Designation & Register)</p>	<p>Stacking:</p> <p>Stable, on firm level surface/base.</p> <p>Prevent leaning/collapsing</p> <p>Irregular shapes bonded</p> <p>Not exceeding 3x the base</p> <p>Stacks accessible</p> <p>Removal from top only. Storage:</p> <p>Adequate storage areas provided.</p> <p>Functional – e.g. demarcated storage areas/racks/bins etc.</p> <p>Special areas identified and demarcated e.g. flammable gas, cement etc.</p> <p>Neat, safe, stable and square.</p> <p>Store/storage areas clear of superfluous material.</p> <p>Storage behind sheds etc. neat/under control.</p> <p>Storage areas free from weeds, litter etc.</p>

Subject	Requirement
Waste Control /Reclamation	Re-usable off-cuts and other re-usable material removed daily and kept to a minimum in the work areas. All re-usable materials neatly stacked/stored in designated areas. (Nails removed/bent over in re-usable timber). Issue of hardware/nails/screws/cartridges etc. controlled and return of unused items monitored.

f. Working at Heights/Elevated positions (including Roof Work)

Subject	Requirement
Openings	Unprotected openings adequately guarded/fenced/barricaded/catch nets installed Roof work discontinued when bad/hazardous weather Fall protection measures (including warning notices) when working close to edges or on fragile roofing material Covers over openings in roof of robust construction/secured against displacement
Working at height	All workers working at heights are in possession of a valid medical certificate (issued by Occupational Health Practitioner) All workers working at heights have undergone Fall arrest training as well as fall rescue training. Persons may only work from a fall risk position if: A working at heights risk assessment has been completed for the work to be conducted; A safe work procedure/task analysis and work instruction, approved by a competent person, is in place; A fall rescue plan, along with necessary equipment and trained rescuers, is in place; Appropriate training, as determined by the risk assessment, has been provided; and Appropriate height safety equipment and personal protective equipment have been issued to the individuals

g. Ladders

Subject	Requirement
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Physical Condition / Use & Storage	<p>Stepladders - hinges/stays/braces/stiles in order. Extension ladders - ropes/rungs/stiles/safety latch/hook in order.</p> <p>Extension / Straight ladders secured or tied at the bottom / top.</p> <p>No joined ladders used</p> <p>Wooden ladders are never painted except with varnish</p> <p>Aluminium ladders NOT to be used with electrical work All ladders stored on hooks / racks and not on ground.</p> <p>Ladders protrude 900 mm above landings / platforms / roof. Fixed ladders higher than 5 m have cages/Fall arrest system</p>
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h. Electrical

Subject	Requirement
Electrical Distribution Boards & Earth Leakage	<p>Colour coded / numbered / symbolic sign displayed. Area in front kept clear and unobstructed.</p> <p>Fitted with inside cover plate / openings blanked off / no exposed "live" conductors / terminals/Door kept closed Switches / circuit breakers identified.</p> <p>Earth leakage protection unit fitted and operating.</p> <p>Tested with instrument: Test results within 15 – 30 milliamps</p> <p>Aperture/Opening/s provided for the plugging in and removal of extension leads without the need to open the door Apertures and openings used for extension leads to be protected against the elements and especially rain</p>
Electrical Installations & Wiring	<p>Temporary wiring / extension leads in good condition / no bare or exposed wires.</p> <p>Earthing continuity / polarity correct:</p> <p>Cables protected from mechanical damage and moisture. Correct loading observed e.g. no heating appliance used from lighting circuit etc.</p> <p>Light fittings/lamps protected from mechanical damage/moisture.</p> <p>Cable arrestors in place and used inside plugs</p>
Physical condition of Electrical Appliances & Tools	<p>Electrical Equipment and Tools: (includes all items plugging in to a 16 Amp supply socket)</p> <p>Insulation / casing in good condition.</p> <p>Earth wire connected/intact where not of double insulated design</p> <p>Double insulation mark indicates that no earth wire is to be connected.</p> <p>Cord in good condition/no bare wires/secured to machine & plug.</p> <p>Plug in good condition, connected correctly and correct polarity.</p>

i. Emergency Preparedness and Fire Prevention/Protection

Subject	Requirement
Fire Extinguishing Equipment	<p>Fire Risks Identified and on record</p> <p>The correct and adequate Fire Extinguishing Equipment available for:</p> <p>Offices</p> <p>General Stores</p> <p>Flammable Store</p> <p>Fuel Storage Tank/s and catchment well</p> <p>Gas Welding / Cutting operations</p> <p>Where flammable substances are being used / applied.</p> <p>Equipment Easily Accessible</p>
Maintenance	Fire equipment checked minimum monthly, serviced yearly
Location & Signs	<p>Fire Extinguishing Equipment:</p> <p>Clearly visible</p> <p>Unobstructed</p> <p>Signs posted including "No Smoking" / "No Naked Lights" where required. (Flammable store, Gas store, Fuel tanks etc.)</p>

Subject	Requirement
Storage Issue & Control of Flammables (incl. Gas cylinders)	<p>Storage Area provided for flammables with suitable doors, ventilation, bund etc.</p> <p>Flammable store neat / tidy and no Class A combustibles.</p> <p>Decanting of flammable substances carried out in ignition free and adequately ventilated area. Container bonding principles applied</p> <p>Only sufficient quantities issued for one task or one day's usage</p> <p>Separate, special gas cylinder store/storage area.</p> <p>Gas Cylinders stored / used / transported upright and secured in trolley/cradle/structure and ventilated.</p> <p>Types of Gas Cylinders clearly identified as well as the storage area and stored separately.</p> <p>Full cylinders stored separately from empty cylinders.</p> <p>All valves, gauges, connections, threads of all vessels to be checked regularly for leaks.</p> <p>Leaking acetylene vessels to be returned to the supplier IMMEDIATELY.</p>
Storage, Issue & Control of Hazardous Chemical Substances (HCS)	<p>HCS storage principles applied: products segregated Only approved, non-expired HCS to be used</p> <p>Only the prescribed PPE shall be used as the minimum protection</p> <p>Provision made for leakage/spillage containment and ventilation</p> <p>Emergency showers/eye wash facilities provided</p> <p>HCS under lock & key controlled by designated person</p> <p>Decanted/issued in containers as prescribed with information/warning labels</p> <p>Disposal of unwanted HCS by accredited disposal agent</p> <p>No dumping or disposal of any HCS on or inside the storage area or anywhere else on the project site</p> <p>All vessels or containers to be regularly checked for leaks</p>

j. Excavations

Subject	Requirement
Excavations (As contemplated in section 1 of Construction Regulations 2014)	<p>Shored / Braced to prevent caving / falling in. Provided with an access ladder.</p> <p>Excavations guarded/barricaded/lighted after dark in public areas</p> <p>Soil dumped at least 1 m away from edge of excavation</p> <p>On sloping ground soil dumped on lower side of excavation All excavations are subject to daily inspections</p>

k. Tools

Subject	Requirement
Hand Tools	Shovels / Spades / Picks: Handles free from cracks and splinters Handles fit securely Working end sharp and true Hammers: Good quality handles, no pipe or reinforcing steel handles. Handles free from cracks and splinters Handles fit securely Chisels: No mushroomed heads / heads chamfered Not hardened Cutting edge sharp and square Saws: Teeth sharp and set correctly Correct saw used for the job

I. Transport and Materials Handling Equipment

Subject	Requirement
Site Vehicles	<p>All Site Vehicles, Dumpers, Bobcats, Loaders etc; checked daily before use by driver / operator.</p> <p>Inventory of vehicles used/operated onsite Inspection by means of a checklist / results recorded.</p> <p>No persons riding on equipment not designed or designated for passengers.</p> <p>Site speed limit posted, enforced and not exceeded. Drivers / Operators trained / licensed and carrying proof. No unauthorised persons allowed to drive / operate equipment.</p>

a. Site Plant and Machinery

Subject	Requirement
Concrete Mixer / Bulk Mixing Plants	<p>Top platform provided with guardrails. Dust abatement methods in use.</p> <p>Operators using correct PPE - eye / hands / respirators. All moving drive parts guarded.</p> <p>Emergency stops identified / indicated and accessible. Area kept clean/dry/and free from tripping and slipping hazards.</p> <p>Operators' overseer identified and crane signals displayed and used.</p>

b. Plant and Storage Yard/Site Workshop

Subject	Requirements
General Machinery Regulations Sect 9(2): Notices re. Operation of Machinery	Schedule D Notice posted in Work areas
Lock-out Procedure	Lock-out procedure in operation
Ergonomics	Ergonomics survey conducted – results on record Survey results applied
Demarcation & Colour Coding	<p>Demarcation principles applied</p> <p>All services, pipes, electrical installation, stop-start controls, emergency controls etc. colour coded to own published or SABS standard</p> <p>Employees trained to identify colour coding</p>

Portable & Bench Grinders	<p>Area around grinder clear/trip/slip free</p> <p>Bench grinders mounted securely/grinder generally in good condition/No excessive vibration</p> <p>On/Off switch/button clearly demarcated/accessible Adequate guards in place</p> <p>Tool rest – secure/square/max. 2 mm gap, perpendicular to drive shaft</p> <p>Stone/disk - correct type and size/mounted correctly/dressed Use of Eye protection enforced</p>
Presses/Guillotines/Shears	<p>Only operated by trained/authorised persons Interlocks/lock-outs fitted/PPE worn or used at all times</p>
Competent person (for inspection purposes)	<p>Means a person who has the knowledge, training, experience and qualifications specific to the work performed: provided that where appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act, 1995, those qualifications and that training shall be deemed to be the required qualifications and training</p>

c. Workplace Environment, Health and Hygiene

Subject	Requirement
Lighting	Adequate lighting in places where work is being executed e.g. stairwells and basements. Light fittings placed / installed causing no irritating/blinding glare. Stroboscopic effect eliminated (not only reduced) where moving objects or machinery is used
Ventilation	Adequate ventilation / extraction / exhausting in hazardous areas e.g. chemicals / adhesives / welding / petrol or diesel/ motors running and in confined spaces / basements.
Noise	Tasks identified where noise levels exceeds 85 dB (A) at any one time. All reasonable steps taken to reduce noise levels at the source. Hearing protection used where noise levels could not be reduced to below 85 dB (A).
Heat Stress	Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30. (See Environmental Regulation 4) Cold drinking water readily available at all times.
Ablutions	Sufficient hygiene facilities provided - 1 toilet per 30 employees (National Building Regulations prescribe chemical toilets for Construction sites) Toilet paper available. Sufficient showers provided. Facilities for washing hands provided Soap/cleaning agent available for washing hands Means of drying hands available Lock-up changing facilities / area provided. Ablution facilities kept hygienic and clean.
Eating/Cooking Facilities	Adequate storage facilities provided. Weather protected eating area provided, separate from changing area Refuse bins with lids provided. Facilities kept clean and hygienic.
Pollution of Environment	Measures in place to minimize dust generation. Accumulation or littering of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented. Spillage / discarding of oil, chemicals and dieseline into storm water and other drains or into existing or newly dug holes/cavities on site expressly prohibited.
Hazardous Substances	Chemical All substances identified and list available e.g. acids, flammables, poison, etc. Material Safety Data Sheets (MSDS) indicating hazardous properties and emergency procedures in case of incident on file and readily available.

	Substances stored safely. Expiry dates meticulously checked where applicable
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9. PRINCIPAL CONTRACTOR'S GENERAL DUTIES

- a. The Principal Contractor will at all times ensure his status of an "employer" as referred to in The Act, and will abide by their responsibilities, duties and functions as per the requirements of The Act and Regulations with specific reference to Section 8 of The Act.
- b. The Principal Contractor will keep, and on demand make available, a copy of The Act on site at all times and, in addition to that, will introduce and maintain a file titled "Health and Safety File", or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations and this Health and Safety Specification. The Principal Contractor will make this file available to Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), whenever necessary or on request to an interested party.

- **PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES**

- a. The Principal Contractor's specific duties in terms of this Health and Safety Specification are detailed in the Construction Regulations.
- b. The Principal Contractor is specifically referred to the following elements of the Construction Regulations, but not limited to only these Regulations:
 - i. Regulations No. 1: Definitions
 - ii. Regulations No. 2: Scope of Application
 - iii. Regulations No. 3: Application for construction work permit.
 - iv. Regulations No. 4: Notification of Construction Work
 - v. Regulations No. 7: Principal Contractor and Contractor
 - vi. Regulations No. 8: Supervision of Construction Work
 - vii. Regulations No. 9: Risk Assessment
 - viii. Regulations No. 28: Stacking & Storage on Construction Site
 - ix. Regulations No. 28: Construction employees' facilities
 - x. Regulations No. 32: Approved Inspection Authorities
 - xi. Regulations No. 33: Offences and Penalties
- c. The Principal Contractor shall ensure compliance to The Act and its Regulations and specifically to the above Regulations, and document each record in the File.

- **THE PRINCIPAL CONTRACTOR'S SPECIFIC RESPONSIBILITIES WITH REGARD TO HAZARDOUS ACTIVITIES**

- a. The following activities are identifiable as hazardous in terms of the Construction Regulations. The Principal Contractor shall execute the activities in accordance with the following Construction Regulations and other applicable Regulations of The Act:
 - i. Regulation No. 10: Fall protection
 - ii. Regulation No. 13: Excavation work
 - iii. Regulation No. 19: Material hoists
 - iv. Regulation No. 23: Construction vehicles & mobile plant
 - v. Regulation No. 25: Use and temporary storage of flammable liquids on construction sites

- vi. Regulation No. 27: Housekeeping on construction sites
- vii. Regulation No. 29: Fire precautions on construction sites

This list must not be taken to be exclusive nor exhaustive!

- b. All of the above requirements will be read in conjunction with the relevant Regulations and OHS standards as required by The Act. All documents and records required by the Construction Regulations will be kept in the File and will be made available at any time when required by Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), or on request to an interested party.

- **GENERAL NOTES TO THE PRINCIPAL CONTRACTOR**

- a. Legal Framework: Legal Obligations

- The more important Acts and relevant subordinate/secondary legislation as well;
 - 1. as other (Local Government) legislation that also apply to the State as well as to State owned buildings and premises:
 - 2. The latest issue of SANS 0142: "Code of Practice for the Wiring of Premises"
 - 3. The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority.
 - 4. The Fire Brigade Services Act 1987, Act 99 of 1987 as amended.
 - 5. The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SANS 10400, published November 2010).
 - 6. The Post Office Act 1958 (Act 44 of 1958) as amended.
 - 7. The Electricity Act 1984, Act 41 of 1984.
 - 8. The Regulations of Local Gas Board(s), including Publications of the SANS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4 October 1997.
 - 9. Legislation pertaining to water usage and the environment.
 - 10. Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.).
 - 11. Waste Information Regulations (GN R625, 2012)
 - 12. Common Law

b. Legal Liabilities

- Common Law and Legislation is based on two main criteria –
 - Would the reasonable person have foreseen the hazard? (That is a reasonable person in that specific position, taking experience, qualifications, authority, position in the organization etc. into consideration).
 - Would the reasonable person have taken precautionary measures (action) to prevent or limit the hazard?

Negligence can be proven on failure on any or both of the above criteria (There may not necessarily be a relationship between criminal and civil liability!)

- **HOUSEKEEPING**

- a. The Principal Contractor will ensure that good housekeeping is maintained at all times as per Section 27 of the Construction Regulations. Poor housekeeping contributes to three major problems, namely, increased costs, increased accidents, fire hazards and reduction in production. Good housekeeping will enhance production time.
- b. Particular emphasis is to be placed on the following crucial elements of a construction site:
 - i. Phase priorities and production/plant layout
 - ii. Enclosures
 - iii. Pits, openings and shoring
 - iv. Storage facilities
 - v. Effective, sufficient and maintained lighting or illumination
 - vi. Principal sources of injuries e.g. stairways, runways, ramps, loose building material
 - vii. Oil, grease, water, waste, rubble, glass, storm water
 - viii. Colour coding
 - ix. Demarcations
 - x. Pollution
 - xi. Waste disposal
 - xii. Ablution and hygiene facilities
 - xiii. First aid

This list must not be taken to be exclusive or exhaustive!

- c. In promotion of environmental control all waste, rubble, scrap etc, will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), after which suitable, acceptable alternatives will be sought and applied.
- d. Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.
- e. The Principal Contractor will not require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of OHS.

- **LOCKOUT SYSTEMS - ELECTRICAL!**

- a. A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.
- b. Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.

- **OCCUPATIONAL HEALTH**

- a. Exposure of workers to occupational health hazards and risks are very common in any work environment, especially in construction. Occupational health hazards and risks exposure is a major problem and the Principal Contractor [and/or its contractors] is to ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards and risks.
- b. The occupational hazards and risks may enter the body in three ways:
 - i. Inhalation through breathing e.g. cement dust;
 - ii. Ingestion through swallowing maybe through food intake;
 - iii. Absorption through the skin (pores) e.g. painting or use of thinners.
- c. The Principal Contractor [and/or its contractors] is to ensure that where employees are exposed to airborne contaminants, pre-employment medicals should be conducted to ensure fitness to work under such conditions. Tests conducted should include full lung function (Refer to Hazardous Chemical Substances Regulations for more detail).

- d. The Principal Contractor [and/or its contractors] will be responsible for the full cost of medical surveillance that their staff may require; the contractor is therefore required to ensure that all his personnel are medically fit prior to being allowed onto the work site(Refer to Hazardous Chemical Substances Regulations for more detail).
- e. All persons working on the project are to undergo a pre-medical and exit medical. Sufficient time needs to be allocated for these medicals to be done prior to work commencing on site.
- f. Any person normally working on the site and subsequently away from site for more than one month shall be required to undergo another medical upon return.
- g. The Principal Contractor [and/or its contractors] should ensure that Occupational Hygiene surveys are conducted as per the Occupational Health and Safety Act and Regulations to ensure employees are not exposed to hazards. Risk Assessments should identify areas where surveys are to be conducted.

- **GENERAL**

- a. The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by Urbane Living, at intervals agreed upon between the Principal Contractor and Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), provided such intervals will not exceed periods of one month. The Principal Contractor is to ensure that they and all persons under their control on the construction site shall adhere to the above specifications, as non-conformance will lead to Urbane Living and/or its Agents and/or ACME OHS Solutions (OHS Agent), taking action as directed by Construction Regulation 4(1)(e). The Principal Contractor should note that they will be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to this Health and Safety Specification and the Plans based on this Health and Safety Specification.
- b. Should there be any contradiction between this document and the Act, the Act must and always will take preference.

Construction Health & Safety Specification Appendix A

Baseline Risk Assessment for building construction work

Irrespective of the risk presented on site, it will be ensured that sufficient supervision is in place on site, that personnel are trained in accordance with legislation, including the requirement for site specific inductions on site to inform personnel on site of the risks and hazards applicable to the site. Site supervision is responsible for ensuring that the control measures required below are implemented on site.

This Hazard & Risk Assessment report is intended as a guide, which the company uses for the purposes of attempting to reduce the possibility of accidents or ill health occurring.

Taking into account the constraints of time and resources, every effort has been made to identify the existing hazards and recommend possible solutions. It is not reasonably practicable to expect a single audit to state all hazards or that all other hazards are under control at the time of the audit. This Hazard & Risk Assessment is to be advisory and the final decisions must be made by the company management. The Risk Assessment should be reviewed on a regular basis as the contract progresses. Any change in the risk factor will have a separate risk assessment carried out.

The Qualitative Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

Definitions

The following general definitions shall apply to this Appendix:

'hazard' means 'anything that can cause harm'.

'risk' means 'the chance, great or small, that someone will be harmed by the hazard'.

'control measures' Control measures stated on the attached sheets are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Hazard / Risk Assessment will be reviewed at least every year.

The Risk Factor

The Risk Factor is then graded as follows:

GRADE OF RISK	SYMBOL	CHARACTERISTICS
High Risk	H	Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	M	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk	L	The possibility of injury or material loss is unlikely, although conceivable.

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
1.	Adjacent Land Use	Increased foot traffic across or next to site Children playing on site	Proper segregation of construction works from other land users Signage indicating dangers of entering site	High
2.	Backfilling	Struck by machine Material falling from the truck Speed limits Overloading the trucks Dust	All persons must wear the correct PPE on site Stand clear from the machine and adhere to the instructions from the spotter All persons on site must wear hard hats, dust masks. They must stand clear from any truck being loaded or with full load All truck operators must adhere to the speed limit of the site at all times No truck may be overloaded. The maximum capacity of the truck must be known and communicated to all persons involved in the operation Trucks may not be overload at any time	Medium
3.	Boundary and access control/public liability exposure	Members of public entering site Members of public getting injured Civil claims against Principal Contractor	The construction site must be suitably and sufficiently fenced off Provide a controlled access point to prevent the unauthorised entry of persons	High
4.	Clearing and Grubbing of the Area/Site	Unidentified underground civil services Using mobile plant to move material Damage to existing structures	Ensure that all underground services have been identified before any clearing starts Ensure that all mobile plant have been checked using the daily check sheet. Ensure that the operator is competent and have a valid medical certificate of fitness Ensure that clear orders are issued to the operators which will not affect the safety or health of any employee on site Ensure that the operator understands his responsibility and liability on the site Ensure that all the areas have been identified and explained to all site personnel where there would be a possibility of property damage. These areas must be clearly identified prior to any work on site Work strictly according to the plans	Medium

			<p>provided by the client when searching for current and existing services</p> <p>Stop work when the current or existing service has not been found within a radius of 1 meter and consult the clients representatives before commencing</p> <p>Preliminary safety talks will be noted and the potential hazards explained to all employees prior to works</p> <p>Digging will commence with hand tools at all times when looking for existing services</p>	
5.	Compacting and Filling	<p>Contact with tipping materials</p> <p>Contact with moving plant</p> <p>Vehicles/personnel falling into excavations</p> <p>Contact with underground services</p> <p>Hearing Loss</p>	<p>Trained banksmen to control vehicles movement Only trained personnel use plant</p> <p>Personal Protective Equipment to be worn</p> <p>Personnel to stand clear as materials are being tipped</p> <p>Use stop blocks and signs to warn vehicles of excavations, where applicable</p> <p>Stand clear of plant whilst materials are being compacted</p> <p>Establish position of underground services and protect services from damage</p>	Medium
6.	Compactor Operations	Crushing of feet	<p>Only trained and competent personnel to use the machine</p> <p>Ensure operative wears steel toe cap shoes or boots at all times</p>	Medium
7.	Concrete Mixer	<p>Exposure to Cement Dust</p> <p>Exposure to Noise</p> <p>Exposure to Vibrations</p> <p>Moving machinery</p> <p>Cement Dust in eyes, lungs and injury to hands and arms</p> <p>Machine not inspected</p> <p>Injury to persons and damage to property and plant</p> <p>Loss of material due to mixes not being to specifications</p> <p>Loss in production Dermatitis</p>	<p>The correct personal protective equipment to be worn at all time</p> <p>Employee to be inducted in the use of equipment</p> <p>Supervisor to monitor the correct use of PPE</p> <p>Daily checklist for plant to be used to check condition of plant</p> <p>Maintaining proper housekeeping</p> <p>Employee to be trained to do the checks and note his findings on the check sheets</p> <p>Supervisor to monitor inspection procedure with mixer operator on an ongoing basis</p> <p>workplace Daily Inspection</p>	Medium



		Lung diseases	of plant / equipment to be done and findings reported Supervisor to check inspection reports	
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NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
8.	Contact Crime	Workers are robbed while at work of personal items Workers are injured Workers are killed during robbery	Hoarding, signage and access control for demolition area Trained first aiders on site Induction training to be conducted and High Crime areas will force the use of security guards Worksite emergency response plan	Medium
9.	Cutting Kerbs	Saw slipping, Blade disintegrating, Noise and dust	Only trained operators to use saw and change blades. Personal Protective Equipment must be worn. Gloves, goggles, dust mask and hearing protection. People to be kept away from the work area. Work to cease if people have to pass. Sparks etc. to be directed away from people and any flammable material.	Medium
10.	Cutting Off Disc	Noise Cuts from machine Fire (particularly at refuelling) Flying debris Blade shattering Contamination by fume created or exhaust fume	Use competent personnel. Hot works control- fire extinguisher, fire watchman. (Permit may be required) PPE to include gloves, eye protection, hearing protection Solid working position Clear working area Correct grade of blade must be used Good ventilation to be provided (forced if necessary) Changing of wheels to be by competent persons only Cut off discs must not be used for grinding (grinding disc thicker) Bystanders to wear hearing protection, as applicable	Medium
11.	Dealing with existing structures	Falling materials Premature collapse of structure Falling structures Working at heights	Ensure there is a current method statement in place Ensure all emergency procedures are in place and all details are displayed Personnel must be competent Ensure at all times there is a safe means of access and egress	Medium

			<p>All personnel must wear suitable and sufficient Personal Protective Equipment, including head, eye and skin protection</p> <p>All employees must adhere to the fall protection plan and risk assessments for that plan</p>	
12.	Electric Tools and Electrical Installations	<p>Electric shock Fire and burns</p> <p>Electrocution</p> <p>Electric shock, shorting</p> <p>sparks property damage</p> <p>Damage to test equipment</p> <p>Trips and fall</p> <p>Bruises and cuts Finger and hand injury</p>	<p>Electric tools and installations to be in good condition</p> <p>Inspect electric tools before use</p> <p>Do not use electric tools in wet/damp conditions Use personal protective equipment such as insulated gloves</p> <p>Electrical installations register to be maintained, inspected by competent person</p> <p>Put on all necessary PPE No unauthorised work Get lock out permit Report to site office</p> <p>Switch off appropriate circuit breaker DB</p> <p>Use a lock out board - place key in pocket</p> <p>Ensure good housekeeping is maintained</p>	Medium

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
13.	Excavations (As defined in section 1 of Construction Regulations 2014)	Toxic fumes Collapse of trench walls/trapping Falling into excavation Collapse of adjacent structures Suffocation, loss of life, struck by, lacerations and drowning Dust Not conforming to the Construction regulations Using non - SANS Materials	Survey to be done to determine soil conditions and location of underground services Excavations should be sloped to prevent collapse. If more than 2 meters deep, excavations must be shored Deeper excavations, 2 meters and more, must be provided with safe access Deep excavations / monitor air for toxic fumes Prevent collapse by battering back sides to a safe angle or install temporary support Protect vehicles from falling into excavations - provide barriers, signage, etc as necessary Beware of undermining of other structures (e.g.: buildings, scaffolds) Record excavation inspections by competent person on daily basis Provide suitable means of access/egress in case of emergency Excavations formed by explosives must be accompanied by method statement approved by Client Appoint a competent person who is familiar with the Construction Regulations to supervise the excavation site and ensure the Health and Safety of persons on site Ensure adequate battering of side slopes or that bracing and shoring is of such construction to render it strong enough to support the sides of the excavation before allowing any person access onto the excavation site Ensure the competent person carries out an inspection of the excavation site and is satisfied that the site is safe to continue and records the results prior to allowing access to any person on site	High

			<p>Excavations must be barricaded at all times Ensure that no load, plant, material or equipment is placed near the edge of the excavation where it is likely to cause collapse</p> <p>Record the full details and results of those inspections in a register which is to be kept on site</p> <p>The competent person is to inspect the excavation site:</p> <p>Daily, Prior to each shift</p> <p>After an unexpected fall of ground</p> <p>After any damage to supports, bracing or shoring</p> <p>After rain</p> <p>Safety shoes, visible vests, dust masks, hard hats and gloves to be used</p> <p>Where any uncertainty pertaining to the stability of the soil still exists, the decision from a professional engineer or a professional technologist competent in excavations shall be decisive and such a decision shall be noted in writing and signed by both the excavation supervisor and the professional engineer or technologist, as the case may be</p>	
14.	Exposure to Dust	Breathing in dust can cause long term health problems	<p>Wear respiratory protection</p> <p>Dampen down and minimise dust where possible Make use of environmentally friendly methods to minimize dust kick-up, use bale straw and spread over area to prevent wind kick-up</p>	Medium
15.	Exposure to Noise	Noise can damage permanently hearing	<p>Wear hearing protection</p> <p>Have machinery tested to establish the exposure to noise levels so that proper protection can be issued</p> <p>Induct employees on hearing loss before they are exposed to high levels of noise</p>	Medium

16.	Exposure to Vibration	Injury to employees	Proper PPE must be worn Employees exposed to vibration must receive induction on using their PPE	Medium
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NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
17.	Hand tools	Injuries caused by use of hand tool Impact with the tool Falls due to access problems Contamination with substance being worked	Ensure: Tool is correct for job Tool is in good order and suitably sharp Personnel must be competent/instructed in tool usage and tool safely Lighting is sufficient Access is safe, working platform is secure, leading edge is guarded Operative is wearing all necessary PPE	Medium
18.	Hazardous Substances, Use and Storage	Injuries to workers through use of hazardous substances, e.g.: injuries to eyes, skin, etc	Use substances in accordance with data sheet, particularly reference protective clothing required (example: gloves, goggles, etc) Know what First Aid measures are Have employees' facilities facilities available for washing of hands, etc	Medium
19.	Health Risk from the Environment	Snake bite Bee Stings Dog Bites	Qualified first aider required for site who can treat snakebite Snake bite kit to be on hand Check area before working Find out nearest hospital and get emergency telephone numbers	Medium
20.	Housekeeping on construction sites	Trips and falls Dust Uncontrolled areas New	Ensure the area below where any elevated work is being performed is free of any rubble, spikes, tools or equipment Ensure that all areas have been checked by competent persons on a daily basis Ensure that all site agents have certified their work area as safe by the end of each shift	Low
21.	Kerb Laying	Nips at joints Crushing by kerbs Caustic burns	Impervious gloves and barrier cream to be used to protect hands Personnel should be aware of safe manual handling techniques when handling kerbs	Low

22.	Ladder Use	<p>Falling from height Slipping Tripping Injury to employees Loss of production Injuries to personnel, passers-by</p>	<p>All ladders to be numbered (inspections record must be maintained) Only trained personnel to use equipment Three contact point system to be used Ladders must be suitable angled (1 unit out for every 4 units up) and suitably secured (preferably tied off at the top using both stiles to prevent both sideways slip and rotation). Ensure if ladders are being used for access, they are either footed or tied. Also the ladder must be set at the correct level of 1 in 4 or approximately 75° Ladders must extend sufficiently beyond working platforms to allow for safe access/egress. Ladders must not be painted (this hides defects), should be stored correctly, and be subject to regular inspection. Always stand ladders on a firm base. Never use milk crates, oil drums, etc., to gain extra height, and if ground is soft use suitable support. Never use rungs as a support for planks, or rest rungs on planks. Remove excessive mud, grease, etc., from footwear prior to climbing/descending a ladder. Always use both hands to climb/descend, and face the ladder. Do not carry loads up ladders - use hoists or alternatives. Never over reach from ladders - get down and move them. Avoid using metal ladders against metal surfaces - the reduced friction makes them more liable to slipping.</p>	High
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NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
23.	Lifting and lowering Operations	Falling material Crushing by materials Hand injuries to the slingers Toppling crane	Check test certificate Check examination certificate Check inspection have been carried out Check certificates for lifting equipment (chains, slings, shackles, etc))(every 6 months) Ensure lifting gear is rated to carry load (SWL) Ensure materials being lifted are properly packaged and slung Be aware that there should be a minimum clearance of 600mm between any slewing parts of a crane and any fixed installation to prevent being trapped Access to the work area during lifting operations is to be restricted to those involved with and trained in the work in hand. Do not allow members of the public to gain access to the area Only trained banksmen to be used The crane driver and the banksmen are to ensure that the signals given are clearly understood Inspection records to be kept for a period of 10 years.	Medium
24.	Loading and offloading of trucks and other materials	Injury too hands, legs and feet Possible fatal injury Material falling off truck Damage to vehicle or third party vehicles Back injury Dropping load onto fingers, legs or feet	All employees to be inducted regarding the use of PPE and its maintenance Supervisor to plan procedures Good housekeeping practices should be implemented Truck driver to be responsible for his load	Medium

25.	Location of existing services Lock-out Procedure	Unidentified underground civil services Using mobile plant to move material Damage to existing structures	Ensure that all underground services have been identified before any excavation starts Ensure that all mobile plant have been checked using the daily check sheet. Ensure that the operator is competent and have a valid medical certificate of fitness Ensure that clear orders are issued to the operators which will not affect the safety or health of any employee on site. Ensure that the operator understands his responsibility and liability on the site Ensure that all the areas have been identified and explained to all site personnel where there would be a possibility of property damage. These areas must be clearly identified prior to any work on site Work strictly according to the plans provided by the client when searching for current and existing services Stop work when the current or existing service has not been found within a radius of 1 meters and consult the clients representatives before commencing Preliminary safety talks will be noted and the potential hazards explained to all employees prior to works Digging will commence with hand tools at all times when looking for existing services	Medium
26.	Manual Handling of General Items	Muscular skeletal injuries if the load is too heavy or awkward Operative falling/tripping Contamination from the substance being carried Fall of material being carried	Personnel should be aware of safe manual handling techniques Personnel to wear Personal Protective Equipment when carrying items, e.g.: safety footwear and gloves Ensure good housekeeping against tripping/fall hazards Operative to get assistance if load too heavy- team lift if necessary Utilise mechanical lifting and carrying aids where possible Personnel to ensure access equipment, ladders will take weight of operative and load being carried	Medium

			Personnel to ensure item being carried is properly bonded or will not be liable to break apart whilst being manually handled	
27.	Painting	Contact with paint	Refer to safety data sheet for usage instructions, hazards and precautions required When working at height, refer to risk assessment addressing this hazard below	Low

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
28.	Protection against dehydration / heat exhaustion	Danger to employees fainting at work, possibly while at height Heatstroke	Each employee performing manual labour in high temperatures exceeding 30 degrees must be declared medically fit before work commences and thereafter yearly by a registered medical practitioner or a registered nurse and be issued with a fitness certificate Have workers acclimatised before starting work Induct employees to take at least 600 millilitres of water every hour and on how to avoid heatstroke provide affected employees with prompt first-aid treatment in the event of heatstroke	High
29.	Portable and Bench Grinders	Slip or fall Cause an obstruction Injury to employees Electric shock, - loose blade and no guards Damage to equipment Wrong disk could result in disc fracture - high speed flying objects Blade jamming suddenly Falling material	Check work area Clean up the area Check electric's, mechanics and ensure guards are in place Use Personal protective equipment Visual and physical inspection Choose correct disc for task Masonry discs for masonry/concrete materials; Steel discs for steel Check material to be cut is secured Vice or counter weight to material; Remove nails and screws Physical check of item to be cut Do housekeeping	Medium
30.	Portable electrical tools	Injury to employee. Damage to equipment	Check work area Clean up the area Check electric's, mechanics and ensure guards are in place Use Personal protective equipment Visual and physical inspection Choose correct tool for the job Physical check of item to be cut Do housekeeping	Medium

31.	Site Establishment	Injuries during off-loading Damage to Property	Competent personnel to be used in offloading personnel Unauthorised personnel to be kept away from area, use barriers and signage as necessary Unloading and establishment to be under control of competent supervision All equipment and tools used for unloading and site establishment to be in good condition and maintained Safe access and egress to be maintained, traffic management to be considered. All electrical equipment to be in safe condition Workers to use safe manual handling techniques when unloading/loading/lifting items	Medium
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NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
32.	Surrounding property exposures	Collapse of adjoining structures	<p>Use stop blocks and signs to warn vehicles of excavations, where applicable</p> <p>Use trained personnel to work next to structures</p> <p>Survey to be done to determine soil conditions / stability</p> <p>Excavations should be sloped to prevent collapse. If more than 2 meters deep, excavations must be shored</p> <p>Deeper excavations, 2 meters and more, must be provided with safe access</p> <p>Prevent collapse by battering back sides to a safe angle or install temporary support</p> <p>Beware of undermining of other structures (e.g.: buildings, scaffolds)</p> <p>Record excavation inspections by competent person on daily basis</p> <p>Appoint a competent person who is familiar with the Construction Regulations to supervise the excavation site and ensure the Health and Safety of persons on site</p> <p>Ensure adequate battering of side slopes or that bracing and shoring is of such construction to render it strong enough to support the sides of the excavation before allowing any person access onto the excavation site</p> <p>Ensure that no load, plant, material or equipment is placed near the edge of the excavation where it is likely to cause collapse</p> <p>Record the full details and results of those inspections in a register which is to be kept on site</p> <p>The competent person is to inspect the site: Daily, Prior to each shift</p> <p>After an unexpected fall of ground</p> <p>After any damage to supports, bracing or shoring</p> <p>After rain</p>	Medium

			Where any uncertainty pertaining to the stability of the soil still exists, the decision from a professional engineer or a professional technologist competent in excavations shall be decisive and such a decision shall be noted in writing and signed by both the excavation supervisor and the professional engineer or technologist, as the case may be	
33.	Use and storage of flammable liquids	Serious injury to employees Burns Property damage Explosions Fire	Flammable substances to be stored in an appropriate flammable store which is well ventilated and a reasonably fire resistant container, cage or room and kept locked with proper access control measures in place Material Safety Data Sheets to be in safety file No smoking, and no heat/ignition close to or at sources Employees to be made aware of dangers Signage to be brought on to indicate dangers	Medium

34.	Use of Portable Electrical Equipment	<p>Unsafe tools</p> <p>Injury to employees Damage to property Broken or unsafe tools</p> <p>Cables lying in water, vehicles' driving over cables, tripping hazards</p> <p>Broken switches, damaged cables and plugs, guards removed Leaving tools lying on site, tripping hazard, untrained persons using tools</p> <p>Theft of equipment</p>	<p>All portable electrical tools to confirm to SANS codes and standards</p> <p>Set standards of tools to be bought by buying department</p> <p>Feedback from site regarding standard of tools Ensure all extension cords are of a good standard Check all portable tools regularly for defaults Register to be kept up to date with Inspections Ensure all portable — electrical tools are of a good standard</p> <p>Only trained employees to operate Untrained employee equipment</p> <p>Keep record of all training</p> <p>Lift all cables off the ground (wherever possible) Instruct employees on safe work procedures Maintenance program for all portable electrical tools</p> <p>Store all portable tools in a safe dry place</p> <p>Ensure all portable electrical tools are returned to the stores</p> <p>Employees to be aware of others working in the area</p> <p>Safety guards must be on machine at all times</p>	Medium
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NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
35.	Working at Height (Excluding roof work)	Personnel falling from height Falling debris Those beneath being injured	<p>All access equipment is properly constructed (inspections record must be maintained)</p> <p>Only trained personnel construct, dismantle or control the access equipment</p> <p>All access equipment must have full toe boards and guardrails - comply with SANS 085 on erection/use and dismantling of scaffolding</p> <p>No access equipment may be loaded above the level of the guardrail</p> <p>No access equipment to be loaded above its safe working load</p> <p>Where work involves leaning out on an open leading edge, then all personnel are to be fitted with full body harness. The harness must be connected at all times</p> <p>All fall arrest equipment to be correctly maintained</p> <p>Ensure if ladders are being used for access, they are either footed or tied. Also the ladder must be set at the correct level of 1 in 4 or approximately 75°</p>	High



**Forward your
Project Specific Safety Plan
for approval please**

Principal Contractors Vetting

This document outlines the submission requirements and other obligations that all contractors working on Urbane Living sites must comply with to meet legal compliance. Omissions from this document do not relieve the contractor from any of these or other legal obligations.

The contractor should ensure that the following applicable documentation is submitted and accepted by Urbane Living before commencement of work:

All items are to be completed.

No.	Required Documents	Yes	No	N/A
1	Signed OHS mandatory agreement and appointment of Contractor			
2	Valid letter of good standing			
3	Valid Professional Indemnity Insurance			
4	Did the Contractor receive a copy of the Client health and safety specification?			
5	Site specific health and safety plan			
6	Site specific health and safety file			
7	Signed legal appointments (with relevant proof of competencies)			
8	Risk assessments pertaining to Contractor's scope of works (Rated & Signed off)			
9	Did the Contractor receive a copy of the Safety Plan Assessment Criteria			
10	Fall Protection Plan pertaining to Contractor's scope of works			
11	Valid medical certificate of fitness and competency certificates for operators			
12	Valid medical certificate of fitness for working at heights			
13	Letter of approval and or preferred service provider issued?			
14	Asbestos related documentation			



**WRITTEN AGREEMENT
FOR PRINCIPAL CONTRACTORS**

THIS IS IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 83 OF 1993

BETWEEN:

Urbane Living

AND

(Mandatory)



WRITTEN AGREEMENT

This is a written agreement between the (employer):

Name of EMPLOYER: **Urbane Living**

and the (Mandatory):

Name of the Principal Contractor:

in terms Section 37(2) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended. I,
.....representing (mandatory).....
do hereby acknowledge that (mandatory).....

is an employer in its own right with duties as prescribed in the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended and agree to ensure that all work that will be performed, any article or substance that will be produced, processed, used, handled, stored or transported and plant and machinery that will be used, will be done in accordance with the provisions of the said Act.

I furthermore agree to comply with the Health and Safety requirements of Urbane Living as contained in the documents attached hereto and to liaise with the employer should I, for whatever reason, be unable to perform in terms of this Agreement.

Signed on this day of

at

On behalf of the MANDATORY, _____(Name of PC/CEO)

Signature:

On behalf of the EMPLOYER, Urbane Living Signature: (Client)



APPOINTMENT LETTER PRINCIPAL CONTRACTOR

OCCUPATIONAL HEALTH AND SAFETY ACT 85/1993 CONSTRUCTION REGULATIONS 2014

Dear.....

Company:.....

Appointment In Terms of Construction Regulation 5

In accordance with the authority delegated to me I hereby appoint you in terms of CONSTRUCTION REGULATION 5(1)(K) of the Occupational Health and Safety Act, Act 85 of 1993 as a PRINCIPAL CONTRACTOR for the site The Rynx.

In this capacity you must ensure that the stipulations in terms of the Occupational Health and Safety Act, Act 85 of 1993 and specifically the CONSTRUCTION REGULATIONS 2014 will be complied with at all times within your area of jurisdiction by:

This includes, but is not limited to, the following duties:

1. Notify the Department of Labour as prescribed by the Regulations, if the project falls within the categories for which notification is required.
2. Prepare and provide a suitable and sufficiently documented health and safety plan, based on the specifications provided to you, and which must be applied from the date of commencement of and for the duration of the construction work.
3. Take reasonable steps to ensure co-operation between all contractors to enable all contractors to comply with the regulations.
4. Provide contractors who are making a bid with the health and safety specifications provided by us.
5. Appoint a contractor in writing for the part of the project on a construction site. You may only appoint contractors who have the necessary competencies and resources to perform the work safely.
6. Reasonably ensure that each contractor's health and safety plan is implemented and maintained. This must include periodic audits as agreed upon with the contractor, but at least every month.
7. Stop any contractor from executing construction work that is not in accordance with your or the contractor's health and safety plan or that poses a threat to health and safety.
8. Provide every contractor with sufficient health and safety information and resources, if changes are brought about to the design and/or construction, in order to enable the contractor to execute work safely.
9. Ensure that each contractor is registered and in good standing with the compensation fund or licensed compensation insurer.
10. Ensure that contractors submitting tenders have made provision for the cost of health and safety

measures during construction work.

11. Discuss and negotiate with the contractor the contents of the health and safety plan and approve the plan of the contractor.
12. Ensure that all contractors are informed regarding any hazards as stipulated in the risk assessment before work commences and thereafter at such frequencies as determined by the risk assessment.
13. Ensure that copies of your health and safety plan and those of contractors are available on site.
14. Hand over a consolidated health and safety file to us upon completion of the construction work. Included in the file must be a record of all drawings, designs, materials used and other similar information concerning the completion of the structure.
15. Have available a comprehensive and updated list of all the contractors on site and accountable to you, the agreements between the parties, including the type of work being done by the specific contractor.
16. Ensure that all our employees have a valid medical certificate of fitness specific to the construction work to be performed as issued by an occupational health practitioner in the form of Annexure 3.

You must give all the support and aid to your subordinates to ensure that stipulations the aforementioned act and regulation is complied with. Any deviations of the act to which you cannot comply with must immediately be reported to your chief executive officer and / or the site agent.

This appointment in term of the Occupational Health and Safety Act, Act 85 of 1993 shall not influence your official designation within the scope of your current employment.

This appointment will be valid from the date of my signature and will remain in force for the duration of the project, or until it is revoked in writing or until your services with the company are terminated for whatever reason.



Urbane Living

Print Urbane Living CEO Name Client

Sign Urbane Living CEO Date

Through signing the appointment letter, the signatory acknowledges understanding of, and consents to, the duties imposed by this appointment.

Print PC CEO Name Principal Contractor

Sign PC CEO Date

ANNEXURE 2
Notification of Construction Work

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
Regulation 4 of the Construction Regulations, 2014

SITE:

1. Principal Contractor:

a. Compensation registration number:

b. Postal address:

c. Contact person:

d. Contact phone number:

2. Client: Urbane Living

a. Postal address:

b. Contact person:

c. Contact phone number:

3. Construction Manager appointed in terms of regulation 8(1):

a. Name:

b. Contact phone number:

4. Exact physical address of the construction site or site office:

5. Nature of the construction work:

-
- The scope of work supplied herein must not be seen as exclusive and may be changed at any stage by

the client.

- This specification is applicable to the specific scope of work pertaining to the mentioned project as detailed in the tender documents.

6. Expected commencement date:

7. Expected completion date:

8. Estimated maximum number of persons on the construction site:

Total:

Male:

Female:

Planned number of contractors on the construction site accountable to principal contractor:

Name(s) of contractors already chosen. a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

h. _____

i. _____

j. _____



DATE
Name: _____ Principal Contractor _____

Urbane Living

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.



SHE file shall include, but not limited to:

1. Company registration details (CC)
2. Office contact details
3. BBBEE details
4. 37(2) agreement
5. Valid Letter of Good Standing
6. Public Liability and Business Insurance
7. Signed SHE Specification
8. Employee list
9. Copies of individuals ID's
10. Risk assessment (updated and relevant to specific work) and Safe Work Procedures
11. Incident management procedure & WCL forms
12. Safety plans. Lockout procedure. Working at heights procedure & rescue plan
13. Completed Method statements
14. Tools/ Machinery/ Equipment list. Checklists & registers
15. Communication/ reporting protocols
16. Daily sign off – work completion and hours
17. Medical fitness certificate – Full report
18. Induction (annual)
19. Tool box talks
20. Legal Appointments and Site Specific Organogram
21. Other certificates/ competencies
22. Emergency contact list and company policies

Notification of works to relevant authorities – where applicable

Adjudicator's contract

Form of Agreement

This agreement is made on the day of 20 between

Name: Urbane Living Pty Ltd
Address: Bryanston, Johannesburg

Name:
Address:

(the Parties) and (Adjudicator)

Name:
Address:

(the *Adjudicator*)

- 1 The Parties appoint the Adjudicator in accordance with the latest edition of the JBCC Series 2000 Rules for Adjudication for use with the JBCC Principal Building Agreement and Nominated / Selected Subcontract Agreement which may be down loaded from the website www.jbcc.co.za and the Contract Data attached to this agreement.
2. The Adjudicator accepts this appointment and undertakes to carry out the Adjudicator's duties as described in the Rules for Adjudication.

Signed jointly on behalf of the Parties by:

for the procuring Party

for the supplying Party

Signature(s)

Name(s) (printed)

Position in organisation

On behalf of (name of
organisation)

Signature of Witness(s)

Name(s) (printed)

Date:

and signed by the Adjudicator:

Signature

Name (print)

Date:

Contract Data

Clause Statement

- 1 The contract between the Parties is **Conversion of Tippet Office Building into The Rynx Residential Building composed of 139 Units**
- 2 The Adjudicator shall be paid at the hourly rate of R in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
- 3 The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to:
 - (a) Printing, reproduction and purchase of documents, drawings, maps, records and photographs.
 - (b) Telegrams, telex, faxes, and telephone calls.
 - (c) Postage and similar delivery charges.
 - (d) Travelling, hotel expenses and other similar disbursements.
 - (e) Room charges.
 - (f) Charges for legal or technical advice obtained in accordance with the Procedure.
- 4 The Adjudicator shall be paid an appointment fee of R whenever a dispute is referred to him. This fee shall become payable in equal amounts by each Party within 14 days of the appointment of the Adjudicator, subject to an Invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties.
- 5 Where the Adjudicator is registered for VAT, VAT shall be charged additionally in accordance with the rates current at the date of invoice.
- 6 All payments, other than the appointment fee (item 3) shall become due 7 days after receipt of invoice, thereafter interest shall be payable at % per annum above the Reserve Bank base rate for every day the amount remains outstanding.
- 7 The Adjudicator's appointment terminates on



CIDB Standard Conditions of Tender

(January 2009 edition)

As published in Annex F of the CIDB Standard for Uniformity in Construction Procurement in Board Notice 12 of 2009 in Government Gazette No 31823 of 30 January 2009

F.1 General

F.1.1 Actions

F.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

F.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

- Note:
- 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.
 - 2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

F.1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

F.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

F.1.3 Interpretation

F.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

F.1.3.2 These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

F.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
 - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially;
 - ii) an individual or organisation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
 - iii) incompatibility or contradictory interests exist between an employee and the organisation which employs that employee.
- b) **comparative offer** means the tenderer's financial offer after all tendered parameters that will affect the value of the financial offer have been taken into consideration in order to enable comparisons to be made between offers on a comparative basis
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and

- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels
- e) **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body
- f) **quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

F.1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

F.1.5 The employer's right to accept or reject any tender offer

F.1.5.1 The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

F.1.5.2 The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

F.1.6 Procurement procedures

F.1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to F.3.13, be concluded with the tenderer who in terms of F.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

F.1.6.2 Competitive negotiation procedure

F.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of F.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of F.3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

F.1.6.2.2 All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of F.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

F.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

F.1.6.2.4 The contract shall be awarded in accordance with the provisions of F.3.11 and F.3.13 after tenderers have been requested to submit their best and final offer.

F.1.6.3 Proposal procedure using the two stage-system

F.1.6.3.1 Option 1

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of

evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

F.1.6.3.2 Option 2

F.1.6.3.2.1 Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

F.1.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of these conditions of tender.

F.2 Tenderer's obligations

F.2.1 Eligibility

F.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

F.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

F.2.2 Cost of tendering

Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

F.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

F.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

F.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

F.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

F.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

F.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

F.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

F.2.10 Pricing the tender offer

F.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

F.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

F.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

F.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

F.2.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

F.2.12 Alternative tender offers

F.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

F.2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

F.2.13 Submitting a tender offer

F.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

F.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

F.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

F.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

F.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

F.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

F.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

F.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

F.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

F.2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

F.2.15 Closing time

F.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

F.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

F.2.16 Tender offer validity

F.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

F.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

F.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.

F.2.16.4 Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of F.2.13 with the packages clearly marked as "SUBSTITUTE".

F.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.

F.2.18 Provide other material

F.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

F.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

F.2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

F.2.20 Submit securities, bonds, policies, etc.

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

F.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

F.2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

F.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

F.3 The employer's undertakings

F.3.1 Respond to requests from the tenderer

F.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

F.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

F.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

F.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

F.3.4 Opening of tender submissions

F.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

F.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, preferences claimed and time for completion for the main tender offer only.

F.3.4.3 Make available the record outlined in F.3.4.2 to all interested persons upon request.

F.3.5 Two-envelope system

F.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

F.3.5.2 Evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the quality evaluation more than the minimum number of points for quality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for quality.

F.3.6 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

F.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

F.3.8 Test for responsiveness

F.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

F.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

F.3.9 Arithmetical errors, omissions and discrepancies

F.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

F.3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
 - i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - ii) the summation of the prices.

F.3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

F.3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

F.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

F.3.11 Evaluation of tender offers

F.3.11.1 General

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

F.3.11.2 Method 1: Financial offer

In the case of a financial offer:

- a) Rank tender offers from the most favourable to the least favourable comparative offer.
- b) Recommend the highest ranked tenderer for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- c) Re-rank all tenderers should there be compelling and justifiable reasons not to recommend the highest ranked tenderer and recommend the highest ranked tenderer, unless there are compelling and justifiable reasons not to do so and the process set out in this subclause is repeated.

F.3.11.3 Methods 2: Financial offer and preference

In the case of a financial offer and preferences:

- a) Score each tender in respect of the financial offer made and preferences claimed, if any, in accordance with the provisions of F.3.11.7 and F.3.11.8.
- b) Calculate the total number of tender evaluation points (T_{EV}) in accordance with the following formula:

$$T_{EV} = N_{FO} + N_P$$

where: N_{FO} is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7;

N_P is the number of tender evaluation points awarded for preferences claimed in accordance with F.3.11.8.

- c) Rank tender offers from the highest number of tender evaluation points to the lowest.
- d) Recommend the tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- e) Rescore and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points, and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this subclause is repeated

F.3.11.4 Method 3: Financial offer and quality

In the case of a financial offer and quality:

- a) Score each tender in respect of the financial offer made and the quality offered in accordance with the provisions of F.3.11.7 and F.3.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the tender data, if any.
- b) Calculate the total number of tender evaluation points (T_{EV}) in accordance with the following formula:

$$T_{EV} = N_{FO} + N_Q$$

where: N_{FO} is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7;

N_Q is the number of tender evaluation points awarded for quality offered in accordance with F.3.11.9.

- c) Rank tender offers from the highest number of tender evaluation points to the lowest.
- d) Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- e) Rescore and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this subclause is repeated.

F.3.11.5 Method 4: Financial offer, quality and preferences

In the case of a financial offer, quality and preferences:

- Score each tender in respect of the financial offer made, preference claimed, if any, and the quality offered in accordance with the provisions of F.3.11.7 to F.3.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the tender data, if any.
- Calculate the total number of tender evaluation points (T_{EV}) in accordance with the following formula, unless otherwise stated in the Tender Data:

$$T_{EV} = N_{FO} + N_P + N_Q$$

where: N_{FO} is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7;

N_P is the number of tender evaluation points awarded for preferences claimed in accordance with F.3.11.8.

N_Q is the number of tender evaluation points awarded for quality offered in accordance with F.3.11.9.

- Rank tender offers from the highest number of tender evaluation points to the lowest.
- Recommend the tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- Rescore and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this subclause is repeated.

F.3.11.6 Decimal places

Score financial offers, preferences and quality, as relevant, to two decimal places.

F.3.11.7 Scoring Financial Offers

Score the financial offers of remaining responsive tender offers using the following formula:

$$N_{FO} = W_1 \times A$$

where: N_{FO} is the number of tender evaluation points awarded for the financial offer.

W_1 is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.

A is a number calculated using the formula and option described in Table F.1 as stated in the Tender Data.

Table F.1: Formulae for calculating the value of A

Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a
1	Highest price or discount	$A = (1 + (\frac{P - P_m}{P_m}))$	$A = P / P_m$
2	Lowest price or percentage commission / fee	$A = (1 - (\frac{P - P_m}{P_m}))$	$A = P_m / P$
^a P_m is the comparative offer of the most favourable comparative offer. P is the comparative offer of the tender offer under consideration.			

F.3.11.8 Scoring preferences

Confirm that tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where tenderers are not eligible for such preferences.

Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the tender data.

F.3.11.9 Scoring quality

Score each of the criteria and subcriteria for quality in accordance with the provisions of the Tender Data.

Calculate the total number of tender evaluation points for quality using the following formula:

$$N_Q = W_2 \times S_Q / M_S$$

where: S_Q is the score for quality allocated to the submission under consideration;
 M_S is the maximum possible score for quality in respect of a submission; and
 W_2 is the maximum possible number of tender evaluation points awarded for the quality as stated in the tender data

F.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

F.3.13 Acceptance of tender offer

Accept the tender offer, if in the opinion of the employer, it does not present any unacceptable commercial risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the tender data, and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

F.3.14 Prepare contract documents

F.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the employer and the successful tenderer.

F.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

F.3.15 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

F.3.16 Notice to unsuccessful tenderers

F.3.16.1 Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.

F.3.16.2 After the successful tenderer has been notified of the employer's acceptance of the tender, notify other tenderers that their tender offers have not been accepted.

F.3.17 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

F.3.18 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.