

**ANNEXURE E  
PREAMBLE TO BOQ**

## PREAMBLE TO THE BILL OF QUANTITIES

### 1 GENERAL

- 1.1 This preamble to the Schedule of Quantities provides the tender with guidelines and requirements with regards to the completion of the Schedule of Quantities. The Schedule has to be completed in black ink and the tenderer is referred to the Notes to Tenderers in regard to the correction of errors.
- 1.2 The Schedule of Quantities shall be read with all the documents which form part of this Contract.
- 1.3 The following words shall have the meanings hereby assigned to them:
- 1.1.1 Unit: The unit of measurement for each item of work in terms of the General and Special conditions of Contract, the Specifications and the Project Specifications.
- 1.1.2 Quantity: The number of units of work for each item.
- 1.1.3 Rate: The payment of quantity and the rate tendered for an item.
- 1.1.4 Amount: The product of the quantity and the rate tendered for an item.
- 1.1.5 Lump Sum: An amount tendered for in item, the extend of which is described in the Schedule of Quantities, the Specifications and the Project Specifications, but the quantity of work of which is not measured in any units.

Reference shall be made to the General and Special Conditions of Contract regarding Provisional and Prime Costs Sums.

### 2 PAY ITEMS

- 2.1 The abbreviated descriptions of the payment items given the Schedule of Quantities are only for the purpose of identifying the items and providing specific details. Reference shall be made, inter alia, to the Drawings, Specifications, Project Specifications, General Conditions of Contract and Special Conditions of Contract for the more detailed information regarding the extend of the work entailed under each item.
- 2.2 The item numbers appearing in the Schedule of Quantities refer to the corresponding item numbers in the specifications and in the Project Specifications.
- 2.3 The units of measurement indicated in the Schedule of Quantities are metric units.

The following abbreviations are used in the pay items of the Schedule of Quantities:

mm	=	millimetre
m	=	metre
km	=	kilometre
km-pass	=	kilometre pass
m <sup>2</sup>	=	square metre
m <sup>2</sup> pass	=	square metre pass
ha	=	hectare
m <sup>3</sup>	=	cubic metre

m <sup>3</sup> - km	=	cubic metre – kilometre
l	=	litre
kl	=	kilolitre
h	=	hour
r-day	=	roller – day
kg	=	kilogram
t	=	ton (1 000 kg)
No	=	number
MN	=	meganewton
MN-m	=	meganewton-metre
%	=	percent
V	=	volt
W	=	watt
KW	=	kilowatt
u/mth	=	unit per month
kPa	=	kilopascal
PC Sum	=	prime cost sum

### **3 RATES**

- 3.1 The tenderer must fill in a rate for each item in the Schedule of Quantities, even where no quantities are given. Items against which no rate is entered or where a word or phrase such “included” or “provided elsewhere” has been entered, will be accepted as a rate of nil (R 0,00) having been entered against such item.
- 3.2 Any work executed to which such a pay item applies, shall be measured under the appropriate items in the Schedule of Quantities and valued at a rate of nil (R0,00). The rate of nil shall be valid irrespective of any change in the quantities during the execution of the contract.
- 3.3 The tenderer shall fill in a rate against all items where the words “rate only” appears in the amount column. The intention is that, although no work is foreseen under such item and no quantities are consequently given in the quantity column, the tendered rate shall apply should work under this item be actually required.
- 3.4 The tenderer shall not group together a number of items and tender one rate for such group of items.
- 3.5 All rates and sums of money quoted in the Schedule of Quantities shall be in Rand

### **4 GENERAL NOTES**

- 4.1 These bills of quantities form part of and must be read in conjunction with the Specifications, which contain the full descriptions of the work to be done and material and equipment to be used. Unless otherwise described in these bills of quantities, reference should be made to the Specifications for the full meaning of descriptions of work to be done and materials and equipment to be used in this service.
- 4.2 These bills of quantities contain pages numbered as indexed.
- 4.3 The bills priced in detail shall be submitted with the tender. The bills shall have all items properly priced and extended. If any items in the bills are not priced it shall be deemed that either no costs are involved or the costs are covered elsewhere.

- 4.4 The total tender price in the Tender Form shall constitute the contract price of the successful tenderer. Tenderers are advised to check their item extensions and total additions, as no claim for arithmetical errors will be considered.
- 4.5 No alteration, erasure or addition in the text of the bills of quantities will be recognised and as such the original wording of these bills of quantities will be adhered to.

**CORRECTION OF ENTRIES MADE BY TENDERER**

Any entry by Tenderer in the Schedule of Quantities, forms, etc, which the Tenderer desires to change, shall not be erased or painted out. A line shall be drawn through the incorrect entry and the correct entry shall be written above in black ink and the full signature of the Tenderer shall be placed next to the correction.

**ANNEXURE F  
BILL OF QUANTITIES**