T10/03/19

TENDER ENQUIRY DOCUMENT

FOR THE

PRINCIPAL BUILDING CONTRACT

FOR THE

IDC HEAD OFFICE ABLUTION REFURBISHMENT SANDTON, JOHANNESBURG

07 MARCH 2019

IDC:

The Industrial Development Corporation
19 Fredman Drive
Sandton
JOHANNESBURG

Prepared by:

Metako Projex
9 Duncan Road
Glenfemness AH
Midrand
JOHANNESBURG
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COLOUR</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td>White</td>
<td>iii</td>
</tr>
<tr>
<td><strong>TENDER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VOLUME 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>T1</strong> TENDERING PROCEDURES</td>
<td>White</td>
<td>T1.0</td>
</tr>
<tr>
<td>T1.1 Tender Notice and Invitation to Tender</td>
<td>White</td>
<td>T1.2</td>
</tr>
<tr>
<td>T1.2 Tender Data: Contract Specific</td>
<td>Pink</td>
<td>T1.5</td>
</tr>
<tr>
<td>APPENDIX A: CIDB Standard Conditions of Tender</td>
<td>Pink</td>
<td>T1.11</td>
</tr>
<tr>
<td><strong>VOLUME 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>T2</strong> RETURNABLE DOCUMENTS (COMPULSORY)</td>
<td>Yellow</td>
<td>T2.1</td>
</tr>
<tr>
<td>T2.1 List of Returnable Documents</td>
<td>Yellow</td>
<td>T2.2</td>
</tr>
<tr>
<td>T2.2 Returnable Schedules and Documents</td>
<td>Yellow</td>
<td>T2.3</td>
</tr>
<tr>
<td><strong>CONTRACT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VOLUME 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C1</strong> AGREEMENT AND CONTRACT DATA</td>
<td>White</td>
<td>C1.0</td>
</tr>
<tr>
<td>C1.1 Form of Offer and Acceptance</td>
<td>White</td>
<td>C1.1</td>
</tr>
<tr>
<td>C1.2 Contract Data</td>
<td>White</td>
<td>C1.2</td>
</tr>
<tr>
<td>C1.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C2</strong> PRICING DATA</td>
<td>Yellow</td>
<td>C2.1</td>
</tr>
<tr>
<td>C2.1 Pricing Instructions</td>
<td>Yellow</td>
<td>C2.2</td>
</tr>
<tr>
<td>C2.2 Provisional Bill of Quantities</td>
<td>Yellow</td>
<td>C2.5</td>
</tr>
<tr>
<td><strong>C3</strong> SCOPE OF WORK</td>
<td>Blue</td>
<td>C3.1</td>
</tr>
<tr>
<td>C3.1 Standard Specifications</td>
<td>Blue</td>
<td>C3.2</td>
</tr>
<tr>
<td>C3.2 Project Particular Specifications</td>
<td>Blue</td>
<td>C3.3</td>
</tr>
<tr>
<td><strong>C4</strong> ANNEXURES</td>
<td>White</td>
<td></td>
</tr>
<tr>
<td>C4.1 Tender Drawings</td>
<td>White</td>
<td></td>
</tr>
<tr>
<td>C4.2 Waiver of Lien Format</td>
<td>White</td>
<td></td>
</tr>
<tr>
<td>C4.3: IDC Environmental, Health and safety management plan for contractors</td>
<td>White</td>
<td></td>
</tr>
</tbody>
</table>
FOREWORD

This document consists of three Volumes clustered to form the TENDER and the CONTRACT.

The TENDER consist of two parts, namely:

- **T1 : TENDERING PROCEDURES (VOLUME 1)**

  This volume contains the Tender Notice and Invitation describing the nature of construction works required, as well as the Tender Data outlining the conditions of tender to be complied with by every tenderer submitting a tender.

- **T2 : RETURNABLE DOCUMENTS (VOLUME 2)**

  This volume contains the returnable schedules and forms to be completed by each tenderer for the purpose of evaluating tenders and which may subsequently form part of the contract between the successful tenderer and the IDC.

The CONTRACT (VOLUME 3) consist of four parts, namely:

- **C1 : Agreement and Contract Data**

- **C2 : Pricing Data**

- **C3 : Scope of Work**

- **C4 : Annexures**

Each volume is preceded by its own table of Contents.
VOLUME 1

THE TENDER

T1: TENDERING PROCEDURES
# T1: TENDERING PROCEDURES

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1.1: TENDER NOTICE AND INVITATION TO TENDER</td>
<td>T1.2</td>
</tr>
<tr>
<td>T1.2: TENDER DATA</td>
<td>T1.5</td>
</tr>
<tr>
<td>APPENDIX: CIDB STANDARD CONDITIONS OF TENDER</td>
<td>T1.11</td>
</tr>
</tbody>
</table>
T1.1: TENDER NOTICE AND INVITATION TO TENDER

THE INDUSTRIAL DEVELOPMENT CORPORATION OF SA LTD (IDC)

Tenders are hereby invited for the refurbishment to ablution facilities at the IDC head office in Sandton Johannesburg (Tender: T10/03/19)

This is an open tender to all contractors who have a current CIDB grading of 2GB and higher.

The IDC is: THE INDUSTRIAL DEVELOPMENT CORPORATION OF SA LTD (IDC) which comprises Kindoc Sandton Properties (Pty) Ltd and Dymson Nominee (Pty) Ltd. It may be a requirement that the contract value be divided between these two companies which may result in two separate Contract Documents being prepared.

Tender enquiry documents can be collected from the Head Office of the IDC: 19 Fredman Drive, Sandton, Johannesburg.

No deposit is required for collecting a tender enquiry document at the IDC.

Site Inspection and Briefing Meeting
A compulsory pre-tender meeting and site inspection with representatives of the IDC will take place on 14 March 2019 at 11:00am. Tenderers are to meet at the main reception of the IDC. Failure to attend will lead to disqualification of the tenderer.

Proprietary Information
The Industrial Development Corporation of SA Ltd (IDC) considers this Tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of the IDC.

Enquiries
All communication and attempts to solicit information of any kind relative to this Tender should be channeled to:

The IDC
Mr. Luyanda Dlamini,
Telephone No: 011 269 3767
luyandad@idc.co.za

All the documentation submitted in response to this tender must be in English.

Tenderers shall check these Tender Enquiry Documents and all page numbers to satisfy themselves that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages are missing or duplicated.

Validity Period
The tender shall be valid for 120 calendar days with effect from the closing date of tender.

Supplier Performance Management
Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude and sign a Contract Agreement with the IDC. The Contract Agreement and any subsequent Service Level Agreements will serve as a tool to measure, monitor and assess the supplier’s performance level and ensure effective delivery of service, quality and value-add to IDC’s business.
If there are any sub-components to the scope of work such as maintenance contracts that continue after final completion then the contractor or his subcontractors shall be required to conclude a Service Level Agreement (SLA) with the IDC.

**Submission of Tenders**

The returned tender offers shall be submitted in **DUPLICATE** in a sealed envelope clearly marked:

"T10/03/19: TENDER ENQUIRY DOCUMENT FOR THE PRINCIPAL BUILDING CONTRACT FOR THE IDC HEAD OFFICE ABLUTION REFURBISHMENT"

The closing date and company name must also be endorsed on the envelope.

The sealed envelope must be placed in the tender box at the Main Reception area of the IDC Building, 19 Fredman Drive, Sandton, Johannesburg by no later than **28 March 2019 at 12:00pm**.

Tender documents will not be opened in public.

Telephonic, telegraphic, telex, facsimile, electronic or e-mailed, and late tenders will not be accepted. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The IDC will not be held responsible for any delays where bid documents are handed to the IDC Receptionist.**

Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. Late tenders will not be considered.

Amended tenders may be sent in an envelope marked “Amendment to tender” and should be placed in the tender box before the closing time.

The IDC is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC’s website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

**Expenses in preparation of tenders**

The tenderer is responsible for all the cost that they may incur related to the preparation and submission of the tender document.

**Acceptance of tenders**

The IDC reserves the right not to accept the lowest tender or any tender in part or in whole.

The IDC reserves the right, prior to award or at any time during the duration of the contract to require the contractor to improve the amount of BEE empowerment or the involvement of pure empowerment companies included in the execution of the Works. Such an intervention will be agreed upon and negotiated between the IDC and the contractor as and when necessary.

The IDC reserves the right to award this tender as a whole or in part at its own discretion.

The tenderer hereby offers to render all or any of the services described in the attached documents to the IDC on the terms and conditions and in accordance with the specifications stipulated in this Tender Document and which shall be taken as part of, and incorporated into, this Tender Proposal at the prices inserted therein.

Tenders submitted by Companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, shall be submitted with the Tender.
The tenderer hereby agrees that the offer herein shall remain binding upon him/her and receptive for acceptance by the IDC during the validity period indicated and calculated from the closing hour and date of the Tender; this Tender Enquiry and its acceptance shall be subject to the terms and conditions contained in this tender document.

The tenderer furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her Tender response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender Enquiry documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

The tenderer hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal liable for the due fulfilment of this contract.

**IDC Rights**
The IDC reserves the right to conduct site visits at bidder’s corporate offices and / or at client sites if so required.
The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction 01 of 2013/2014: Cost Containment Measures, where relevant.
The IDC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
T1.2: TENDER DATA
T1.2 TENDER DATA

GENERAL

The Conditions of Tender applicable to this contract is the Standard Conditions of Tender in Annex F of the CIDB Standard for uniformity in Construction Procurement in Board Notice No 136 of 2015 in Government Gazette No 38960 of 10 July 2015.

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 preference in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

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

F.1.1 Actions

The IDC (IDC) for this Contract is the instance named in the Contract Data.

F.1.2 Tender Documents

(a) The Tender Document consists of the following:

THE TENDER

T1: Tendering Procedures

T1.1: Tender Notice and Invitation to Tender
T1.2: Tender Data

T2: Returnable Documents

T2.1: List of Returnable Documents
T2.2: Returnable Schedules and Documents

THE CONTRACT

Part 1: Agreement and Contract Data

C1.1: Form of Offer and Acceptance
C1.2: Contract Data

Part 2: Pricing Data

C2.1: Pricing Instructions
C2.2: Provisional Bill of Quantities

Part 3: Scope of Work

C3.1: Standard Specifications
C3.2: Project Particular Specifications

Part 4: Annexures

C4.1: Tender Drawings
C4.2: Waiver of Lien Format
C4.3: IDC Environmental, Health and safety management plan for contractors
C4.4: New South Wales (Australia) environmental management system guidelines 2007
C4.5: Topsoil Management Plan
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.1.4 Communication and IDC (IDC)’s Agent

All communication during the Tender Enquiry period shall not be made to the Principal Agent but to the IDC’s representative as follows:

The IDC’s representative is:

Name: Mr. Luyanda Dlamini,
Tel.: 011 269 3767
E-mail address: luyandad@idc.co.za

F.1.5 Cancellation and Re-Invitation of Tenders

F.1.5.1 IDC may, prior to the award of the tender, cancel a tender if-
(a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
(b) funds are no longer available to cover the total envisaged expenditure; or
(c) no acceptable tenders are received; or
(d) there is a material irregularity in the tender process.

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

This clause is not applicable.

F.1.6.3 Proposal procedure using the two stage-system

This clause is not applicable.

F.2.7 Site inspection visit and clarification meeting

The arrangements for the clarification meeting and site visit, which is compulsory for this contract, are as follows:

Location/venue: IDC Head Office, 19 Fredman Drive, Sandton, Johannesburg
Tenderers are to meet at the main reception area
Date: 14 March 2019
Starting Time: 11:00am

F.2.10 Pricing the tender offer

All rates and prices shall be fixed for the duration of the contract.

F.2.12 Alternative tender offers

This clause shall be deemed to be omitted.

F.2.13 Submitting a Tender Offer

F.2.13.1 Tender offers shall be submitted as an original document plus one identical copy marked as stated in clause F.2.13.5. Contractors are to ensure that they retain their own copy of the tender submission as this will not be provided by the IDC.
F.2.13.2 Delivery of Tender

The IDC (IDC)’s address for delivery of tender offers and identification details to be shown on each tender offer package are:

The returned tender offers shall be submitted as an original and one identical copy in a sealed envelope clearly marked:

“T10/03/19: TENDER ENQUIRY DOCUMENT FOR THE PRINCIPAL BUILDING CONTRACT FOR THE IDC HEAD OFFICE ABLUTION REFURBISHMENT”

The closing date and company name must also be endorsed on the envelope.

The sealed envelope must be placed in the tender box at the Main Reception area of the IDC Building, 19 Fredman Drive, Sandton, Johannesburg by no later than 28 March 2019 at 12:00pm

F.2.13.3 This clause is not applicable.

F.2.13.9 A non-responsive tender will be disqualified prior to evaluation.

F.2.15 Closing Time

The closing time for submission of Tender Offers is: 28 March 2019 at 12:00pm.

Telephonic, telegraphic, telex, facsimile, electronic, mailed or e-mailed tenders will not be accepted.

F.2.16 Tender offer validity

The Tender Offer validity period is 120 calendar days from the closing time for submission of tenders.

F.2.16.3 Where a tenderer wishes to withdraw or substitute a tender submission that has already been submitted notice should not be given to the IDC’s Agent but to the IDC directly.

F.2.20 It is a requirement of this tender enquiry that tenderers provide, with their tender submission a letter from their Bank or equivalent stating that the financial institution will provide the Construction Guarantee to the required value.

F.2.23 Certificates

Various certificates are required to be submitted with the tender submission. List of Returnable Documents contained within this Tender Enquiry Document.

F.3.4 Opening of Tender Submissions

The tender submissions will not be opened in public nor shall any financial information be made available.

F.3.5 Two-envelope system

This clause is not applicable.

F.3.9 Arithmetical errors, omissions and discrepancies

F.3.9.2 Check responsive tender offers for arithmetical errors, correcting them in the following manner:

(a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.

(b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted governs, unless in the opinion of the Principal Agent there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted governs, and the unit rate is corrected.
(c) 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.

(d) In the event of there being any rate or rates that are declared by the IDC (IDC) to be unacceptable because of correction of arithmetical errors as in (b) and (c) above, or because the tendered rates are unbalanced and unrealistic, the tenderer shall, in terms of clause F.2.17 be requested to consider the amendment and revision of such rate or rates and other selected item prices and their rates while retaining the tendered amount unchanged.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of his arithmetical errors in the manner described above.

F.3.11 Evaluation of Tender Offers
The method of evaluation for this contract shall be as follows:

F.3.11.2 Method 1: Price and Preference
This clause shall not be applicable.

F.3.11.3 Method 2: Functionality, Price and Preferences
The procedure for the calculation of tender evaluation points of responsive tenders is Method 2.

(a) Financial Offer
The financial offer will be scored using the following formula:

\[ N_f = W_1 \times \left[ 1 - \frac{(P - P_m)}{P_m} \right] \]

where:

- \( N_f \) = The number of tender evaluation points awarded for the financial offer
- \( W_1 = 80 \)
- \( P_m \) = the value of the comparative offer of the most favourable tender;
- \( P \) = the value of the comparative offer under consideration

(b) Preferences
Up to 20 points will be awarded to tenderers who are found to be eligible for the preference points claimed.
Preference points shall be awarded as per the table below as determined by the tenderer’s BBBEE Verification Certificate.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Details</th>
<th>Price and Preference points for tender evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>Total cost to implement the project</td>
<td>80</td>
</tr>
<tr>
<td>Preference</td>
<td>BBBEE Level 1</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>BBBEE Level 2</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>BBBEE Level 3</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>BBBEE Level 4</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>BBBEE Level 5</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BBBEE Level 6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>BBBEE Level 7</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BBBEE Level 8</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Non-Compliant Contributor</td>
<td>0</td>
</tr>
<tr>
<td>Total possible points</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
(c) Technical Evaluation Criteria

5.1 Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

5.1.1 CIDB REGISTRATION

The bidder must be registered with the CIDB in a minimum contractor grading designation of 2GB. The bidder must maintain their applicable CIDB grading and active status with CIDB for the duration of the project.

The bidder must submit/attach proof of CIDB Registration.

<table>
<thead>
<tr>
<th>Substantiate / Comments</th>
</tr>
</thead>
</table>

5.1.2 LETTER OF GOODSTANDING

The bidder is required to have a valid Letter of Good standing throughout the duration of the project.

The bidder must submit/attach a copy of their valid Letter of Good standing to substantiate.

<table>
<thead>
<tr>
<th>Substantiate / Comments</th>
</tr>
</thead>
</table>

5.1.3 Public Liability Insurance

<table>
<thead>
<tr>
<th>Comply</th>
<th>Not Comply</th>
</tr>
</thead>
<tbody>
<tr>
<td>The bidder will be required to provide appropriate IDCs and public liability insurance of R5 000 000 to cover the risk of injury to the contractor's staff and/or any third parties including any sub-contractors of the bidder who may be injured accidentally or cause any damages to property within project duration. This will only be required upon appointment and will be a condition before commencement of any work on-site</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Substantiate / Comments</th>
</tr>
</thead>
</table>
5.2 Other Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

### 5.2.1 BIDDER’S RELEVANT EXPERIENCE

<table>
<thead>
<tr>
<th>Comply</th>
<th>Partially Comply</th>
<th>Not Comply</th>
</tr>
</thead>
<tbody>
<tr>
<td>The bidder must demonstrate relevant experience in renovations, refurbishments and alterations within the corporate and/or public sector.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The bidder must provide three (3) relevant contactable references of similar work done (as per the specification) in the past five (5) years, as well as accompanying completion certificates for the above referenced projects. Please refer to Table (a) of Annexure 7 of this document for the format in which the required information must be provided.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Substantiate / Comments**

### 5.2.2 BIDDER’S PROPOSED METHODOLOGY

<table>
<thead>
<tr>
<th>Comply</th>
<th>Partially Comply</th>
<th>Not Comply</th>
</tr>
</thead>
<tbody>
<tr>
<td>The bidder must demonstrate thorough understanding of the objectives and deliverables of this project by providing a detailed proposal detailing their construction methodology, which clearly outlines the standards to be used to carry out the building renovations, alterations and refurbishment work services. As a minimum the methodology is to cover the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Quality plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Organogram</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Substantiate / Comments**
5.2.3 PROJECT PLAN

<table>
<thead>
<tr>
<th>Comply</th>
<th>Partially Comply</th>
<th>Not Comply</th>
</tr>
</thead>
<tbody>
<tr>
<td>The bidder must provide a detailed project plan which is to include key timelines involved in the completion of the renovations, alterations and refurbishment of the ablution facilities. This project is to be completed within a period not longer than four (4) months from commencement date. The plan must indicate the key activities, timelines and milestones/deliverables.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Substantiate / Comments

5.2.4 QUALIFICATIONS AND SKILLS OF THE PROPOSED PROJECT TEAM AND TEAM LEADER

<table>
<thead>
<tr>
<th>Comply</th>
<th>Partially Comply</th>
<th>Not Comply</th>
</tr>
</thead>
<tbody>
<tr>
<td>The bidder’s proposed construction team must demonstrate a track record and proven experience in construction projects of this nature i.e. renovations, alterations and refurbishments. The team lead roles are to consist of a professionally registered Plumber (e.g. Plumbing Industry Registration Boards, Institute of Plumbing South Africa or similar), an Electrical Contractors Association South Africa (ECASA) registered Electrician and a qualified Safety Officer. The bidders must submit, as part of its proposal, the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The structure and composition of the proposed team and team lead, clearly outlining the main disciplines/specialties of this project and the key personnel responsible for each specialty. Please refer to Table (b) and Table (c) Annexure 7 of this document for the format in which the required information must be provided.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• CVs of all key personnel; and the CVs must clearly highlight qualifications, areas of experience/competence relevant to the tasks and objectives of this project as outlined above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Copies of relevant qualifications and professional registrations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Substantiate / Comments
F.3.11.6 Decimal places
Score price, preference and functionality, as relevant, to two decimal places.

F.3.11.7 Scoring Price

\[ NFO = W1 \times A \]

where: NFO is the number of tender evaluation points awarded for price, W1 is the maximum possible number of tender evaluation points awarded for price as stated in the Tender Data, and 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

<table>
<thead>
<tr>
<th>Formula</th>
<th>Comparison aimed at achieving</th>
<th>Option 1a</th>
<th>Option 2a</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Highest price or discount</td>
<td>[ A = (1 + ( \frac{P - Pm}{Pm}) ]</td>
<td>[ A = \frac{P}{Pm} ]</td>
</tr>
<tr>
<td>2</td>
<td>Lowest price or percentage commission / fee</td>
<td>[ A = (1 - ( \frac{P - Pm}{Pm}) ]</td>
<td>[ A = \frac{Pm}{P} ]</td>
</tr>
</tbody>
</table>

a Pm 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
Tenderers are eligible for the preferences claimed in accordance with the provisions of the clause F.3.11.3 tender data.

F.3.11.9 Scoring Quality

\[ NQ = W2 \times \frac{SO}{MS} \]

where: SO is the score for quality allocated to the submission under consideration; MS is the maximum possible score for quality in respect of a submission; and W2 is the maximum possible number of tender evaluation points awarded for the quality as stated in the tender data.

F.3.13 Acceptance of Tender Offer

F.3.13.1 Further to clause F.3.13 Tender Offers will only be accepted on condition that:

(a) The tender submission is found to be responsive and contains all the necessary returnable documents as noted in this Tender Enquiry Document.  
(b) the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and  
(c) the tenderer has not:
   (i) abused the IDC’s Supply Chain Management System; or  
   (ii) failed to perform on any previous contract and has been given a written notice to this effect. 
(d) the Tenderer or a competent authorized representative of the Contractor who submitted the tender has attended the compulsory clarification meeting or site inspection;  
(e) the tender offer is properly completed and signed by a person authorized to sign on behalf of the Tenderer;
(f) only one tender has been submitted by a tenderer. Each tenderer shall submit only one tender for the same project, either individually as a tenderer or as a partner in a joint venture. No firm can be a subcontractor while submitting a tender individually or as a partner of a joint venture in the same tendering process. A firm, if acting in the capacity of subcontractor in any tender, may participate in more than one tender, but only in that capacity. A tenderer who submits or participates in more than one tender will cause all the proposals in which the tenderer has participated to be disqualified.

F.3.17 Provide copies of contracts
The number of paper copies of the signed contract to be provided by the IDC is: One.

F.3.18 Provide written reasons for actions taken
This clause shall not be applicable.
VOLUME 2

T2: RETURNABLE DOCUMENTS

T2.1: LIST OF RETURNABLE DOCUMENTS
T2.2: RETURNABLE SCHEDULES AND DOCUMENTS
T2.1 LIST OF RETURNABLE DOCUMENTS

THE TENDER ENQUIRY DOCUMENT MUST BE SUBMITTED AS A WHOLE i.e. All volumes (including the fully priced and extended Provisional Bills of Quantities) as is bound together in one single document herein. All forms must be properly completed in black ink as required, and the document shall not be taken apart or altered in any way whatsoever.

Note: Should any of the below-mentioned documents and/or the entire Tender Enquiry Document not be submitted the tender submission may be viewed as NON-RESPONSIVE.

The list of returnable documents comprises the following:

1. RETURNABLE SCHEDULES AND OTHER DOCUMENTS REQUIRED WHICH MAY BE INCORPORATED INTO THE CONTRACT AGREEMENT
   
   - Valid Tax Clearance Certificate(s) (TCC) and / or proof of application as endorsed by SARS and / or SARS issued tax verification pin code
   - Originally certified copies of bidder’s CIPC company registration documents listing all members with percentages, in case of a CC
   - Valid unemployment insurance fund (UIF) registration certificate
   - Valid workman’s compensation registration certificate
   - Letter of good Standing from COIDA (Compensation for Occupational Injuries & Diseases Act)
   - Valid Black Economic Empowerment SANAS approved verification certificate
   - Letter of intent to provide a performance guarantee from Bank or Financial Institution
   - Board Resolution delegating authority to signatory
   - Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company’s Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records
   - Confirmation of skilled key personnel that are available for employment on the contract. Should any of the key personnel not be available at this stage, any proposed personnel should be advised together with detailed CV’s
   - Certificate of non-collusive tender per Annexure A hereto
   - Record of addenda to tender documents (if applicable) per Annexure B hereto
   - Declaration of Bidders past supply chain management practices per Annexure C hereto.
   - Contractor’s health and safety declaration per Annexure D hereto
   - Form of Offer and Acceptance (Part C1)
   - Contract Data (Part C1)
   - Priced and extended Provisional Bill of Quantities (Part C2)
   - Confirmation of ISO 14001 registration or proposed contract specific Environmental Management System (Refer to clause C9 in the Preliminaries)
   - Proposed Environmental Management Plan for this specific project (Refer to clause C8 in the Preliminaries)
   - Proposed Waste Management Plan for this specific project (Refer to clause C10 in the Preliminaries)
   - Proposed Local Sourcing Plan (Refer to clause C11 in the Preliminaries)
   - Preliminary Construction programme
T2.2 RETURNABLE SCHEDULES AND DOCUMENTS

A  CERTIFICATE OF NON-COLLUSIVE TENDER ..........................................................  T2.4
B  RECORD OF ADDENDA TO TENDER DOCUMENTS ........................................  T2.5
C  DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES .... T2.6
D  CONTRACTOR’S HEALTH AND SAFETY DECLARATION .................................... T2.8
A. CERTIFICATE OF NON-COLLUSIVE TENDER

DECLARATION IN RESPECT OF AN ENTERPRISE SUBMITTING A TENDER

I/We certify that this is a bona fide tender.

I/We also certify that I/we have not done and I/we undertake not to do any of the following at any time before the hour and date specified for the closure of submission of tenders for this contract.

a) Fix or adjust the amount of this tender by or under or in accordance with any agreement or arrangement with any person or instance outside this enterprise;

b) Communicate to a person or instance other than the instance calling for these tenders the amount or approximate amount of the proposed tender, except when the confidential disclosure of the approximate amount of the tender is necessary to obtain the insurance-premium quotations required for preparation of the tender;

c) Cause or induce any other person or instance to communicate to me/us the amount or approximate amount of any rival tender for this contract;

d) Enter into any agreement or arrangement with any other person or instance to induce him to refrain from tendering for this contract, or to influence the amount of any tender or the conditions of any tender to be submitted, nor cause or induce any other person or instance to enter into any such agreement or arrangement;

e) Offer or pay or give or agree to pay or to give any sum of money or valuable consideration directly or indirectly to any person or instance for doing or having done or causing or having caused to be done in relation to any tender or proposed tender for this contract, any action similar to those described above.

In this certificate the term "person" includes any persons, body of persons or association, whether corporate or not, and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not.

SIGNED ON BEHALF OF TENDERER: ........................................................................................

[Note: An enterprise includes single concerns as well as Joint Ventures or Consortiums]
### B. RECORD OF ADDENDA TO TENDER DOCUMENTS

I / We confirm that the following communications amending the tender documents that I / we received from the IDC (IDC) or his representative before the closing date for submission of this tender offer, have been taken into account in this tender offer.

<table>
<thead>
<tr>
<th>ADDENDUM No</th>
<th>DATE</th>
<th>TITLE OR DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURE: ......................................................... DATE: .......................  
(of person authorized to sign on behalf of the Tenderer)
C. DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
(Compulsory)

1. This Document must form part of all bids invited or Vendor application to be registered in IDC supplier database.

2. It serves as a declaration by the supplier/service provider and is to be used by IDC in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the Supply Chain Management System.

3. The service of any service provider or supplier/vendor may be disregarded if that supplier/vendor or service provider, or any of its directors have-
   a. abused the company or institution’s purchasing / supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system;
   c. Failed to perform on any previous contract.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the supplier or any of its directors listed on the IDC database or National Treasury as companies or persons prohibited from doing business with the government?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Companies or persons who are listed on this database were informed in writing of this restriction by the Supply Chain Management Department.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Is the supplier/vendor or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.3 Was the supplier/vendor or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

4.3.1 If so, furnish particulars:

4.4 Does the supplier/vendor related to any IDC employee or part of IDC current or past staff (employee) establishment?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

4.4.1 If so, furnish particulars:

I, ____________________________ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company:  

____________________________________

Company Registration Number:  

____________________________________

Company VAT Registration Number:  

____________________________________

Signature  

____________________________________

Date  

____________________________________
D. CONTRACTOR'S HEALTH AND SAFETY DECLARATION

In terms of Clause 4(4) of the OHSA 1993 Construction Regulations 2003 (referred to as "the Regulations" hereafter), a Contractor may only be appointed to perform construction work if the IDC (IDC) is satisfied that the Contractor has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act No 85 of 1993 and the OHSA 1993 Construction Regulations 2003.

To that effect a person duly authorised by the tenderer must complete and sign the declaration hereafter in detail.

Declaration by Tenderer

1. I the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and the OHSA 1993 Construction Regulations 2003.

2. I hereby declare that my company / enterprise has the competence and the necessary resources to safely carry out the construction work under this contract in compliance with the Construction Regulations and the IDC (IDC)'s Health and Safety Specifications.

3. I hereby undertake, if my tender is accepted, to provide a sufficiently documented Health and Safety Plan in accordance with Regulation 5(1) of the Construction Regulations, approved by the IDC (IDC) or his representative, before I will be allowed to commence with construction work under the contract. I hereby agree that my company/enterprise will not have a claim for compensation for delay or extension of time because of my failure to obtain the necessary approval for the said safety plan.

4. I confirm that copies of my company's approved Health and Safety Plan, the IDC (IDC)'s Safety Specifications as well as the OHSA 1993 Construction Regulations 2003 will be provided on site and will at all times be available for inspection by the Contractor's personnel, the IDC (IDC)'s personnel, the Principal Agent, visitors, and officials and inspectors of the Department of Labour.

5. I hereby confirm that adequate provision has been made in my tendered rates and prices in the bill of quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHSA 1993 Construction Regulations 2003, including the cost for specific items that may be scheduled in the bill of quantities.

6. I hereby confirm that I will be liable for any penalties that may be applied by the IDC (IDC) in terms of the said Regulations for failure on my part to comply with the provisions of the Act and the Regulations as set out in Regulation 30 of the Regulations.

7. I agree that my failure to complete and execute this declaration to the satisfaction of the IDC (IDC) will mean that I am unable to comply with the requirements of the OHSA 1993 Construction Regulations 2003, and accept that my tender will be prejudiced and may be rejected at the discretion of the IDC (IDC).

8. I am aware of the fact that, should I be awarded the contract, I must submit the notification required in terms of Regulation 3 of the OHSA 1993 Construction Regulations 2003 before I will be allowed to proceed with any work under the contract.

SIGNATURE: ................................................................. DATE: ...........................................
(of person authorised to sign on behalf of the Tenderer)
VOLUME 3

THE CONTRACT

C1: AGREEMENT AND CONTRACT DATA
C2: PRICING DATA
C3: SCOPE OF WORK
C4: ANNEXURES
C1: AGREEMENT AND CONTRACT DATA

C1.1: FORM OF OFFER AND ACCEPTANCE....................................................................................C1.2
C1.2: CONTRACT DATA .............................................................................................................C1.5
C1.1 FORM OF OFFER AND ACCEPTANCE

TENDER FORM (OFFER BY TENDERER)
AGREEMENT (ACCEPTANCE BY IDC (IDC))

IMPORTANT NOTE:
The Tender Form (Offer by Tenderer) MUST be completed and signed by all tenderers. Failure to properly complete and sign the Tender form will lead to disqualification of the tender.

The Acceptance form, will be signed by the IDC (IDC) to formalise the Contract Agreement after the successful Tenderer has been formally notified of award.
TENDER FORM

(OFFER BY TENDERER)

The IDC (IDC), identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

REFURBISHMENT TO ABLUTION FACILITIES AT THE IDC HEADS OFFICE TENDER NO. T10/03/19

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Enquiry Document which includes inter alia the Tender Data and addenda thereto, Returnable Documents and 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 Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The offered total of the prices inclusive of Value Added Tax is:

R ........................................................................ (In words ...............................................................
......................................................................................
.................................................................................. ) ,

The Tenderer Selects: (Please indicate selection by means of a X in the adjacent box)

<table>
<thead>
<tr>
<th>Preliminaries:</th>
<th>Payment</th>
<th>Alternative A</th>
<th>Adjustment</th>
<th>Alternative A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Guarantee</td>
<td>Fixed</td>
<td>Alternative B</td>
<td>Alternative B</td>
<td></td>
</tr>
<tr>
<td>Variable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This Offer may be accepted by the IDC (IDC) by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature: (of person authorised to sign the tender)..................................................................................................................

Name: (of signatory in capitals): ........................................................................................................................................

Capacity: (of Signatory): ..................................................................................................................................................

Name of Tenderer: (organisation): ........................................................................................................................................

Address: .................................................................................................................................................................

Telephone number: ............................................ Fax number: .................................................................

Witness:

Signature: ........................................................................................................................................................

Name: (in capitals): ........................................................................................................................................

Date: ............................................................................

[Failure of a Tenderer to complete and sign this Form of Offer will invalidate the tender]
AGREEMENT

(ACCEPTANCE BY IDC (IDC))

By signing this part of the Form of Offer and Acceptance, the IDC identified below accepts the Tenderer's Offer. In consideration thereof, the IDC 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 IDC 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 will be contained in a Contract Document prepared by the IDC’s Agent which includes the following:

- Agreement, and Contract Data, (which includes this Agreement)
- Pricing Data, including the Provisional Bill of Quantities
- Scope of Work
- Site Information

as well as drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the Tender Enquiry Document and any addenda thereto as well as any changes to the terms of the Offer agreed by the Tenderer and the IDC during this process of offer and acceptance, will be contained in the Contract Document. The Contract Document will be signed by both parties to the contract and shall be the Sole Agreement for this Contract, superseding all other agreements.

The Tenderer shall within two weeks after receiving a formal Letter of Award, contact the IDC or its agent (whose details are given in the Contract Data) to arrange the delivery of bonds, guarantees and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data, upon receipt of which the IDC will execute the contract by signing this Agreement. 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. Unless the Tenderer (now Contractor) within five days of the date of such receipt notifies the IDC 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: .................................................................................................................................

Name: (in capitals) ...........................................................................................................................

Capacity: ........................................................................................................................................

Name of IDC (organisation) ...........................................................................................................

Address: ........................................................................................................................................

Witness:

Signature: ........................................ Name: ............ .................................................................

Date: ...........................................
C1.2 CONTRACT DATA
C1.2: CONTRACT DATA

C1.2.1: CONDITIONS OF CONTRACT .................................................. C1.7
C1.2.2: CONTRACT DATA (Contract-specific) ..................................... C1.8
C1.2.1 CONDITIONS OF CONTRACT

PART 1 CONDITIONS OF CONTRACT

Building Agreement and Preliminaries

This Contract will be based on the “JBCC Series 2000 Principal Building Agreement – Edition 6.1 March 2014”, prepared by the Joint Building Contracts Committee Inc. (Short title: “JBCC 2000”) amended as hereinafter described in the Provisional Bills of Quantities (Section No. 1: Bill No. 1: Preliminaries)

The JBCC Series 2000 Preliminaries (August 2010) prepared by the Joint Building Contracts Committee Inc. amended as hereinafter described in the Provisional Bills of Quantities (Bill No. 1: Preliminaries) shall be deemed to be incorporated in the Provisional Bills of Quantities and forms part of the Conditions of Contract.

Tenderers/Contractors are to obtain a copy of these documents for reference purposes.

PART 2 MODEL PREAMBLES FOR TRADES

The Model Preambles for Trades (2008 Edition) as published by the Association of South African Quantity Surveyors shall be deemed to be incorporated in the Provisional Bills of Quantities and forms part of the Conditions of Contract.

Tenderers/Contractors are to obtain copies of this document for reference purposes.

PART 3 SABS 1200

The latest edition of the South African Bureau of Standards Standardized Specification for Civil Engineering Construction (SABS 1200) shall be deemed to be incorporated in the Provisional Bills of Quantities for Section No. 4: Civil Engineering Construction and forms part of the Conditions of Contract.

Tenderers/Contractors are to obtain copies of this document for reference purposes.
C1.2.2: CONTRACT DATA *(contract-specific)*

A. DATA TO BE PROVIDED BY THE IDC (IDC)

DATA BY IDC (IDC)

C1.2.2.1 Tenderers/Contractors are referred to the Provisional Bills of Quantities, Section No. 1: Bill No. 1: Preliminaries for Data provided by the IDC
C2: PRICING DATA

C2.1: PRICING INSTRUCTIONS
C2.2: PROVISIONAL BILL OF QUANTITIES
C2.1 PRICING INSTRUCTIONS
C2.1 PRICING INSTRUCTIONS

1. GENERAL

The Provisional Bills of Quantities forms part of the Tender Enquiry Documents and must be read and priced in conjunction with all the other documents comprising the Tender Enquiry Documents, which include inter alia the Conditions of Tender, Conditions of Contract, the Specifications (including the Project Specification) and the Drawings.

2. DESCRIPTION OF ITEMS IN THE SCHEDULE

The Provisional Bills of Quantities has been drawn up generally in accordance with the Standard System of Measuring Builders Work 6th Edition as issued by the Association of South African Quantity Surveyors with the exception of Section No. 4: Civil Engineering Construction which has been drawn up in accordance with the latest edition South African Bureau of Standards Standardized Specification for Civil Engineering Construction (SABS 1200).

3. QUANTITIES REFLECTED IN THE SCHEDULE

The quantities given in the Provisional Bill of Quantities are the estimated quantities of work to be done, and will be subject to re-measurement during the execution of the work. The Contractor shall obtain the Principal Agent’s detailed instructions for all work before ordering any materials or executing work or making arrangements therefore. The Contractor should note that the Provisional Bills of Quantities includes Budgetary Allowances for construction work which has yet to be designed and detailed which will be measured as the work proceeds and valued and paid at the rates and prices contained in the Provisional Bills of Quantities. On no account will claims for loss of profit and income be considered due to a reduction in the contract price due to the remeasurement of quantities and or the omission of any Budgetary Allowances, Provisional Sum or PC allowances.

The Works as finally completed in accordance with the Contract shall be measured and paid for as specified in the Provisional Bills of Quantities, and the contract price for the completed contract shall be computed at the relevant unit rates and prices, all in accordance with the Conditions of Contract, the specifications, the Drawings, etc. Unless otherwise stated, items are measured net in accordance with the drawings and no allowance has been made for waste.

The validity of the contract will in no way be affected by differences between the quantities in the Provisional Bills of Quantities and the quantities finally certified for payment.

4. PRICING OF THE BILL OF QUANTITIES

The rates and prices to be inserted by the Tenderer in the Provisional Bills of Quantities shall be the fully inclusive prices to be paid by the IDC for the work described under the item and shall include full compensation for all costs and expenses that may be required in and for the completion of the work and maintenance during the defects liability period of all the work described and as shown on the drawings as well as all overheads, profits, incidentals and the cost of all general risks, liabilities and obligations set forth or implied in the documents on which the Tender is based. Reasonable unit rates and prices shall be entered in the Provisional Bills of Quantities as these will be used as a basis for assessment of payment for any additional work that may have to be carried out.

Each item shall be priced and extended to the "Amount" column by the Tenderer, with the exception of the items for which “rate only” are required or items which already have Prime Cost or Provisional Sums affixed thereto. If the Contractor omits to price any items in the Provisional Bills of Quantities then these items will be considered to have a “nil” rate or price.

All items for which terminology such as “inclusive” or “not applicable” have been added by the Tenderer will be regarded as having a nil rate which shall be valid irrespective of any change in quantities during the execution of the Contract.

All rates and amounts quoted in the Provisional Bills of Quantities shall be in Rands and cents and shall include all levies and taxes (other than VAT). VAT will be added in the summary of the Provisional Bills of Quantities.
5. **PROVISIONAL SUMS**

Where Provisional sums or Prime Cost sums are provided for items in the Provisional Bills of Quantities, payment for the work done under such items will be made in accordance with the JBCC Principal Building Agreement. The IDC reserves the right, during the execution of the works, to adjust the stated amounts upwards or downwards according to the work actually done under the item, or the item may be omitted altogether, without affecting the validity of the Contract.

The Tenderer shall not under any circumstances whatsoever delete or amend any of the sums inserted in the "Amount" column of the Provisional Bills of Quantities and in any Summary, or collection pages of the Provisional Bills of Quantities unless ordered or authorized in writing by the IDC before closure of tenders. Unauthorized changes made by the Tenderer to provisional items in the Provisional Bills of Quantities, or to the stated provisional percentages and sums in any Summary, or collection pages of the Provisional Bills of Quantities, will not be tolerated.

6. **CORRECTION OF ENTRIES**

Incorrect entries shall not be erased or obliterated with correction fluid but must be crossed out neatly. The correct figures must be entered above or adjacent to the deleted entry, in addition the alteration must be initialed by the Tenderer.

7. **ARITHMETICAL ERRORS**

Arithmetical errors found in the Provisional Bills of Quantities as a result of faulty multiplication of addition, will be corrected by the Quantity Surveyor at the tender evaluation stage, as set out in the Conditions of Tender and the Tender Data.

8. **UNITS OF MEASUREMENT**

The units of measurement described in the Provisional Bills of Quantities are metric units for which the standard international abbreviations are used. Abbreviations used in the Provisional Bills of Quantities, including some non-standard abbreviations, are as follows:

- mm = millimetre
- m = metre
- km = kilometre
- m² = square metre
- m³ = cubic metre
- m².m = square metre-kilometre
- t = ton (1000 kg)
- No. = number
- ha = hectare
- MN = meganewton
- m³.km = cubic metre-kilometre
- ℓ = litre
- kℓ = kilolitre
- MPa = megapascal
- kW = kilowatt
- h = hour
- kg = kilogram
- t = ton
- sum = lump sum
- No. = number
- MN.m = meganewton-metre
- P C sum = Prime Cost sum
- Prov sum = Provisional sum
- % = per cent
- pers. Days = person days
C2.2: PROVISIONAL BILLS OF QUANTITIES
**INDUSTRIAL DEVELOPMENT CORPORATION**

**HEAD OFFICE SANDTON**

**ABLUTION UPGRADE**

**PROVISIONAL BILLS OF QUANTITIES**

**SECTION NO 1**

**BILL NO 1**

**PRELIMINARIES**

**BUILDING AGREEMENT AND PRELIMINARIES**

The JBCC Series 2000 Principal Building Agreement (Edition 6.1 of March 2014) prepared by the Joint Building Contract Committee shall be the applicable building agreement, amended as hereinafter described.

The ASAQS Preliminaries (August 2010 edition) published by the Association of South African Quantity Surveyors for use with the said JBCC Principal Building Agreement shall be deemed to be incorporated in these bills of quantities.

Contractors are referred to the above-mentioned documents for the full intent and meaning of each clause thereof.

---

**Carried to Collection**

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities
These clauses are hereinafter referred to by clause number and heading only. Where standard clauses or alternatives are not entirely applicable to this contract such modifications, corrections or supplements as will apply are given under each relevant clause heading and such modifications, corrections or supplements shall take precedence notwithstanding anything contrary contained in the above-mentioned documents.

Where any item is not relevant to this specific contract such item is marked N/A, signifying "not applicable".

**PREAMBLES FOR TRADES**

The Model Preambles for Trades (2008 edition) as published 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.

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 said Model Preambles.

The contractor's prices for all items throughout these bills of quantities must take account of and include for all of the obligations, requirements and specifications given in the said Model Preambles and in any supplementary preambles.

**PRICING OF PRELIMINARIES**

Should the contractor select Option A in terms of subclause 3.2.1 in the Contract Data - Contractor to IDC (IDC) (CE) 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).

**SECTION A - PRINCIPAL BUILDING AGREEMENT**

Carried to Collection

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities
### Definitions

1. Clause 1.0 - Definitions and interpretation

<table>
<thead>
<tr>
<th>Item</th>
<th>F:</th>
<th>V:</th>
<th>T:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Objective and preparations

2. Clause 2.0 - Offer acceptance and performance obligations

<table>
<thead>
<tr>
<th>Item</th>
<th>F:</th>
<th>V:</th>
<th>T:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Clause 3.0 - Documents

<table>
<thead>
<tr>
<th>Item</th>
<th>F:</th>
<th>V:</th>
<th>T:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Clause 4.0 - Design responsibility

<table>
<thead>
<tr>
<th>Item</th>
<th>F:</th>
<th>V:</th>
<th>T:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Clause 5.0 - IDC's agents

<table>
<thead>
<tr>
<th>Item</th>
<th>F:</th>
<th>V:</th>
<th>T:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Clause 6.0 - Contractor's site representative

<table>
<thead>
<tr>
<th>Item</th>
<th>F:</th>
<th>V:</th>
<th>T:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Clause 7.0 - Compliance with laws and regulations

<table>
<thead>
<tr>
<th>Item</th>
<th>F:</th>
<th>V:</th>
<th>T:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Without limiting the generality of the provisions of clause 7.0, the contractor's attention is drawn to the provisions of the Construction Regulations, 2003 issued in terms of the Occupational Health and Safety Act, 1993. It is specifically stated that the IDC shall prepare a documented health and safety specification for the works and that the IDC 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 reasonable provisions of the aforementioned health and safety specifications.

8. Clause 8.0 - Works risk

<table>
<thead>
<tr>
<th>Item</th>
<th>F:</th>
<th>V:</th>
<th>T:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Carried to Collection

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries

Provisional Bills of Quantities
Clause 9.0 - Indemnities F:............................ V:............................ T:....................... Item

Clause 10.0 - General insurances F:............................ V:............................ T:....................... Item

Clause 11.0 - Special insurances F:............................ V:............................ T:....................... Item

Clause 12.0 - Effecting insurances F:............................ V:............................ T:....................... Item

Clause 13.0 - Assignment F:............................ V:............................ T:............................ Item

Clause 14.0 - Security

The IDC (IDC) reserves the right to reject a construction guarantee if, in the opinion of the IDC (IDC), the guarantor is not accredited

The Contractor shall on being requested by the Principal Agent, furnish a letter of intent from the guarantor undertaking to provide the necessary JBCC construction guarantee, as selected within five (5) working days of such request.

The Contractor shall provide the Construction Guarantee within (7) seven working days of acceptance of the bid

F: ................................ V:............................ T:............................ Item

---

Carried to Collection

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities

-4-
### Execution

**Clause 15.0 - Preparation for and execution of the works**

15.1.4 Add 15.1.4 as follows

An acceptable Health and Safety Plan, required in terms of the occupational Health and Safety Act, 1993 (Act 85 of 1993), within fourteen (14) calendar days of provisional acceptance of bid.

F: .......................... V:.......................... T:.......................... Item

**Clause 16.0 - Site and access**

The contractor shall secure the site in a manner that does not infringe the movement of the existing occupants/commuters and provide appropriate hoarding.

The Contractor shall afford all reasonable access to other contractors and or sub-contractors who may be employed by the client to execute other works whether in connection with the Contract works or not.

No claims whatsoever will be entertained for failure on the Contractor's side not to price for this item sufficiently.

F: .......................... V:.......................... T:.......................... Item

**Clause 17.0 - Contract instructions**

**Clause 18.0 - Setting out of the works**

**Clause 19.0 - Temporary works and plant**

Subclause 19.1.1 - Enclosure of the works

Subclause 19.1.2 - Office accommodation

Clause 19.2 - Notice boards

F: .......................... V:.......................... T:.......................... Item

---

**Carried to Collection**

---

**Section No. 1**

**PRELIMINARIES**

**Bill No. 1**

**Preliminaries**

**Provisional Bills of Quantities**

---

-5-
<table>
<thead>
<tr>
<th>Clause</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.0</td>
<td>Clause 20.0 - Nominated subcontractors&lt;br&gt;In addition to the provision of clause 20.1.2, the Contractor shall at any time on being requested to do so by the Principal Agent, furnish a copy of the JBCC Nominated Subcontract Agreement to the IDC (IDC), within five (5) working days of such request&lt;br&gt;F: ......................... V: ......................... Item</td>
</tr>
<tr>
<td>21.0</td>
<td>Clause 21.0 - Selected subcontractors&lt;br&gt;In addition to the provision of clause 21.1.3, the Contractor shall at any time on being requested to do so by the Principal Agent, furnish a copy of the JBCC Selected Subcontract Agreement to the IDC (IDC), within five (5) working days of such request&lt;br&gt;F: ......................... V: ......................... Item</td>
</tr>
<tr>
<td>22.0</td>
<td>Clause 22.0 - IDC (IDC)'s direct contractors&lt;br&gt;F: ......................... V: ......................... Item</td>
</tr>
<tr>
<td>23.0</td>
<td>Clause 23.0 - Contractor's domestic subcontractors&lt;br&gt;F: ......................... V: ......................... Item</td>
</tr>
<tr>
<td>24.0</td>
<td>Clause 24.0 - Practical completion&lt;br&gt;The contractor shall not receive any mark-up for overheads and profit on any omission of tenant installation work or tenant installation work by others. Claims of loss of profit shall not be entertained&lt;br&gt;F: ......................... V: ......................... Item</td>
</tr>
</tbody>
</table>

**Completion**

**Carried to Collection**

**Section No. 1**

**PRELIMINARIES**

**Bill No. 1**

**Preliminaries**

**Provisional Bills of Quantities**
Clause 25.0 - Works completion F:............................. V:............................. T:............................. Item

Clause 26.0 - Final completion F:............................. V:............................. T:............................. Item

Clause 27.0 - Latent defects liability period F: ...................... V:............................. T:............................. Item

Clause 28.0 - Sectional completion F:............................. V:............................. T:............................. Item

Clause 29.0 - Revision of date for practical completion

The removal and replacement of materials and/or workmanship which do not conform to specification or drawing shall not constitute grounds for the extension of the construction period nor for the adjustment of the contract value (Clause 29.3)

The actual number of working days lost due to inclement weather during the contract period shall be determined by the principal agent on a monthly basis

F: ...................... V:............................. T:............................. Item

Clause 30.0 - Penalty for late or non-completion

F: ...................... V:............................. T:............................. Item

Carried to Collection

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities
### Payment

31 Clause 31.0 - Interim payment

The inclusion of materials and goods stored off site in the amount authorised for payment in terms of clause 31.4 shall be at the sole discretion of the principal agent and such inclusion shall only be considered upon the provision, by the contractor, of an approved guarantee issued by a registered commercial bank. Clause 31.6.5 is therefore not applicable.

Materials and goods stored off site shall not be included in the amount authorised for payment.

The first part of the first sentence of Clause 31.9 shall be deemed to read "The IDC (IDC) shall pay to the contractor the amount certified within thirty (30) calendar days ...."

<table>
<thead>
<tr>
<th>F:</th>
<th>V:</th>
<th>T:</th>
</tr>
</thead>
</table>

32 Clause 32.0 - Adjustment to the contract value

All fluctuations in costs, with the exception of fluctuations in the rate of Value Added Tax, shall be for the account of the contractor.

Where prices are submitted by the contractor or n/s subcontractor during the progress of the works in respect of contract instructions or in regard to a claim under the terms of the contract and notwithstanding the fact that such prices may be used in an interim payment certificate, there is to be no presumption of acceptance. Should the principal agent wish to accept any such prices prior to the issue of the final payment certificate, it shall be in writing.

<table>
<thead>
<tr>
<th>F:</th>
<th>V:</th>
<th>T:</th>
</tr>
</thead>
</table>

33 Clause 33.0 - Recovery of expense and loss

<table>
<thead>
<tr>
<th>F:</th>
<th>V:</th>
<th>T:</th>
</tr>
</thead>
</table>

---

**Carried to Collection**

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities

---
Clause 34.0 - Final account and final payment
F:............................... V:............................... T:............................... Item

Clause 35.0 - Payment to other parties
F:............................... V:............................... T:............................... Item

**Termination**

Clause 36.0 - Termination by IDC (IDC) - contractor's default
F:............................... V:............................... T:............................... Item

Clause 37.0 - Termination by IDC (IDC) - loss and damage
F:............................... V:............................... T:............................... Item

Clause 38.0 - Termination by contractor - IDC (IDC)'s default
F:............................... V:............................... T:............................... Item

Clause 39.0 - Termination - cessation of the works
F:............................... V:............................... T:............................... Item

**Dispute**

Clause 40.0 - Settlement of disputes
F:............................... V:............................... T:............................... Item

**Contract agreement**

Clause 41.0 - Post tender provisions
F:............................... V:............................... T:............................... Item

**Contract variables (A41)**

The schedule: Pre-tender information (clause 41)
F:............................... V:............................... T:............................... Item

Information necessary for completion of those clauses contained in the schedule which are necessary for tender purposes is given hereunder

**Carried to Collection**

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities
41.1 CONTRACT DETAILS

41.1.1 Works Description:

The work under this contract involves the renovations to the existing IDC Offices, Sandton, as follows: Alterations of existing ablution facilities for better access for people with disabilities and repair works to cracked bulkheads and cracked brickwork.

41.1.2 Sequence of Critical Works Items:

The contractor is advised to execute the works in the following sequence/orders:

41.1.3 Programme of Works and Project Timelines:

The Contractor is referred to the following Programme of works and project timelines.

Tender Invitation: ............................
Tender Closes: ...............................
Site Handover: ............................... Practical Completion: .............................
41.1.4 Site Description:

The site is:
IDC Offices, 19 Fredman Drive, Sandton, Johannesburg.

Work Area:
IDC Offices, Sandton
The contractor shall limit and execute the works within the designated site boundaries as indicated in the Architect's drawings and shall liaise with the Project Manager in connection with the limit of access and/or egress.

Access:
Restrictions to working hours apply; Normal working hours 8H00 till 17H00. Additional hours and weekend work can be pre-arranged by submitting applications to the facility manager 48 hours in advance. Approval is at the discretion of IDC, which shall not be unreasonably withheld. Additional works hours and weekend work hours does not attract additional cost/claims from IDC.

The contractor should note that certain key work items are required to be executed on weekends and other weekend work or overtime work hours as necessitated by the contractor’s programme is deemed to be allowed for, hence no claims in respect of weekend work hours or overtime work hours will be entertained.

41.1.5 Contract work's insurance

Carried to Collection

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities
41.1.6 Supplementary insurance:

Contractor shall be responsible for the taking out his own insurances for all plant and machinery used in the execution of this contract. The cost of this insurance shall be borne by the contractor.

F: .................................. V: .............................
T: .................................

41.1.7 Public liability insurance to be effected by contractor

See clause 42.3.1

F: ............................. V: .......................... T: ........................

41.1.8 Penalty per calendar day:

R 7,500.00 per calendar day on which the completion of the work may be in arrears for the whole of the works

41.1.9 Healthy and Safety Requirements:

Refer to the Appendix for health and safety requirements
41.1.10 Tender Drawings:
   Refer to the Appendix for a copy of tender drawings

Architectural Drawings:

1. 3518C100 Revision 2
2. 3518C101 Revision 2
3. 3518C102 Revision 2
4. 3518C103 Revision 1
5. 3518C104 Revision 2
6. 3518C105 Revision 2
7. 3518C106 Revision 1
8. 3518C107 Revision 1
9. 3518C108 Revision 1
10. 3518C109 Revision 2
11. 3518C110 Revision 2
12. 3518C111 Revision 2
13. 3518C112 Revision 1
14. 3518C113 Revision 2
15. 3518C114 Revision 1
16. 3518C115 Revision 1
17. 3518C116 Revision 0
18. 3518C117 Revision 0
19. 3518C118 Revision 0
20. 3518C119 Revision 0
21. 3518C600 Revision 2
22. 3518C601 Revision 1
23. Engineer Structural Repair Report

Clause 42.0 - Contractual agreement

The required information of the contracting parties and the amount of the accepted contract sum shall be inserted in the contractual agreement for signature of the agreement by the contracting parties

SECTION B - PRELIMINARIES

Definitions and interpretation

Clause 1.0 - Definitions and interpretation
F: ........................................ V: ..............................
T: ......................................
Documents

48 Clause 2.1 - Checking of documents
F: ...................................................... V: ......................................................
T: ...................................................... Item

49 Clause 2.2 - Provisional bills of quantities

These bills of quantities are in multiple procurement format ie the "wet trades" - earthworks, concrete, formwork and reinforcement, precast concrete, masonry, waterproofing and sub-surface drainage - are provisionally measured and the subsequent trades are budgetary allowances and/or selected or nominated subcontract amounts
F: ...................................................... V: ......................................................
T: ...................................................... Item

50 Clause 2.3 - Availability of construction documentation

The budgetary allowances and selected (nominated) subcontract amounts allocated for subsequent trades included in this document will be separately procured, based on multiple procurement of selected (nominated) subcontractors during the construction period
F: ...................................................... V: ......................................................
T: ...................................................... Item

Previous work and adjoining properties

51 Clause 3.1 - Previous work - dimensional accuracy
F: ...................................................... V: ......................................................
T: ...................................................... Item

52 Clause 3.2 - Previous work - defects
F: ...................................................... V: ......................................................
T: ...................................................... Item

53 Clause 3.3 - Inspection of adjoining properties
F: ...................................................... V: ......................................................
T: ...................................................... Item

Carried to Collection

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities

-14-
<table>
<thead>
<tr>
<th></th>
<th>Samples, shop drawings and manufacturer’s instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>Clause 4.1 - Samples of materials F:......................... V:............................. T:............................. Item</td>
</tr>
<tr>
<td>55</td>
<td>Clause 4.2 - Workmanship samples F:............................ V:............................. T:............................. Item</td>
</tr>
<tr>
<td>56</td>
<td>Clause 4.3 - Shop drawings F:................................. V:............................. T:............................. Item</td>
</tr>
<tr>
<td>57</td>
<td>Clause 4.4 - Compliance with manufacturer’s instructions F: ................................ V:............................. T:............................. Item</td>
</tr>
<tr>
<td></td>
<td>Deposits and fees</td>
</tr>
<tr>
<td>58</td>
<td>Clause 5.1 - Deposits and fees F:............................. V:............................. T:............................. Item</td>
</tr>
<tr>
<td></td>
<td>Temporary services</td>
</tr>
<tr>
<td>59</td>
<td>Clause 6.1 - Water F:......................................... V:............................. T:............................. Item</td>
</tr>
<tr>
<td>60</td>
<td>Clause 6.2 - Electricity F:.................................. V:............................. T:............................. Item</td>
</tr>
<tr>
<td>61</td>
<td>Clause 6.3 - Telecommunication facilities F:................. V:............................. T:............................. Item</td>
</tr>
<tr>
<td>62</td>
<td>Clause 6.4 - Ablution facilities F:........................... V:............................. T:............................. Item</td>
</tr>
<tr>
<td></td>
<td>Prime cost amounts</td>
</tr>
<tr>
<td>63</td>
<td>Clause 7.1 - Responsibility for prime cost amounts F:................ V:............................. T:............................. Item</td>
</tr>
</tbody>
</table>

Carried to Collection

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities

-15-
**Special attendance on n/s subcontractors**

64 Clause 8.1 - Special attendance

F: ....................................... V: .................
T: ..................................................

**General**

65 Clause 9.1 - Protection of the works F: ..........................
V: .......................... T: ..........................

66 Clause 9.2 - Protection/isolation of existing/sectionally occupied works

F: .......................... V: ..........................
T: ..........................

67 Clause 9.3 - Security of the works F: ..........................
V: .......................... T: ..........................

68 Clause 9.4 - Notice before covering work

F: .......................... V: ..........................
T: ..........................

69 Clause 9.5 - Disturbance F: ..........................
V: .......................... T: ..........................

70 Clause 9.6 - Environmental disturbance

The contractor shall price opposite this item for compliance with all the requirements of the Employer's environmental management plan

F: .......................... V: .......................... T: ..........................

71 Clause 9.7 - Works cleaning and clearing F: ..........................
V: ..........................
T: ..........................

72 Clause 9.8 - Vermin F: ..........................
V: .......................... T: ..........................

---

**Carried to Collection**

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities
## Schedule of variables

Information necessary for elections and completion of those clauses contained in the schedule which are 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.

### 10.1 - Provisional bills of quantities [clause 2.2]
- The quantities are provisional
  - Yes

### 10.2 - Availability of construction documentation [clause 2.3]
- Construction documentation is complete
  - No

### 10.3 - Previous work - dimensional accuracy [clause 3.1]

### 10.4 - Previous work - defects [clause 3.2]

### 10.5 - Inspection of adjoining properties [clause 3.3]

### 10.6 - Water [clause 7.2]
- Option A (by contractor)
  - No
- Option B (by IDC (IDC) - free of charge)
  - Yes
  - However, consistency of supply is not guaranteed and any claims in respect of non-availability of water for whatever period, will not be entertained.
- Option C (by IDC (IDC) - metered)
  - No

---

**Carried to Collection**

**Section No. 1**
**PRELIMINARIES**
**Bill No. 1**
**Preliminaries**
**Provisional Bills of Quantities**

-17-
10.7 - Electricity [clause 7.3]

Option A (by contractor) 

No

Option B (by IDC (IDC) - free of charge)

Yes

(However, consistency of supply is not guaranteed and no claims in respect of non-availability of water for whatever period, will not be entertained.

Option C (by IDC (IDC) - metered) No

10.8 - Telecommunications [clause 7.4]

Telephone

Yes

Facsimile

Yes

E-mail

Yes

10.9 - Ablution facilities [clause 7.5]

Option A (by contractor)

Yes

Option B (by IDC (IDC) - free of charge) No

10.10 - Protection of the works [clause 9.1]

10.11 - Protection/isolation of existing/sectionally occupied works [clause 9.2] Protection/isolation is required

Yes

10.12 - Disturbance [clause 9.5]

10.13 - Environmental disturbance [clause 9.6]

10.14 - Existing premises occupied (YES)

Carried to Collection
10.15 Protection of existing/sectionally occupied works (B11.2)
Protection is required
Yes

SECTION C - SPECIFIC PRELIMINARIES

74 Site instructions

Instructions issued on site are to be recorded in triplicate in a site instruction book which is to be maintained on site by the contractor

F:.......................... V:.......................... T:..........................

75 Warranties for material and workmanship

Where warranties for materials and/or workmanship are called for, the contractor shall obtain a written warranty, addressed to the IDC (IDC), from the firm supplying the materials and/or doing the work and shall deliver same to the principal agent on the certified completion of the contract. The warranty shall state that workmanship, materials and installation are warrantied for a specified period from the date of final completion and that any defects that may arise during the specified period shall be made good at the expense of the firm supplying the materials and/or doing the work, upon written notice to do so. The warranty will not be enforced if the work is damaged by defects in the construction of the building in which case the responsibility for replacement shall rest entirely with the contractor

F:.......................... V:.......................... T:..........................

Carried to Collection

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities
76 **Co-operation of contractor for cost management**

It is specifically agreed that the contractor accepts the obligation of assisting the principal agent in implementing proper cost management. The contractor will be advised by the principal agent of all cost management procedures which will be implemented to ensure that the final building cost does not exceed the budget. The principal agent undertakes to make available to the contractor all budgetary allowances and cost assessments/reports to enable the proper procedure to be implemented and the contractor shall attend all cost plan review and cost management meetings. The contractor undertakes to extend these procedures, as necessary, to all subcontractors.

| F:.............................. | V:.............................. | T:.............................. | Item |

77 **Propping of floors below**

The contractor is advised that propping of floors below may be required if he wishes to use any areas of completed suspended reinforced concrete slabs for vehicle access, storage of materials and goods and location of plant, scaffolding, etc. The location of these areas and any necessary propping shall be approved by the principal agent and the cost thereof shall be borne by the contractor.

| F:.............................. | V:.............................. | T:.............................. | Item |

78 **Testing of windows for watertightness**

Each window shall be tested for watertightness with water sprayed on using adequate pressure. If in the opinion of the principal agent, the pressure proves to be inadequate, then the pressure shall be boosted by means of compressed air or other approved means.

| F:.............................. | V:.............................. | T:.............................. | Item |

---

**Carried to Collection**

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
**Provisional Bills of Quantities**
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>Testing of flat roof waterproofing for watertightness</td>
</tr>
<tr>
<td>80</td>
<td>Proprietary Branded Products</td>
</tr>
<tr>
<td>81</td>
<td>As built drawings</td>
</tr>
<tr>
<td>82</td>
<td>Labour Record</td>
</tr>
<tr>
<td>83</td>
<td>Plant Record</td>
</tr>
<tr>
<td>84</td>
<td>Guarantees</td>
</tr>
</tbody>
</table>

**Carried to Collection**

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities
Where guarantees are called for, the contractor shall obtain a written guarantee, addressed to the IDC (IDC), from the firm supplying the materials and/or doing the work and shall deliver same to the principal agent on the certified completion of the contract. The guarantee shall state that workmanship, materials and installation are guaranteed for a specified period from the date of certified completion of the contract, and that any defects that may arise during the specified period shall be made good at the expense of the firm supplying the materials and/or doing the work, upon written notice from the principal agent to do so. This guarantee will not be enforced if the work is damaged by defects in the construction of the building in which case the responsibility for replacement shall rest entirely with the contractor. The principal agent shall be the sole judge of the cause responsible for defects in the work and his decision shall be final and binding in terms of clause 40.2 of the agreement.

User requirements

There is a possibility that certain works related to users’ requirements may have to be delayed and may consequently not be executed prior to the dates of practical completion.

The IDC (IDC) reserves the right to omit such work without compensation to the contractor for any loss which may be incurred as a result of such omission. Should the contractor be instructed to do so he shall execute this work under the conditions pertaining to this contract on the basis that a separate amount for preliminaries appurtenant to this work (if applicable) is agreed to between the contractor and the principal agent and on condition that instructions to proceed with such work is given to him within a period of three (3) calendar months after date of practical completion of the works.

Amendment to Scope of Work

Carried to Collection

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities
The IDC (IDC) reserves the right to omit such work without compensation to the contractor for any loss which may be incurred as a result of such omission. Should the contractor be instructed to do so he shall execute this work under the conditions pertaining to this contract on the basis that a separate amount for preliminaries appurtenant to this work (if applicable) is agreed to between the contractor and the principal agent and on condition that instructions to proceed with such work is given to him within a period of three (3) calendar months after the date of practical completion of the works.

F. .......................... V........................
T............................

87 Overtime

Should overtime be required to be worked for any reason whatsoever, the costs of such overtime are to be borne by the contractor unless the principal agent has specifically authorised, in writing, prior to execution thereof, that costs for such overtime are to be borne by the IDC (IDC).

88 Co-operation of Contractor for Cost Management

It is specifically agreed that the contractor accepts the obligation of assisting the professional consultants in implementing proper cost management. The contractor will be advised by the principal agent of all cost management procedures which will be implemented to ensure that the final building cost does not exceed the budget. The quantity surveyor undertakes to make available to the contractor all budgetary allowances and cost assessments/reports to enable the proper procedures to be implemented and the contractor will attend all cost plan review and cost management meetings. The contractor undertakes to extend these procedures in regard to all subcontractors.

89 Environmental Management Plan

Environmental Management Plan

Carried to Collection

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities
The contractor is to provide and execute the works in accordance with an Environmental Management Plan and Safety Plan that complies with all statutory and municipal requirements.

F. ........................................
T........................................

90 **Scaffolding**

The contractor shall provide, maintain and remove if no longer required all special scaffolding for use by himself and all sub-contractors including domestic, nominated and selected sub-contractors.

91 **Scaffolding For Exceptional heights**

The contractor shall provide, maintain and remove if no longer required all special scaffolding for exceptional heights for use by himself and all sub-contractors including domestic, nominated and selected sub-contractors.

92 **Bills of Quantities and Ordering if Materials**

Under no circumstances shall these bills of quantities be used for ordering purposes. Should these bills of quantities be used for ordering purposes, it is entirely at the contractors' risk.

F.......................... V......................... T............................

93 **Drawings Issued with Tender Documents**

Where drawings are issued with the tender documents they do not comprise the complete set, but serves as a guide only for tendering purposes and for indicating the scope of the works, to enable the Tenderer to acquaint himself with the nature and extent of works and the manner in which they are to be executed.

Should any part of the drawings not be clearly intelligible to the Tenderer, he shall, before submitting his tender, obtain clarification in writing from the Principal Agent.

94 **Pricing and Rates**

**Carried to Collection**

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities
All prices or rates inserted in these bills of quantities shall, unless otherwise stated, include for materials, duty, taxes other than Value Added Tax (VAT), making, conveyance and delivery, unloading, storing, unpacking, hoisting, labour setting, fitting and fixing in position, cutting and waste, patterns, models and templates, plants, temporary works, return of packings, establishment charges, profit and all other obligations arising from the Principal Building Agreement.

<table>
<thead>
<tr>
<th>Item</th>
<th>Category : Fixed R ...........................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td>95</td>
<td>Category : Value R ...........................................................</td>
</tr>
<tr>
<td>96</td>
<td>Category : Time R ...........................................................</td>
</tr>
</tbody>
</table>

**Ordering of Materials**

The contractor shall place orders timeously for materials or special articles that are required. Should these bills of quantities be used for ordering materials, this shall be entirely at the contractor’s risk.

**Damage to Existing Buildings and/or Structures, etc.**

Any damage whatsoever to the existing buildings and/or structures, etc. from building operations during the construction period shall be rectified to the approval of the Principal Agent at the contractor’s expense.

**SUMMARY OF CATEGORIES**

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities
<table>
<thead>
<tr>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>

**Carried Forward**

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries
Provisional Bills of Quantities
<table>
<thead>
<tr>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

**Total Brought Forward from Page No.**

---

**Carried to Final Summary**

Section No. 1
PRELIMINARIES
Bill No. 1
Preliminaries

Provisional Bills of Quantities
SECTION No. 2

BUILDING WORK

BILL No. 1

ALTERATIONS

SUPPLEMENTARY PREAMBLES

View site

Before submitting his tender the contractor 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 contained in the buildings or portions of the buildings to be demolished. No claim for a compensation event in respect of the nature and extent of the work or of inferior or damaged materials will be entertained.

Explosives

No explosives whatsoever may be used for demolition purposes unless otherwise stated.

General

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 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 project manager.

Water supply pipes and other piping that may be encountered and found necessary to disconnect or cut, shall be effectually stopped off or grubbed up and removed, and any new connections that may be necessary shall be made with proper fittings, to the satisfaction of the project manager.

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 1
Alterations
Provisional Bills of Quantities
Doors, fanlights, 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 easing, 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.

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

Rates for taking out and removing doors and frames shall include for removing door stops, cabin hooks, etc and making good floor and wall finishes to match existing.

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).

**Note**

The Contractor is referred to GP/ASC for the full intent and meaning of each clause referred to under the following headings:

Damage to remaining portions: Clause 1.1.1 on page 16

Services to remain operational: Clause 1.1.2 on page 16

**Carried to Collection**

Section No. 2
BUILDING WORK
Bill No. 1
Alterations
Provisional Bills of Quantities
Disturbance: Clause 1.1.3 on page 16

Recovered material: Clause 1.1.4 on page 16

Fittings to be removed before painting: Clause 1.1.5 on page 16

Ownership of demolished material: Clause 1.1.6 on page 16

### REMOVAL OF EXISTING WORK

**Carefully breaking down and remove existing brickwall**

| 1 | One brick wall | m² | 50 |
| 2 | Half brick wall | m² | 145 |

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

| 3 | Timber single door and aluminium/steel frame not exceeding 2.5m² | No | 30 |
| 4 | Sliding door and aluminium/steel frame not exceeding 5m² | No | 5 |

**Taking down and removing roofs, floors, panelling, ceilings, partitions, etc**

| 5 | Acoustic tile suspended ceilings, including suspension grid, hangers, cornices, etc | m² | 401 |
| 6 | Vitraflex partition with internal aluminium framing, 2.1m high including doors | m | 68 |

| 7 | Bulkhead 1m deep | m | 115 |

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 1
Alterations
Provisional Bills of Quantities
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hacking up/off and removing ceramic tile floor and wall finishes including removing mortar bed or backing and preparing concrete or brick surfaces for new screed, plaster or tile finishes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Tiles to floors</td>
<td>m²</td>
</tr>
<tr>
<td>9</td>
<td>Tiles to walls</td>
<td>m²</td>
</tr>
<tr>
<td><strong>Taking out and removing piping, sanitary fittings, etc including disconnecting piping from fittings and making good floor and wall finishes (making good tiling and paintwork elsewhere)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Vitreous china wash hand basin</td>
<td>No</td>
</tr>
<tr>
<td>11</td>
<td>Vitreous china wash trough</td>
<td>No</td>
</tr>
<tr>
<td>12</td>
<td>Geberit 120mm Sigma Kombri concealed cistern for wall hung WC</td>
<td>No</td>
</tr>
<tr>
<td>13</td>
<td>Vaal sanitaryware wall mounted urinal</td>
<td>No</td>
</tr>
<tr>
<td>14</td>
<td>Vanity top 600mm wide x 455mm high for vanity wash hand basins (measured elsewhere) excluding steel supports which must be carefully protected and be re-used later</td>
<td>m</td>
</tr>
<tr>
<td>15</td>
<td>Carefully remove existing steel/aluminium balustrade with glazed panels, 1.1m high, set aside and later refix in new position according to client's specification (include re-installation cost)</td>
<td>m</td>
</tr>
<tr>
<td>16</td>
<td>Remove existing shower including shower tray not exceeding 2.5m², glazed partition and door not exceeding 3.5m high, soap holder and all plumbing, etc including breaking down brick/concrete step</td>
<td>No</td>
</tr>
<tr>
<td><strong>Taking out/off and removing electrical fittings, pipes and wiring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Light Fittings</td>
<td>No</td>
</tr>
<tr>
<td>18</td>
<td>Conduit pipes including wiring</td>
<td>m</td>
</tr>
</tbody>
</table>

**Carried to Collection**

Section No. 2
BUILDING WORK
Bill No. 1
Alterations
Provisional Bills of Quantities
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Action</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Reposition mechanical installation outside entrance door next to cleaners room</td>
<td>No</td>
<td>1</td>
</tr>
<tr>
<td>20</td>
<td>Reposition electrical switch outside entrance door next to cleaners room</td>
<td>No</td>
<td>1</td>
</tr>
<tr>
<td>21</td>
<td>Relocate electrical equipment</td>
<td>No</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Taking out and carefully removing sanitary fittings, tanks, geyser, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>including disconnecting from pipes, traps, etc. and making good floor and wall finishes (making good tiling and paintwork elsewhere), handover to Client for refixing at a later stage by others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Ceramic wash trough</td>
<td>No</td>
<td>2</td>
</tr>
<tr>
<td>23</td>
<td>Stainless steel automatic hands-free hand dryer</td>
<td>No</td>
<td>26</td>
</tr>
<tr>
<td>24</td>
<td>Rolled hand towel dispenser</td>
<td>No</td>
<td>23</td>
</tr>
<tr>
<td>25</td>
<td>Soap dispenser</td>
<td>No</td>
<td>25</td>
</tr>
<tr>
<td>26</td>
<td>Stainless Steel 3-roll toilet roll holder</td>
<td>No</td>
<td>33</td>
</tr>
</tbody>
</table>

**BUILDING UP OPENINGS**

**Building up openings with NFP bricks in class II mortar**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Action</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>One brick walls</td>
<td>m²</td>
<td>4</td>
</tr>
<tr>
<td>28</td>
<td>Half brick walls</td>
<td>m²</td>
<td>4</td>
</tr>
</tbody>
</table>

**Sundries**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Action</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Cutting toothings and bonding new brickwork to existing</td>
<td>m²</td>
<td>4</td>
</tr>
</tbody>
</table>

**Breaking out for and forming openings through brick walls**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Action</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Opening for door with steel frame 900 x 2100mm high overall through half brick wall by carefully breaking brickwork including necessary precast concrete lintel and making good wall on all sides (new door frame elsewhere)</td>
<td>No</td>
<td>2</td>
</tr>
</tbody>
</table>

Carried to Collection
<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>Opening for door with steel frame 900 x 2100mm high overall through One brick wall by carefully breaking brickwork including necessary precast concrete lintel and making good wall on all sides (new door frame elsewhere)</td>
</tr>
</tbody>
</table>

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 1
Alterations
Provisional Bills of Quantities
## Section No. 2

### BUILDING WORK

Bill No. 1

Alterations

### COLLECTION

<table>
<thead>
<tr>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
</tr>
</tbody>
</table>

Total Brought Forward from Page No.

Carried Forward to Summary of Section No. 2

---

**Provisional Bills of Quantities**
### SECTION No. 2

**BUILDING WORK**

**BILL No. 2**

**MASONRY**

**SUPPLEMENTARY PREAMBLES**

**BRICKWORK**

**Sizes in descriptions**

Where sizes in descriptions are given in brick units, "one brick" shall represent the length and "half brick" the width of a brick.

**Hollow walls etc**

Descriptions of hollow walls shall be deemed to include leaving every fifth perpend of the bottom course of the external skin open as a weep hole.

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 "Brixeal" bitumen emulsion waterproofing coating.

**Face bricks**

Bricks shall be ordered timeously to obtain uniformity in size and colour.

**Pointing**

Descriptions of recessed pointing to fair face brickwork and face brickwork shall be deemed to include square recessed, hollow recessed, weathered pointing, etc.

---

### Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 2
Masonry
Provisional Bills of Quantities

---

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**SAMPLES**

Samples of all masonry building units, except those for walls described as "load bearing", shall consist of a minimum of 6 units. Samples of building units to be used in walls described as "load bearing" shall consist of 30 units from every 30,000 units delivered to site.

**Labour intensive methods**

The contractor is required to use labour intensive methods for the items under this trade.

**SUPERSTRUCTURE**

**Brickwork of NFP bricks in class II mortar**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Half brick walls</td>
<td>m²</td>
<td>196</td>
</tr>
<tr>
<td>2</td>
<td>One brick walls</td>
<td>m²</td>
<td>76</td>
</tr>
</tbody>
</table>

**Brickwork reinforcement**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>75mm Wide reinforcement built in horizontally</td>
<td>m</td>
<td>76</td>
</tr>
<tr>
<td>4</td>
<td>150mm Wide reinforcement built in horizontally</td>
<td>m</td>
<td>25</td>
</tr>
</tbody>
</table>

**BRICKWORK SUNDRIES**

"Approved" prestressed fabricated lintels

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>100 x 70mm Lintels in lengths not exceeding 3m</td>
<td>m</td>
<td>38</td>
</tr>
<tr>
<td>Page No</td>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section No. 2**

**BUILDING WORK**

Bill No. 2

**Masonry**

**COLLECTION**

Total Brought Forward from Page No.

**Carried Forward to Summary of Section No. 2**

Section No. 2

BUILDING WORK

Bill No. 2

Masonry

**Provisional Bills of Quantities**
## SECTION No. 2

### BUILDING WORK

### BILL No. 3

### CARPENTRY AND JOINERY

#### SUPPLEMENTARY PREAMBLES

**Particle board:**

Particle board shall comply with the following specifications:

- a) SABS 1300 Particle board: exterior and flooring type
- b) SABS 1301 Particle board: interior type

**Joinery:**

Descriptions of frames shall be deemed to include frames, transomes, Mullions, rails, etc.

Descriptions of hardwood joinery shall be deemed to include pelleting of bolt holes

**Fixing**

Items described as "nailed" shall be deemed to be fixed with hardened steel nails or shot pins to brickwork or concrete

**Decorative laminate finish:**

Laminate finish shall be glued under pressure. Edge strips shall be butt jointed at junctions with adjacent similar finish

### DOORS ETC

Carried to Collection

<table>
<thead>
<tr>
<th>Item No</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Section No. 2 BUILDING WORK
Bill No. 3
Carpentry and Joinery
Provisional Bills of Quantities | | | |
<table>
<thead>
<tr>
<th>Semi-solid medium duty flush Masonite doors hung to aluminium frames</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>40mm Door, 910 x 2030mm high and including custom made aluminium screeded door frame to match existing</td>
</tr>
<tr>
<td>2</td>
<td>40mm Door, 810 x 2030mm high including custom made aluminium screeded door frame to match existing</td>
</tr>
<tr>
<td>3</td>
<td>40mm Door, 610 x 2030mm high including custom made aluminium screeded door frame to match existing</td>
</tr>
<tr>
<td>4</td>
<td>Extra over for 900mm wide x 575mm high framed opening for metal louvre unit (louvre unit elsewhere)</td>
</tr>
</tbody>
</table>

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 3
Carpentry and Joinery
Provisional Bills of Quantities
Section No. 2
BUILDING WORK
Bill No. 3
Carpentry and Joinery

**COLLECTION**

<table>
<thead>
<tr>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td></td>
</tr>
</tbody>
</table>

Total Brought Forward from Page No.

Carried Forward to Summary of Section No. 2

Section No. 2
BUILDING WORK
Bill No. 3
Carpentry and Joinery

**Provisional Bills of Quantities**
SECTION No. 2
BUILDING WORK
BILL No. 4
CEILINGS, PARTITIONS AND ACCESS FLOORING

SUPPLEMENTARY PREAMBLES

Fixing

Items described as “nailed” shall be deemed to be fixed with hardened steel nails or pins or 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 600mm centres, and where described as “bolted” the bolts have been given elsewhere.

Ceilings

Unless otherwise described ceilings shall be deemed to be horizontal.

Bulkheads

Bulkheads are defined as those portions of ceilings which are stepped down from the general ceiling level in a particular room or area and which generally occur along the perimeter. Their purpose is either to conceal services or to create architectural features.

Bulkheads have only been described as such where they conform to the above definition and where the horizontal or vertical dimensions do not exceed 900mm. Where these dimensions are more than 900mm such portions of ceilings have been included in the appropriate general items of ceilings.

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 4
Ceilings, Partitions and Access Flooring
Provisional Bills of Quantities
Unless otherwise described bulkheads shall be deemed to be horizontal along the length

Note: Circular bulkheads shall be given separately

Steel components

All steel components for ceilings, partitions, etc are to be galvanised in accordance with SANS 121

SUSPENDED CEILINGS

"Approved" Pre-painted 600 x 600 x 12.5mm futura 60 Inlay ceiling tiles with concealed tee suspension system including main and cross tees, necessary hangers, grids, etc with and including polystyrene backing, to match existing

1 Ceiling suspended not exceeding 1m below bottom of steel roof trusses or soffit of concrete

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>m²</td>
<td>401</td>
</tr>
</tbody>
</table>

2 Vertical portion of bulkhead 1m deep including standard steel brandering at 300mm centres, joined with joiner sections and hung with suspension brackets including 12mm gypsum drywall board, rhinolite plaster, trim-tex deflection bead, flexible gasket, fire or acoustical caulk fixed to concrete slab in accordance with architect's detail

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>m</td>
<td>115</td>
</tr>
</tbody>
</table>

Approved cornices to suspended ceilings

3 "Shadowline" pre-painted cornices plugged

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>m</td>
<td>184</td>
</tr>
</tbody>
</table>

PARTITIONS ETC

"Approved" Vitraflex System partitioning installed in accordance with manufacturer's instructions

4 Vitraflex "Classic" Modular Toilet Cubicle system, panels not exceeding 3.5m high consisting of partitions, doors and stiles of waterproof laminated construction with outer skins of vitreous enamel steel sheets bonded to wood particle board, with overall wall thickness not exceeding 20mm, Colour to match existing

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>m</td>
<td>33</td>
</tr>
</tbody>
</table>

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 4
Ceilings, Partitions and Access Flooring
Provisional Bills of Quantities
<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Extra over partition not exceeding 3.5m high for vertical abutment</td>
<td>26</td>
</tr>
<tr>
<td>6</td>
<td>Extra over partition not exceeding 3.5m high for corner</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>Extra over partition not exceeding 3.5m high for T-intersection</td>
<td>11</td>
</tr>
<tr>
<td>8</td>
<td>Extra over partition for doors including ironmongery in vitrafex panels</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>to manufacturers specifications to match existing (hooks and WC indicator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>measured elsewhere)</td>
<td></td>
</tr>
</tbody>
</table>

**Doors**

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 4
Ceilings, Partitions and Access Flooring
Provisional Bills of Quantities
### Section No. 2

**BUILDING WORK**

Bill No. 4

Ceilings, Partitions and Access Flooring

<table>
<thead>
<tr>
<th>COLLECTION</th>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Brought Forward from Page No.</td>
<td>41</td>
<td></td>
</tr>
<tr>
<td></td>
<td>42</td>
<td></td>
</tr>
<tr>
<td></td>
<td>43</td>
<td></td>
</tr>
</tbody>
</table>

Carried Forward to Summary of Section No. 2

Section No. 2

BUILDING WORK

Bill No. 4

Ceilings, Partitions and Access Flooring

**Provisional Bills of Quantities**
<table>
<thead>
<tr>
<th>Item No</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION No. 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUILDING WORK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BILL No. 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRONMONGERY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUPPLEMENTARY PREAMBLES**

**Proprietary items**

Where applicable the manufacturers' names or product catalogue titles are given in sub-headings preceding the items. Rates 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 project manager for consideration.

**Finishes to ironmongery**

Where applicable finishes to ironmongery are indicated by suffixes in accordance with the following list:
- BS Satin bronze lacquered
- CH Chromium plated
- SC Satin chrome plated
- SE Silver enamelled
- GE Grey enamelled
- AN Anodised natural
- AS Anodised silver
- AB Anodised bronze
- AG Anodised gold
- ABL Anodised black
- PB Polished brass
- PL Polished and lacquered
- PT Epoxy coated
- SD Sanded

**HINGES, BOLTS, ETC**

**Approved Chrome plated**

1. Dormakaba Stainless Steel Rising Butt hinge (Code: DDR-SS-012).

*Carried to Collection*
### LOCKS

**Approved locks**

4. Dormakaba Satin Nickel 43mm master keyed single cylinder (Code: DSC 104301)

### HANDLES

**Approved**

5. Dormakaba Tubular curved Stainless Steel both through pull handle (Code: DPH212BT), size 25mm diameter x 590mm long.

6. Dormakaba Commercial 128mm long spring loaded lever handle in Stainless Steel finish (Code: Cr003 keyhole)

7. Dormakaba 52mm diameter Stainless Steel cylinder escutcheon set (Code: DCE-002)

8. Dormakaba 52 x 52mm Stainless Steel square bathroom WC bolt set (Code: DWC-006)

### PUSH PLATES AND KICKING PLATES

**Approved Aluminium**

9. GEZE stainless steel pushplate (Code: 079/160), size 0.9 x 160 x 160mm

10. GEZE stainless steel kickplate (Code: 080/320), size 0.9 x 320 x 770mm

### DOOR CLOSERS

**Carried to Collection**

Section No. 2
BUILDING WORK
Bill No. 5
Ironmongery

**Provisional Bills of Quantities**
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Approved</th>
<th>Rate Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Dormakaba delayed closing TS 73V rack and pinion projecting arm door closer (Code: TS 73V DC) with a closing force of EN 2-4 for maximum 1,100mm wide door</td>
<td>No</td>
<td>29</td>
</tr>
<tr>
<td>12</td>
<td>Dormakaba “Female” engraved grade 304 Stainless Steel sign (Code: DSS-131), size 150 x 150 x 1,2mm with counter-sunk fixing holes plugged and screwed with aluminium screws</td>
<td>No</td>
<td>7</td>
</tr>
<tr>
<td>13</td>
<td>Dormakaba “Male” engraved grade 304 Stainless Steel sign (Code: DSS-130), size 150 x 150 x 1,2mm with counter-sunk fixing holes plugged and screwed with aluminium screws</td>
<td>No</td>
<td>2</td>
</tr>
<tr>
<td>14</td>
<td>Dormakaba “Disabled” engraved grade 304 Stainless Steel sign (Code: DSS-133), size 150 x 150 x 1,2mm with counter-sunk fixing holes plugged and screwed with aluminium screws</td>
<td>No</td>
<td>16</td>
</tr>
<tr>
<td>15</td>
<td>Dormakaba “Cleaner” engraved grade 304 Stainless Steel sign (Code: DSS-138), size 150 x 150 x 1,2mm with counter-sunk fixing holes plugged and screwed with aluminium screws</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Dormakaba Stainless Steel floor mounted door stop (Code: DSS-SS-017), size 24 x 45mm fixed in accordance with the manufacturer’s recommendations</td>
<td></td>
<td>29</td>
</tr>
</tbody>
</table>

**SUNDRIES**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Approved</th>
<th>Rate Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Hi-Tech Stainless products 32mm diameter grade 304 stainless steel pair of braced U-rails (code: 16), plugged and screwed to walls with stainless steel screws.</td>
<td>No</td>
<td>16</td>
</tr>
</tbody>
</table>

**BATHROOM FITTINGS**

<table>
<thead>
<tr>
<th>Approved Aluminium</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
</tr>
</tbody>
</table>

**Carried to Collection**

<table>
<thead>
<tr>
<th>Section No. 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING WORK</td>
</tr>
<tr>
<td>Bill No. 5</td>
</tr>
<tr>
<td>Ironmongery</td>
</tr>
<tr>
<td>Provisional Bills of Quantities</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>----</td>
</tr>
<tr>
<td>18</td>
</tr>
<tr>
<td>19</td>
</tr>
</tbody>
</table>

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 5
Ironmongery

Provisional Bills of Quantities
<table>
<thead>
<tr>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td></td>
</tr>
</tbody>
</table>

**Carried Forward to Summary of Section No. 2**

Section No. 2
BUILDING WORK
Bill No. 5
Ironmongery

**Provisional Bills of Quantities**
SUPPLEMENTARY PREAMBLES

Descriptions

Descriptions of bolts shall be deemed to include nuts and washers.

Descriptions of expansion anchors and bolts and chemical anchors and bolts shall be deemed to include nuts, washers and mortices in brickwork or concrete.

Metalwork described as "holed for bolt(s)" shall be deemed to exclude the bolts unless otherwise described.

Items described as "plugged" shall be deemed to include screwing to fibre, plastic or metal plugs at not exceeding 600mm centres.

Aluminium doors, windows, etc

Doors and windows shall comply with AAAMSA design criteria. Glazing shall comply with SAGGA regulations. Glass shall be laminated performance glass as shown on the window schedules/drawings and 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 schedules/drawings included in Scope of Work.

ALUMINIUM LOUVRE UNITS

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 6
Metalwork
Provisional Bills of Quantities
<table>
<thead>
<tr>
<th><strong>Extruded Aluminium louvres made of areofoil blades</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Purpose made louvre unit for 900 x 575mm high opening</td>
</tr>
</tbody>
</table>

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 6
Metalwork
**Provisional Bills of Quantities**
<table>
<thead>
<tr>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td></td>
</tr>
</tbody>
</table>

Carried Forward to Summary of Section No. 2
SECTION No. 2

BUILDING WORK

BILL No. 7

PLASTERING

For preambles see "Model Preambles for Trades"

SUPPLEMENTARY PREAMBLES

GRANOLITHIC

Method

The method to be used shall be either the monolithic or bonded method

Preparation

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 shall then be applied immediately afterwards. 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 finish

Mix

Granolithic shall attain a compressive strength of at least 41MPa. The coarse aggregate shall comply with SABS 1083 and 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

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 7
Plastering
Provisional Bills of Quantities
Panels

Granolithic shall be laid in panels not exceeding 14m² for granolithic finishes, not exceeding 9.5m² for bonded finishes and not exceeding 6m² 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. Joints between panels shall be positioned, where possible, 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 fibreboard and finished with small V-joints.

Laying

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, 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 trowelled or power floated.

Curing, seasoning and protection

Granolithic shall be covered with clean hessian with waterproof building foil over and kept wet for at least seven days after laying.

Colour

Coloured granolithic shall be tinted with an approved colouring pigment mixed into a true and even colour.

SPECIALIST PLASTER WALL COVERINGS

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 7
Plastering
Provisional Bills of Quantities
**General**

All specialist plaster wall coverings shall be executed in strict accordance with the manufacturer's instructions.

**Labour intensive methods**

The contractor is required to use labour intensive methods for the items under this trade.

**INTERNAL PLASTER**

*Cement plaster on brickwork finished with and including 6mm gypsum plaster*

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On walls</td>
<td>m²</td>
</tr>
</tbody>
</table>

*Carried to Collection*

Section No. 2
BUILDING WORK
Bill No. 7
Plastering
**Provisional Bills of Quantities**
### Section No. 2

**BUILDING WORK**

Bill No. 7

Plastering

<table>
<thead>
<tr>
<th>COLLECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Total Brought Forward from Page No.

<table>
<thead>
<tr>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>53</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td></td>
</tr>
</tbody>
</table>

Carried Forward to Summary of Section No. 2

Section No. 2

BUILDING WORK

Bill No. 7

Plastering

**Provisional Bills of Quantities**
## SECTION No. 2

### BUILDING WORK

### BILL No. 8

### TILING

#### SUPPLEMENTARY PREAMBLES

**Fixing**

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 products as recommended by the manufacturer of the tiles.

#### WALL TILING

*Agulhas Sand 400 x 400 x 10mm Ceramic wall tiles fixed with adhesive to backing and flush pointed with tinted waterproof jointing compound, to match existing.*

<table>
<thead>
<tr>
<th>Item No</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>m²</td>
<td>507</td>
</tr>
</tbody>
</table>

On walls

#### FLOOR TILING

*Carried to Collection*

**Section No. 2**

**BUILDING WORK**

**Bill No. 8**

**Tiling**

**Provisional Bills of Quantities**
<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Quantity</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Agulhas Sand 400 x 400 x 10mm Ceramic floor tiles fixed with adhesive to bedding and flush pointed with tinted waterproof jointing compound, to match existing</td>
<td>m²</td>
<td>401</td>
</tr>
<tr>
<td>3</td>
<td>On narrow widths</td>
<td>m²</td>
<td>27</td>
</tr>
</tbody>
</table>

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 8
Tiling
Provisional Bills of Quantities
## Section No. 2

**BUILDING WORK**

Bill No. 8

Tiling

### COLLECTION

<table>
<thead>
<tr>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>57</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td></td>
</tr>
</tbody>
</table>

Total Brought Forward from Page No.

---

**Carried Forward to Summary of Section No. 2**

Section No. 2

BUILDING WORK

Bill No. 8

Tiling

**Provisional Bills of Quantities**

-59-
<table>
<thead>
<tr>
<th>Item No</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
</table>

**SECTION No. 2**

**BUILDING WORK**

**BILL No. 9**

**PLUMBING AND DRAINAGE (PROVISIONAL)**

**SUPPLEMENTARY PREAMBLES**

**uPVC pipes and fittings:**
Soil, waste and vent pipes and fittings shall be solvent weld jointed

**uPVC pressure pipes and fittings:**
Pipes for water supply shall be of the class stated

Pipes of 40mm diameter and smaller shall be plain ended with solvent welded uPVC loose sockets and fittings

Pipes of 50mm diameter and greater shall have sockets and spigots with push in type integral rubber ring joints. Bends shall be uPVC and all other fittings shall be cast iron, all with similar push-in type joints

**Copper pipes:**
Pipes shall be hard drawn and half-hard pipes of the class stated. 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-syphon pipes, capillary solder fittings and compression fittings shall be “Cobra Watertech” type. Capillary solder fittings shall comply with ISO 2016. Only compression fittings shall be used in walls or in ground

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 9
Plumbing and Drainage
Provisional Bills of Quantities
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

Lead pipes and fittings

All soldered joints shall be wiped and brass unions shall be used for jointing lead to steel

Reducing fittings

Where fittings have reducing ends or branches they are described as "reducing". In the case of pipes with diameters not exceeding 60mm 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. In the case of pipes with diameters exceeding 60mm all sizes are given and no claim for extra bushes, reducers, etc will be entertained

Wire gratings

Descriptions of gutter outlets etc shall be deemed to include wire balloon gratings

Flush pans

Flush pans shall have straight or side outlets and "P" or "S" traps as necessary

Stainless steelbasins, sinks, wash troughs, urinals, etc.

Units shall have standard aprons on all exposed edges and tiling keys against walls where applicable

Waste unions

Descriptions of waste unions shall be deemed to include rubber or vulcanite plugs and chains fixed to fittings

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 9
Plumbing and Drainage
Provisional Bills of Quantities
Steel sectional water tanks

Tanks shall comply with SABS CKS 114

Petrolatum anti-corrosion tape

Pipes to be taped shall be coated with the appropriate primer and the tape shall be applied with minimum 15mm lap per spiral unless otherwise described

Couplings and fittings to pipes shall be taped in strict accordance with the manufacturer’s instructions including all mastic, tape, sheeting, securing of same, etc

As-built drawings

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 project manager for reproducing onto the originals for handing over to the IDC (IDC) (provision for allowance of as-built drawings elsewhere)

SANITARY FITTINGS

Approved sanitary fittings

WCs

1 Vaal sanitaryware vitreous china "Orchid Paraplegic" 90 degrees wall hung open rim pan colour white (code: 439000WH), overall size 583 x 355 x 410mm high 90 degrees outlet open rim back inlet (code: 439016) pan, complete with seat and cover fixed on and including floor bracket (code: 8082Z000) with concealed back inlet flushvalve to match existing.

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 9
Plumbing and Drainage
Provisional Bills of Quantities
<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Vaal sanitaryware Orchid vitreous china 90 degrees wall hung open rim pan colour white (code: 439000WH), overall size 583 x 355 x 410mm high with seat (code:8531Z000) 90 degrees outlet open rim back inlet (code: 439016) pan, fixed on and including floor bracket (code: 8082Z000) with concealed back inlet flushvalve to match existing.</td>
<td>16</td>
</tr>
<tr>
<td>3</td>
<td>Vaal sanitaryware Orchid vitreous china 90 degrees wall hung open rim pan colour white (code: 439101WH), overall size 583 x 355 x 410mm high with Hibiscus Jazz thermoset seat (code:8531Z000) fixed on and including floor bracket (code: 8082Z000) with exposed top inlet standard flushmaster to match existing.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Urinals</strong></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Vaal sanitaryware 600 x 385 x 380 Lavatera top inlet white vitreous china wall mounted urinal (code: 705426WH) including 38mm chromium plated domical grating (code: 8787Z0) and chromium plated top inlet spreader (code: 7054Z1), automatic electronic flush valve, fixed on and including two hanger brackets (code: 8127Z0) and urinal division (code: 705200WH) fixed with and including fixing screws and hanger bracket all to match existing</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Vaal sanitaryware 565 x 275 x 310 Sweetpea waterless white vitreous china wall mounted urinal (code: 705027WH) including EcoSmellstop wast, fixed on and including two hanger brackets (code: 8127Z0) and urinal division (code: 705200WH) fixed with and including fixing screws and hanger bracket all to match existing</td>
<td>2</td>
</tr>
</tbody>
</table>

**Carried to Collection**

Section No. 2  
BUILDING WORK  
Bill No. 9  
Plumbing and Drainage  

**Provisional Bills of Quantities**
### Basins

6. Vaal sanitaryware President vitreous china underslung vanity basin colour white (code: 703900WH), overall size 580 x 410 x 210mm with integrated overflow and chrome plated basin waste (code: 8794Z000), fitted underneath opening in vanity top including hanger brackets (code: 8125Z000) to match existing

| No | 21 |

7. Vaal sanitaryware Daisy vitreous china wall hung basin colour white (code: 700803WH), overall size 510 x 400 x 170mm with two tapholes including integrated overflow and chainstay hole and chrome plated basin waste (code: 8794Z000), bolted to wall with 2 no. 10mm bolts (code: 8448Z000) and sealed with silicone sealant where basin meets wall, to match existing

| No | 16 |

### Cisterns and Actuators

8. Geberit 120mm Sigma Kombrix concealed cistern for wall hung WC (article no. 110.350.00.5), front actuated with Sigma 0.1 dual-flush actuator (article no. 115.770.21.5) in bright chrome plated finish, including flush pipe and pan connector, water supply connection with angle stop valve, protection cover for flush pipe, fixed with included fastening materials inside solid wall from 120mm up to 200mm. All with Geberit conditional guarantee

| No | 30 |

9. Cobra Watertech chrome plated 38.2mm diameter outlet x 140 x 335mm long bent toilet flushpipe for standard flushmaster (code: FMT1-1) to match existing

| No | 1 |

### Granite

10. 600mm x 455mm granite top, 30mm thick granite colour Rustenburg with 20mm all exposed edges, fixed to supports (elsewhere specified) using dabs of 100% clear silicone adhesive at 200mm to 300mm centres along all supports with all joints filled with matching polyester resin glue. Surface to be sealed using an approved stone sealer.

| m | 23 |

---

**Carried to Collection**

Section No. 2
BUILDING WORK
Bill No. 9
Plumbing and Drainage
**Provisional Bills of Quantities**
### TRAPS ETC

**uPVC**

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>QTY</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>38mm Waste &quot;P&quot; trap</td>
<td>No 22</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>La Gio Bella solid brass 32mm x 32mm round heavy pattern bottle trap (code: A186) in chrome plated finish</td>
<td>No 17</td>
<td></td>
</tr>
</tbody>
</table>

### TAPS, VALVES, ETC

#### Chrome Plated

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>QTY</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Cobra Watertech 15mm chrome Medical Elbow Action deck mounted square-type pillar tap (code: 505-21R), including 1/4 inch turn ceramic disc head part red indice 1/2 inch BSP male inlet and flanged backnut manufactured in accordance with SANS 226 Type 2 installed in accordance with the manufacturers recommendations</td>
<td>No 32</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Cobra Watertech 15mm chrome Noka deck mounted basin mixer with pressure-compensating flow restrictor 6L/min flow rate (code: NA-951), installed in accordance with the manufacturer's recommendations</td>
<td>No 21</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Cobra Watertech 15mm chrome compression type angle regulating valve (code: 232-10)</td>
<td>No 76</td>
<td></td>
</tr>
</tbody>
</table>

#### Brass

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>QTY</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Cobra Watertech 15mm brass wall mounted garden tap (code: 209-15G), manufactured in accordance with SANS 226 Type 2, including 3/4&quot; BSP hose union 1/2&quot; BSP male iron connection end spares head part complete S-28 and 1/2&quot; light pattern tap washer C-098-15 installed in accordance with the manufacturer's recommendations</td>
<td>No</td>
<td>Rate Only</td>
</tr>
</tbody>
</table>

### TESTING

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>QTY</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Testing water pipe system</td>
<td>Item</td>
<td></td>
</tr>
</tbody>
</table>

---

**Carried to Collection**

Section No. 2
BUILDING WORK
Bill No. 9
Plumbing and Drainage
**Provisional Bills of Quantities**
<table>
<thead>
<tr>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td></td>
</tr>
<tr>
<td>61</td>
<td></td>
</tr>
<tr>
<td>62</td>
<td></td>
</tr>
<tr>
<td>63</td>
<td></td>
</tr>
<tr>
<td>64</td>
<td></td>
</tr>
<tr>
<td>65</td>
<td></td>
</tr>
</tbody>
</table>

Carried Forward to Summary of Section No. 2

Section No. 2
BUILDING WORK
Bill No. 9
Plumbing and Drainage
Provisional Bills of Quantities
SECTION No. 2

BUILDING WORK

BILL No. 10

PAINTWORK

PREPARATORY WORK TO EXISTING WORK

Previously painted plastered surfaces
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.

Previously painted metal surfaces
Surfaces shall be thoroughly rubbed and cleaned down. Blistered or peeling paint shall be completely removed down to bare metal.

Previously painted wood surfaces
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.

PAINT SPECIFICATIONS

NOTE: All paintwork to be of Plascon quality.

PAINTWORK ETC TO EXISTING AND NEW WORK

ON FLOATED PLASTER

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 10
Paintwork
Provisional Bills of Quantities
**One coat primer and two coats interior quality Resplendent (code y4-d2-3) emulsion paint, to match existing**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On internal walls</td>
<td>m²</td>
<td>463</td>
</tr>
</tbody>
</table>

**ON PLASTER BOARD**

**One coat primer and two coats interior quality Resplendent (code y4-d2-3) emulsion paint, to match existing**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>On ceiling bulkheads</td>
<td>m²</td>
<td>115</td>
</tr>
</tbody>
</table>

**ON WOOD**

**One coat oil wood primer, one coat universal undercoat and two coats enamel paint on**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>On doors</td>
<td>m²</td>
<td>62</td>
</tr>
</tbody>
</table>

Carried to Collection

Section No. 2
BUILDING WORK
Bill No. 10
Paintwork
Provisional Bills of Quantities
<table>
<thead>
<tr>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>67</td>
<td></td>
</tr>
<tr>
<td>68</td>
<td></td>
</tr>
</tbody>
</table>

Carried Forward to Summary of Section No. 2

Section No. 2
BUILDING WORK
Bill No. 10
Paintwork
Provisional Bills of Quantities
<table>
<thead>
<tr>
<th>Bill No</th>
<th>Item Description</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alterations</td>
<td>34</td>
</tr>
<tr>
<td>2</td>
<td>Masonry</td>
<td>37</td>
</tr>
<tr>
<td>3</td>
<td>Carpentry and Joinery</td>
<td>40</td>
</tr>
<tr>
<td>4</td>
<td>Ceilings, Partitions and Access Flooring</td>
<td>44</td>
</tr>
<tr>
<td>5</td>
<td>Ironmongery</td>
<td>49</td>
</tr>
<tr>
<td>6</td>
<td>Metalwork</td>
<td>52</td>
</tr>
<tr>
<td>7</td>
<td>Plastering</td>
<td>56</td>
</tr>
<tr>
<td>8</td>
<td>Tiling</td>
<td>59</td>
</tr>
<tr>
<td>9</td>
<td>Plumbing and Drainage</td>
<td>66</td>
</tr>
<tr>
<td>10</td>
<td>Paintwork</td>
<td>69</td>
</tr>
</tbody>
</table>

Carried to Final Summary

Section No. 2
BUILDING WORK
Provisional Bills of Quantities
SECTION No. 3

BILL No. 1

STRUCTURAL REPAIR WORKS (PROVISIONAL)

Repair Works as per Destech Consulting Engineers' Structural Report Dated 30 January 2018

SUPPLEMENTARY PREAMBLES

View site

Before submitting his tender the contractor 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 contained in the buildings or portions of the buildings to be demolished. No claim for a compensation event in respect of the nature and extent of the work or of inferior or damaged materials will be entertained.

Explosives

No explosives whatsoever may be used for demolition purposes unless otherwise stated.

General

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 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 project manager.

Carried to Collection

Section No. 3
Structural Repair Works
Bill No. 1
Structural Repair Works
Provisional Bills of Quantities
Water supply pipes and other piping that may be encountered and found necessary to disconnect or cut, shall be effectually stopped off or grubbed up and removed, and any new connections that may be necessary shall be made with proper fittings, to the satisfaction of the project manager.

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).

**PREPARATORY WORK TO EXISTING WORK**

**Previously painted plastered surfaces**

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.

**Previously painted metal surfaces**

Surfaces shall be thoroughly rubbed and cleaned down. Blistered or peeling paint shall be completely removed down to bare metal.

**Previously painted wood surfaces**

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.

**PARKING GARAGE GROUND LEVEL**

Carried to Collection

Section No. 3  
Structural Repair Works  
Bill No. 1  
Structural Repair Works  
Provisional Bills of Quantities
**Diagonal Crack in corner of concrete slab**

**Hacking up/off and removing paint from concrete or brickwork and preparing surfaces for new finishes, etc**

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hacking out loose concrete on existing concrete soffits, columns and walls to receive paint</td>
<td>20</td>
<td>m²</td>
</tr>
<tr>
<td><strong>Making good existing concrete soffits</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Prepare surface and patch cracks and holes with Pro-Struct 30/35NS Quickset Epoxy Paste where necessary.</td>
<td>5</td>
<td>m²</td>
</tr>
<tr>
<td><strong>Prepare surface, apply one coat primer and two coats interior quality Resplendent (code y4-d2-3) emulsion paint on concrete surfaces, to match existing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Ceilings and beams</td>
<td>10</td>
<td>m²</td>
</tr>
</tbody>
</table>

**BLOCK C WEST WING GROUND FLOOR**

**Perpendicular Crack in concrete slab at bridge connection point**

**Hacking up/off and removing paint from concrete or brickwork and preparing surfaces for new finishes, etc**

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Hacking out loose concrete on existing concrete soffits, columns and walls to receive paint</td>
<td>20</td>
<td>m²</td>
</tr>
<tr>
<td><strong>Making good existing concrete soffits</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Prepare surface and patch cracks and holes with Pro-Struct 30/35NS Quickset Epoxy Paste where necessary.</td>
<td>5</td>
<td>m²</td>
</tr>
<tr>
<td><strong>Prepare surface, apply one coat primer and two coats interior quality Resplendent (code y4-d2-3) emulsion paint on concrete surfaces, to match existing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Ceilings and beams</td>
<td>10</td>
<td>m²</td>
</tr>
</tbody>
</table>

Carried to Collection

Section No. 3  
Structural Repair Works  
Bill No. 1  
Structural Repair Works  
Provisional Bills of Quantities
**BLOCK C WEST WING GROUND FLOOR**

- **Diagonal Crack in infill brickwork at link bridge connection point**
  - Carefully breaking down and remove existing brickwall
    - One brick wall \( m^2 \) \( 10 \)

- **Brickwork of NFP bricks in class II mortar**
  - One brick walls \( m^2 \) \( 10 \)

- **Sundries**
  - Cutting toothings and bonding new brickwork to existing \( m^2 \) \( 3 \)
  - Cement plaster on brickwork finished with and including 6mm gypsum plaster
    - On walls \( m^2 \) \( 20 \)
  - One coat primer and two coats interior quality Resplendent (code y4-d2-3) emulsion paint, to match existing
    - On internal walls \( m^2 \) \( 20 \)
  - Hacking up/off and removing granolithic, screeds, plaster, etc from concrete or brickwork and preparing surfaces for new screed, plaster, tile finishes, etc
    - Carpets to floors \( m^2 \) \( 5 \)

- **500 x 500mm Belgotex Induna Carpet Tiles, laid in accordance to manufacturers specification**
  - On floors \( m^2 \) \( 5 \)

- **Movement Joints, etc**

---

**Carried to Collection**

Section No. 3  
Structural Repair Works  
Bill No. 1  
Structural Repair Works  
Provisional Bills of Quantities
<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Vertical construction joints between concrete and brickwork including thick cement slurry to one face</td>
<td>m</td>
<td>20</td>
</tr>
<tr>
<td>15</td>
<td>Saw cut joints</td>
<td>m</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Joint forming material in movement joints</td>
<td>m²</td>
<td>6</td>
</tr>
<tr>
<td>17</td>
<td>Block E West Wing Third Floor Vertical Crack in brickwork expansion joint</td>
<td>m²</td>
<td>5</td>
</tr>
<tr>
<td>18</td>
<td>Hacking up/off and removing paint from concrete or brickwork and preparing surfaces for new finishes, etc</td>
<td>m</td>
<td>5</td>
</tr>
<tr>
<td>19</td>
<td>Making good existing crack in brickwork</td>
<td>m²</td>
<td>20</td>
</tr>
<tr>
<td>20</td>
<td>Prepare surface and patch cracks and holes with Pro-Struct 30/35NS Quickset Epoxy Paste where necessary.</td>
<td>m²</td>
<td>20</td>
</tr>
</tbody>
</table>

Carried to Collection

Section No. 3
Structural Repair Works
Bill No. 1
Structural Repair Works
Provisional Bills of Quantities
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>On internal walls, prepare surface, apply one coat primer and two coats interior quality Resplendent (code y4-d2-3) emulsion paint, to match existing</td>
<td>m²</td>
<td>20</td>
</tr>
<tr>
<td>22</td>
<td>Remove fibre cement infill, set aside and later refix (include refixing) in position</td>
<td>m</td>
<td>10</td>
</tr>
<tr>
<td>23</td>
<td>Walls not exceeding 300mm thick, prepare surface, apply one coat primer and two coats interior quality Resplendent (code y4-d2-3) emulsion paint, to match existing</td>
<td>m²</td>
<td>20</td>
</tr>
<tr>
<td>24</td>
<td>12mm Fibre board built in vertically between brick skin and concrete beams</td>
<td>m²</td>
<td>7</td>
</tr>
<tr>
<td>25</td>
<td>Hacking up/off and removing paint from concrete or brickwork and preparing surfaces for new finishes, etc</td>
<td>m²</td>
<td>5</td>
</tr>
<tr>
<td>26</td>
<td>Prepare surface and patch cracks and holes with Pro-Struct 30/35NS Quickset Epoxy Paste where necessary.</td>
<td>m²</td>
<td>1</td>
</tr>
<tr>
<td>27</td>
<td>Walls, prepare surface, apply one coat primer and two coats interior quality Resplendent (code y4-d2-3) emulsion paint, to match existing</td>
<td>m²</td>
<td>20</td>
</tr>
</tbody>
</table>

**BLOCK C WEST WING THIRD FLOOR**

Carried to Collection

Section No. 3
Structural Repair Works
Bill No. 1
Structural Repair Works
Provisional Bills of Quantities
## Diagonal Cracks in infill brickwork underneath concrete slab

**Carefully breaking down and remove existing brickwall**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>One brick wall</td>
<td>m²</td>
</tr>
</tbody>
</table>

**Brickwork of NFP bricks in class II mortar**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>One brick walls</td>
<td>m²</td>
</tr>
</tbody>
</table>

**Sundries**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Cutting toothings and bonding new brickwork to existing</td>
<td>m²</td>
</tr>
</tbody>
</table>

**Cement plaster on brickwork finished with and including 6mm gypsum plaster**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>On walls</td>
<td>m²</td>
</tr>
</tbody>
</table>

**One coat primer and two coats interior quality Resplendent (code y4-d2-3) emulsion paint, to match existing**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>On internal walls</td>
<td>m²</td>
</tr>
</tbody>
</table>

**Making good existing floor finishes**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>Make good existing floor, prepare surface and patch cracks and holes with Pro-Struct 30/35NS Quickset Epoxy Paste where necessary.</td>
<td>m²</td>
</tr>
</tbody>
</table>

**Movement Joints, etc**

**Vertical construction joints between concrete and brickwork including thick cement slurry to one face**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>Walls not exceeding 300mm thick</td>
<td>m</td>
</tr>
</tbody>
</table>

**Saw cut joints**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>50 x 3mm Saw cut joints in top of concrete (provisional)</td>
<td>m</td>
</tr>
</tbody>
</table>

---

**Carried to Collection**

Section No. 3  
Structural Repair Works  
Bill No. 1  
Structural Repair Works  
Provisional Bills of Quantities
36 Joint forming material in movement joints
   12mm Fibre board built in vertically between brick skin and concrete beams \( m^2 \) 6

**BLOCK E WEST WING SECOND FLOOR**

**Vertical Crack in brickwork next to concrete column**

Hacking up/off and removing silicone in expansion joint and preparing surfaces for new silicone, etc

37 Hacking out silicone in expansion joint that has been painted over \( m^2 \) 5

**Two layers of 375 micron dampproof course in slip joints between vertical brick surfaces including cement mortar bed**

38 10mm Joints not exceeding 300mm high \( m \) 10

Hacking up/off and removing paint from concrete or brickwork and preparing surfaces for new finishes, etc

39 Hacking out loose paint on existing concrete walls to receive paint \( m^2 \) 5

**Making good existing crack in brickwork**

40 Prepare surface and patch cracks and holes with Pro-Struct 30/35NS Quickset Epoxy Paste where necessary. \( m^2 \) 1

Prepare surface, apply one coat primer and two coats interior quality Resplendent (code y4-d2-3) emulsion paint, to match existing

41 Walls \( m^2 \) 20

**BLOCK B NORTH STAIRCASE SECOND FLOOR**

**Diagonal Cracking through staircase outer brickwork wall**

Carried to Collection

Section No. 3
Structural Repair Works
Bill No. 1
Structural Repair Works
Provisional Bills of Quantities

-78-
<table>
<thead>
<tr>
<th>Section No.</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
<td>Hacking out loose paint on existing brick walls to receive paint</td>
<td>m²</td>
<td>20</td>
</tr>
<tr>
<td>43</td>
<td>Prepare surface and patch cracks with an expanded metal mesh before re-plaster and include re-plaster with a latex admixture added to plaster where necessary.</td>
<td>m²</td>
<td>5</td>
</tr>
<tr>
<td>44</td>
<td>Walls</td>
<td>m²</td>
<td>20</td>
</tr>
<tr>
<td>45</td>
<td>On exterior walls</td>
<td>m</td>
<td>10</td>
</tr>
<tr>
<td>46</td>
<td>Refill pointing between the bricks with an approved mortar repair product</td>
<td>m</td>
<td>10</td>
</tr>
</tbody>
</table>

**BLOCK A VAULT SECOND FLOOR**

**Diagonal Crack in brickwork above Vault door**

<table>
<thead>
<tr>
<th>Section No.</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>47</td>
<td>Hacking out loose paint on existing brick walls to receive paint</td>
<td>m²</td>
<td>20</td>
</tr>
</tbody>
</table>

Carried to Collection
Making good existing crack in brickwork

48 Prepare surface and patch cracks with with an expanded metal mesh before re-plaster and include re-plaster with a latex admixture added to plaster where necessary. \( m^2 \) 5

**Prepare surface, apply one coat primer and two coats interior quality Resplendent (code y4-d2-3) emulsion paint, to match existing**

49 Walls \( m^2 \) 20

**BLOCK C WEST WING GROUND FLOOR**

**Water damage to paintwork on concrete column**

**Investigation**

50 Investigate cause of rising damp problem in atriums including full audit all roof elements including sheeting, skylights and concrete flat roofs as per Engineer’s report Item

51 Allow for fixing any damp proof problems in atriums that may be revealed as a result of the investigation Item

52 Allow for water proofing any problematic areas in roof, skylights, concrete flat roofs after the investigation process is complete Item

**Hacking up/off and removing paint from concrete or brickwork and preparing surfaces for new finishes, etc**

53 Hacking out loose paint on existing concrete columns to receive paint \( m^2 \) 40

**Making good existing crack in brickwork**

54 Prepare surface and patch cracks with with an expanded metal mesh before re-plaster and include re-plaster with a latex admixture added to plaster where necessary. \( m^2 \) 40

**Carried to Collection**

Section No. 3
Structural Repair Works
Bill No. 1
Structural Repair Works
Provisional Bills of Quantities
<table>
<thead>
<tr>
<th>Prepare surface, apply one coat primer and two coats interior quality Resplendent (code y4-d2-3) emulsion paint, to match existing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls</td>
<td>m²</td>
</tr>
</tbody>
</table>

**BLOCK C WEST WING GROUND FLOOR**

**Vertical Cracks in infill brickwork next to concrete column**

Carefully breaking down and remove existing brickwall

<table>
<thead>
<tr>
<th>One brick wall</th>
<th>m²</th>
<th>10</th>
</tr>
</thead>
</table>

**Brickwork of NFP bricks in class II mortar**

<table>
<thead>
<tr>
<th>One brick walls</th>
<th>m²</th>
<th>10</th>
</tr>
</thead>
</table>

**Sundries**

Cutting toothings and bonding new brickwork to existing

Cement plaster on brickwork finished with and including 6mm gypsum plaster

<table>
<thead>
<tr>
<th>On walls</th>
<th>m²</th>
<th>20</th>
</tr>
</thead>
</table>

One coat primer and two coats interior quality Resplendent (code y4-d2-3) emulsion paint, to match existing

<table>
<thead>
<tr>
<th>On internal walls</th>
<th>m²</th>
<th>20</th>
</tr>
</thead>
</table>

**Movement Joints, etc**

Vertical construction joints between concrete and brickwork including thick cement slurry to one face

<table>
<thead>
<tr>
<th>Walls not exceeding 300mm thick</th>
<th>m</th>
<th>20</th>
</tr>
</thead>
</table>

**Joint forming material in movement joints**

12mm Fibre board built in vertically between brick skin and concrete beams

| Carried to Collection |
|---|---|---|

Section No. 3  
Structural Repair Works  
Bill No. 1  
Structural Repair Works  
Provisional Bills of Quantities
<table>
<thead>
<tr>
<th>Section No. 3</th>
<th>Structural Repair Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill No. 1</td>
<td>Structural Repair Works</td>
</tr>
</tbody>
</table>

**COLLECTION**

<table>
<thead>
<tr>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>71</td>
<td></td>
</tr>
<tr>
<td>72</td>
<td></td>
</tr>
<tr>
<td>73</td>
<td></td>
</tr>
<tr>
<td>74</td>
<td></td>
</tr>
<tr>
<td>75</td>
<td></td>
</tr>
<tr>
<td>76</td>
<td></td>
</tr>
<tr>
<td>77</td>
<td></td>
</tr>
<tr>
<td>78</td>
<td></td>
</tr>
<tr>
<td>79</td>
<td></td>
</tr>
<tr>
<td>80</td>
<td></td>
</tr>
<tr>
<td>81</td>
<td></td>
</tr>
</tbody>
</table>

Total Brought Forward from Page No.

**Carried to Final Summary**

<table>
<thead>
<tr>
<th>Provisional Bills of Quantities</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
</tr>
</tbody>
</table>
SECTION No. 4

BILL NO 1

PROVISIONAL SUMS, ETC

SUPPLEMENTARY PREAMBLES

General

All prime cost amounts and provisional sums are net. Prime cost amounts include for delivery to site of all articles concerned

Profit

Where stated, the contractor may allow for profit if required

General attendance on selected subcontractors

The item "Attendance" which follows each provisional sum for selected subcontractors' work, shall be deemed to cover all the contractor's costs incurred in providing free of charge to the selected subcontractors, the following:

1. The services as set out in clause B9 of the Preliminaries
2. Hoisting of the selected subcontractor's material in batches that can be handled by the contractor's hoist or crane during normal working hours
3. Making good in all trades and cleaning down and removal of rubbish on completion

Preliminaries

The contractor is referred to the Preliminaries for further amplification of "Prime Cost Amounts and Provisional Sums"

Carried to Collection

Section No. 4
PROVISIONAL SUMS
Bill No. 1
Provisional Sums
Provisional Bills of Quantities
# Sundry Building Work

1. Provide the sum of R 50 000.00 (Fifty Thousand Rand) for mirrors, water supply pipes, fittings and other sundry building work, to be adjusted at schedule rates, to be used as directed by the architect and deducted in whole or in part if not required

<table>
<thead>
<tr>
<th>Item</th>
<th>Provisional Sums</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>50,000.00</td>
</tr>
</tbody>
</table>

## Provisional Sums for Nominated Subcontract Works

### Electrical and Mechanical Installations

2. Provide the sum of R20,000.00 (Twenty Thousand Rand) for replacement of damaged extractor fans and other unforeseen Electrical and/or Mechanical Installations that may be required to be expended as directed by the principal Agent or his Representatives

<table>
<thead>
<tr>
<th>Item</th>
<th>Provisional Sums</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20,000.00</td>
</tr>
</tbody>
</table>

3. Profit

4. Attendance

## Carried to Collection

Section No. 4  
PROVISIONAL SUMS  
Bill No. 1  
Provisional Sums  
Provisional Bills of Quantities
**Section No. 4**

**PROVISIONAL SUMS**

Bill No. 1

Provisional Sums

**COLLECTION**

<table>
<thead>
<tr>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>83</td>
<td></td>
</tr>
<tr>
<td>84</td>
<td></td>
</tr>
</tbody>
</table>

Total Brought Forward from Page No.

Carried to Final Summary

Section No. 4
PROVISIONAL SUMS
Bill No. 1
Provisional Sums

**Provisional Bills of Quantities**
<table>
<thead>
<tr>
<th>Section No</th>
<th>Section</th>
<th>Page No</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PRELIMINARIES</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BUILDING WORK</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Structural Repair Works</td>
<td>82</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>PROVISIONAL SUMS</td>
<td>85</td>
<td></td>
</tr>
</tbody>
</table>

**ADD:** Value-Added Tax @ 15%

Carried to Form of Tender

Provisional Bills of Quantities
C3: SCOPE OF WORK

C3.1: STANDARD SPECIFICATIONS

C3.2: PROJECT PARTICULAR SPECIFICATIONS
C3.1 STANDARD SPECIFICATIONS

The standard specifications upon which the works in this contract is based are the Model Preambles for Trades (2008 Edition) as published by the Association of South African Quantity Surveyors as well as the latest edition of the South African Bureau of Standards Standardized Specification for Civil Engineering Construction (SABS 1200) for Section No. 4: Civil Engineering Construction.

The Model Preambles for Trades and the Standard System of Measuring Builders Work should be read in conjunction with the Provisional Bills of Quantities.

Tenderers/Contractors are to obtain copies of these documents for reference purposes.
C3.2: PROJECT PARTICULAR SPECIFICATIONS

C3.2.1 GENERAL PROJECT CONSTRUCTION SPECIFICATIONS.................................................. C3.4
C3.2.2 DESCRIPTION OF SITE AND ACCESS ............................................................................. C3.4
C3.2.3 SCOPE OF CONSTRUCTION WORK AND LOCAL PROCUREMENT ............................... C3.4
C3.2.4 GREENBUILDING INTERVENTIONS ................................................................................ C3.4
C3.2.4.1 ENVIRONMENTAL MANAGEMENT PLAN (MAN-6)
C3.2.4.2 ENVIRONMENTAL MANAGEMENT SYSTEM (MAN-6)
C3.2.4.3 WASTE MANAGEMENT (MAN-7)
C3.2.4.4 LOCAL SOURCING (MAT-11)
C3.2.4.6 TOPSOIL (ECO-01) AND TOPSOIL MANAGEMENT PLAN

C3.2.6 IDC ENVIRONMENTAL, HEALTH AND SAFETY MANAGEMENT PLAN FOR CONTRACTORS .......................................................................................................................... C3.8

C3.2.7 NEW SOUTH WALES (AUSTRALIA) ENVIRONMENTAL MANAGEMENT SYSTEM GUIDELINES 2007 ................................................................................................................. C3.8
C3.2: PROJECT PARTICULAR SPECIFICATIONS

C3.2.1 GENERAL PROJECT CONSTRUCTION SPECIFICATIONS

Project Specifications form an integral part of the Contract and supplements the Standard Specifications. These Specifications will be issued by the Professional Team from time to time and are to be adhered to by the Contractor.

Should there be any discrepancy amongst any specifications issued, such discrepancy shall be resolved by the Principal Agent before the execution of the work under the relevant item.

C3.2.2 DESCRIPTION OF SITE AND ACCESS

The site is the existing IDC Head Office in Johannesburg located at 19 Fredman Drive Sandton. Access from the site will be discussed at the tender site inspection meeting and the Tenderer/Contractor shall be advised of all aspects relating to the site including areas assigned for site offices and material lay down areas.

C3.2.3 SCOPE OF CONSTRUCTION WORK

The indicative scope of work shall comprise inter alia the following:

- Refurbishment of ablution facilities to provide better access for people with disabilities
- Repair works to cracked bulkheads and brickwork

It should be noted that the above scope may be varied at any stage.

The contractor shall note that the IDC wishes to apply targeted procurement during the contract whereby 75% of the entire contract value shall be procured from Local South African companies. The professional team shall strive to specify local products and material as far as possible. The contractor is required to advise the Principal Agent should an imported product or material be specified where the contractor has knowledge of a suitable South African equivalent.

C3.2.4 GREEN BUILDING INTERVENTIONS

The IDC (IDC) wishes to improve the operational efficiency of the building with respect to (inter alia) water and energy usage and waste management and to position the building for a Green Star SA Existing Building Rating when this is issued by the Green Building Council of South Africa (GBCSA). To this end this project will target, or align with, a number of Greenstar Design Rating Credits. For further detail on Greenstar Credits the Contractor is referred to the Technical Manual Green Star SA - Office Version 1 dated November 2008.

The requirements of these Credits will be specified in drawings, specifications and other documentation provided by the respective professionals. It is important that the Contractor understands and complies with these listed requirements. In addition, there are a number of Credits where there are specific requirements for the Contractor. These Credits are outlined in more detail in the clauses below.
C3.2.4.1 ENVIRONMENTAL MANAGEMENT PLAN (MAN-6)

A formal Environmental Management System will be required during the construction phase of the project.

In terms of this clause, the contractor shall be required to prepare a comprehensive, project-specific Environmental Management Plan (EMP), for the works in accordance with section 3 of the NSW Government Environmental Management Systems Guidelines 2nd Edition (Sept 2009) attached and the Environmental, Health & Safety Management Plan for Contractors Version No 02 of the IDC as contained in this tender document.

The tenderer shall be required to submit a proposed project specific draft EMP with his tender submission.

Generic non-compliant EMP’s should therefore not be submitted. Following the award of the Contract to the successful contractor the Principal Agent shall scrutinize the draft EMP submitted and advise the contractor of any revisions to be made to the draft EMP to meet the requirements. Once the Principal Agent has approved and accepted the EMP, it shall be utilised and implemented to manage the Project. An internal audit trail will be required to be documented by the contractor with auditing by the Principal Agent as evidence of ongoing compliance with the EMP.

The contractor shall be required to maintain the EMP and all revisions at all times and shall ensure that the EMP is implemented. The contractor shall also implement an internal audit function on the implementation of the EMP and provide the results of such audit to the Principal Agent on a monthly basis. Should the Principal Agent be of the opinion that the EMP implementation and auditing is unsatisfactory then the contractor will be required to remedy it to the Principal Agent’s satisfaction. The Contractor and all subcontractors are contractually required to adhere to the EMP.

The EMP should be used to ensure that Greenstar requirements being targeted by the project are comprehensively and effectively addressed. These requirements include; MAN - 7 Waste Management; MAN - 11 Local Sourcing; and ECO - 1 Topsoil, and requirements as integrated in the standard documentation of the Professional Team. The EMP should therefore include specific reference as to these requirements and to processes to be followed to achieve these requirements.

C3.2.4.2 ENVIRONMENTAL MANAGEMENT SYSTEM (MAN-6)

In terms of this clause the contractor shall be required to submit their valid ISO14001 Environmental Management System (EMS) accreditation with his tender submission, and furthermore, he is required to maintain a valid ISO14001 accreditation throughout the construction of the project in order to demonstrate that an appropriate EMS is operating within the organisation.

The contractor shall furthermore be required to provide confirmation that all his subcontractors (including any selected or nominated subcontractors) adhere to the ISO14001 requirements.

Where the tenderer/contractor does not possess a valid ISO14001 accreditation, a system other than ISO14001 shall be acceptable, subject to the Principal Agent’s approval. This system must meet the following requirements:

1. The results are externally available to customers and the public, and internally to staff and other building occupants.
2. An external Auditor’s report confirming evidence of effective use of an appropriate tool must be provided.
3. All systems are to follow the basic stages of top level commitment, identification of impacts, review, target setting, action plan, monitoring and reporting.
4. The process is to be frequent and ongoing.
5. Any of these systems must set out the following:
   a. A degree of high level commitment;
   b. Key responsibilities with names attached;
   c. Key environmental impacts identified and prioritised as part of a review process;
   d. Targets and an action plan; and
   e. Monitoring processes, with the reporting of this monitoring to senior management.

Should this alternative be applicable to the tenderer/contractor, he shall submit his proposed project specific draft Environmental Management System with his tender submission.

C3.2.4.3 WASTE MANAGEMENT (MAN-7)

The IDC is targeting the Green Star credits available for waste management. It is required of the contractor that at least 75% of all demolition or construction waste on the project shall be re-used or recycled.

In terms of this credit, the contractor is required to draw up and to implement a Waste Management Plan (WMP), prepare and retain waste records and issue monthly reports to the IDC or his agents. The WMP shall address all waste created on the project from inception to completion of construction.

A proposed project specific draft Waste Management Plan must be submitted with the tender submission.

Following the award of the Contract to the successful contractor the Principal Agent shall scrutinize the draft WMP submitted and advise the contractor of any revisions to be made to the draft WMP to meet the requirements.

The WMP shall describe how all generated waste is monitored; which types of waste will be collected for recycling or reuse; how recycling will occur and who the responsible party is for the various aspects of the WMP.

The WMP shall include instructions to the contractor’s staff and all subcontractors on recycling and reuse procedures. The WMP shall be prepared by the contractor before the construction starts and shall be implemented during the entire construction period. The contractor and all subcontractors are contractually required to adhere to the WMP.

Short reports from the contractor will be required to confirm compliance with the credit criteria by tabulating all categories of waste (wood, metal, concrete, general etc.) with their corresponding quantities and indicating how they were reused or recycled. The recycled or reused quantities are to be summed to indicate the total diverted from landfill and divided by the total generated waste. The short report should reference appended receipts and other records (e.g. evidence of reuse) stating the total amount (by mass) of waste generated and the percentage reused or recycled. It should be noted that all waste must be measured in mass and where volume has been provided the Contractor must convert this to mass using densities assumed for different solid waste types on page 33 of the Green Building Council of South Africa - Technical Manual Green Star South Africa - Office V1. This report will be required at monthly intervals during the contract as part of the Environmental Management Plan in order for the Principal Agent to monitor progress as the work proceeds. Monthly reports must confirm that the minimum requirement of 70% by mass of all waste being reused or recycled is being achieved. A final report at the end of the project will also be required to confirm compliance with the requirements of this Credit.

The contractor must comply with either informal or bulk recycling as set out in the Green Building Council of South Africa - Technical Manual Green Star South Africa - Office V1. The WMP and short reports shall be provided by the contractor in both electronic and hard copy form to the IDC (IDC) or his agents.
C3.2.4.4 LOCAL SOURCING (MAT-11)

In terms of local sourcing it is a requirement that 20% of the total contract value is represented by materials or products (used in the construction of the project) that have been sourced from within 400 kilometers of the site (Mechanical, electrical and plumbing components and specialty items such as elevators and equipment are excluded).

Tenderers shall advise with their tender submission on the materials or products they intend sourcing from within 400 kilometers of the site and shall provide substantiation documents supporting this undertaking.

Further to the above the contractor shall source all river sand, building sand, plaster sand, stone or other aggregate cement and any ready-mix concrete or mortar required for the project within 50 kilometers of the site. Tenderers shall advise with their tender submission on any other materials they intend sourcing from within 50 kilometers of the site and shall provide substantiation documents supporting this undertaking.

Only materials or products permanently installed in the building are eligible and must have been extracted, harvested, recovered, as well as manufactured within the above mentioned radii of the site in order to qualify for the credit.

Mechanical, electrical and plumbing components and specialty items such as elevators and equipment are excluded from this credit.

The contractor shall be required to keep a spreadsheet in which all materials, product costs, manufactures, distance from manufacturer to project site and distance from extraction site to project site are recorded. This spreadsheet to be issued, monthly to the Principal Agent as part of the Environment Management Plan.

The contractor is required to obtain manufacturer's information that indicates the location of extraction, harvest or recovery as well as processing and manufacturing for each compliant material nominated as part of the spreadsheet above.

C3.2.4.6 TOPSOIL (ECO-01)

The IDC (IDC) is targeting the Green star credit for Topsoil (ECO-1). This requires that the Contractor protects and preserves the ecological integrity of the topsoil on site.

In terms of this Credit it is required that the contractor comply with the Topsoil Management Plan as contained in the Annexures of this tender document, prepared by the Landscape Architect.

This requires:

- All topsoil impacted by the construction works to be separated and protected from degradation, erosion or mixing with fill or waste (Protected topsoil).
- The contractor must ensure that 85% of all this protected topsoil (by volume) remains on site.
- No topsoil may be removed from site without the written consent of the Landscape consultant.
- No importation of topsoil will be permitted.
- At project completion, protected topsoil must be spread over impacted areas to a minimum depth of 200mm.

Protected topsoil remaining on site must be kept productive by the following measures:

Site clearance should occur in a phased manner, a maximum of 4 weeks prior to construction in the specific area, as approved by the Landscape Architect. Salvaged topsoil must be stockpiled and protected from degradation and erosion by planting of an approved vegetative layer in stockpiles that will be stored for more than three months. Stockpiles that will be kept for less than three months must be covered with an approved durable yet permeable material.
Measurable items shall be included in the provisional bills of quantities of the landscaping selected subcontract and elsewhere as applicable that will quantify and detail topsoil to be salvaged and stockpiled; re-application of topsoil at a later stage; protective coverings for stockpiled topsoil etc.

Generally, most topsoil preservation will be required to be executed under the landscaping selected subcontract. Should there be a requirement for topsoil preservation on other portions of the construction works, other than within the landscaping subcontract the contractor will still be required to comply with the Topsoil Management Plan.

C3.2.6 IDC ENVIRONMENTAL, HEALTH AND SAFETY MANAGEMENT PLAN FOR CONTRACTORS

Unless specific items are included in the Provisional Bills of Quantities, the tendered rates, prices and sums for the items of work that are measured/scheduled will be held to include for the cost of compliance with the requirements of this specification (Refer document attached in Annexures of the tender document).

C3.2.7 NEW SOUTH WALES (AUSTRALIA) ENVIRONMENTAL MANAGEMENT SYSTEM GUIDELINES 2007

Unless specific items are included in the Provisional Bills of Quantities, the tendered rates, prices and sums for the items of work that are measured/scheduled will be held to include for the cost of compliance with this guideline specification (Refer document attached in Annexures of the tender document).
C4: ANNEXURES

C4.1: TENDER DRAWINGS
C4.2: WAIVER OF LIEN FORMAT
C4.3: IDC ENVIRONMENTAL, HEALTH AND SAFETY MANAGEMENT PLAN FOR CONTRACTORS
C4.1 TENDER DRAWINGS

The Drawings listed below are for tender purposes only. The work shall be carried out in accordance with the Contract Drawings which will be issued to the successful Tenderer.

The list of drawings annexured to this document is as follows:

24. 3518C100 Revision 2
25. 3518C101 Revision 2
26. 3518C102 Revision 2
27. 3518C103 Revision 1
28. 3518C104 Revision 2
29. 3518C105 Revision 2
30. 3518C106 Revision 1
31. 3518C107 Revision 1
32. 3518C108 Revision 1
33. 3518C109 Revision 2
34. 3518C110 Revision 2
35. 3518C111 Revision 2
36. 3518C112 Revision 1
37. 3518C113 Revision 2
38. 3518C114 Revision 1
39. 3518C115 Revision 1
40. 3518C116 Revision 0
41. 3518C117 Revision 0
42. 3518C118 Revision 0
43. 3518C119 Revision 0
44. 3518C600 Revision 2
45. 3518C601 Revision 1
46. Engineer Structural Repair Report
Waiver of Contractor’s Lien
for use with the JBCC Principal Building Agreement
or JBCC Minor Works Agreements

DEFINITIONS

Contractor IDC (IDC)

Agreement (Principal Building Agreement Or Minor Works Agreement)

Works (description)

Site (property / title deed description)

AGREEMENT

The Contractor waives, in favour of the IDC (IDC), any lien or right of retention that is or may be held in respect of the Works to be executed on the Site

Thus done and signed at __________________________ on __________________________

Name of signatory ___________________________ Capacity of signatory ___________________________

As witness ___________________________ For and on behalf of the Contractor who by his signature warrants authorisation hereto
Environmental, Health & Safety Management Plan

For the IDC Contractors

Version Number 03
PROCEDURE OWNER: EHS Department

PROCEDURE CUSTODIAN: Systems and Procedures Review Committee

DEPARTMENT RESPONSIBLE FOR MAINTAINING PROCEDURE: EHS Department

DATE APPROVED: 09 December 2014

NEXT DATE OF REVIEW: 09 December 2017
# TABLE OF CONTENTS

1. Definitions .............................................................................................................. 4  
2. Introduction ............................................................................................................. 6  
   2.1. Overview ........................................................................................................... 6  
   2.2. Purpose of the Guidelines ................................................................................ 6  
   2.3. Scope of the Guidelines .................................................................................... 7  
3. EHS Management Plan of Contractor Policy ....................................................... 8  
4. Working Hours ....................................................................................................... 9  
5. Site Access & Security ......................................................................................... 9  
6. Emergency Procedure ........................................................................................... 9  
   6.1. Emergency Contact Details ............................................................................. 9  
   6.2. Incident Reporting ............................................................................................ 10  
7. Environmental Management ............................................................................... 11  
   7.1. Waste Management ......................................................................................... 11  
8. Health & Safety Management ............................................................................. 11  
   8.1. Housekeeping .................................................................................................. 11  
   8.2. First Aid .......................................................................................................... 12  
   8.3. Smoking Policy ................................................................................................. 12  
   8.4. Personal Protective Equipment ....................................................................... 12  
   8.5. Electrical Equipment & Wiring ....................................................................... 12  
   8.6. Ladders ............................................................................................................. 13  
   8.7. Overhead Work ............................................................................................... 13  
   8.8. Roof work ........................................................................................................ 14  
   8.9. Construction Work .......................................................................................... 14  
   8.10. Excavations .................................................................................................... 14  
   8.11. Chemical Products ......................................................................................... 15  
9. Sub Contractors .................................................................................................... 15  
10. Environmental, Health & Safety Records ............................................................ 15  
11. General Warranties ............................................................................................. 15  
12. Suspension of Agreement ................................................................................... 16  
13. References ........................................................................................................... 17  
14. Appendices .......................................................................................................... 17  
15. Team ...................................................................................................................... 18  
16. Supported by ........................................................................................................ 18  
17. Peer Review ......................................................................................................... 18  
18. Approved by audit committee on ......................................................................... 19
1. **DEFINITIONS**

**Accident** – means an accident arising out of and in the course of an employee's employment and resulting in personal injury, illness or the death of an employee.

**Asphyxia** – lack of oxygen causing death or loss of consciousness.

**Competent Person** – A person capable (via training and experience) of identifying existing and predictable hazards in the surrounding or working conditions and has authorisation to take prompt corrective measures.

**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 or sewer or water reticulation system; or the moving of earth, clearing of land, making of an excavation, piling or any similar any civil engineering structure or type of work.

**Contractor** - A person or company(s), including sub-contractors, who are employed by IDC to perform project work or render service. Contractors include Construction contractors (see definition), maintenance (e.g. office equipment repairs) and service providers (e.g. security service, Catering service, labour broking, etc.). The service can be a long term or short term.

**Contract Manager** – Contract manager responsible for giving direction to or otherwise has authority over contractor(s) at all the IDC sites.

**Contusion** – injury to part of the body that does not break the skin (e.g. a bruise).

**Corporation** – Industrial Development Corporation of South Africa Limited

**Employee** – any person who is employed by or works for a Contractor and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person.

**Fracture** – an instance of breaking a bone.

**Hazard** – a source of or exposure to danger.

**Health and Safety File** – file used to keep all records on the health and safety for the project / contractor. This file should be available to the Corporation upon request and should be handed over to the Corporation at the end of the contract.

**Health and Safety Plan** – a documented plan which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified.

**Human Factors** – unsafe acts caused by people’s own fault or inefficiency.

**Incident** – an event that gives rise to an accident or has the potential to lead to an accident.
Inspector – refers to the Inspector of the Department of Labour as designated under section 28 of the Act.

Job Factors – unsafe physical factors caused by the poor design and/or inadequate operating procedures.

Long Term Contract – Contractors are engaged on a full time or regular part time basis to carry out tasks which are integrated with the business. These are usually managed through tendering process.

Permit to Work – A formal document used when working in hazardous conditions or performing hazardous tasks (e.g. Confined Space Entry, Fire Alarms system impairment, Hot Works, Lock Out Tag Out, Work at Heights, etc.)

Principal Contractor – A person appointed to manage, coordinate and/or implement the work or service involved in the contract and/or any subcontractor.

Reportable Incident – refers to incidents as defined under section 24 of the Act as:

Each incident occurring at work or arising out of or in connection with activities of persons at work, or in connection with the use of plant or machinery, in which, or in consequence of which:

a) Any person dies, becomes unconscious, suffers the loss of a limb or part of a limb or is otherwise injured or becomes ill to such a degree that he is likely to die or suffer a permanent physical defect or likely to be unable to for a period of at least 14 days either to work or continue with the activity he was employed or is usually employed;

b) A major incident occurred;

c) The health and safety of any person was endangered.

Risk – refers to the probability or likelihood that a hazard can result in injury or damage.

Risk Assessment – a program to determine any risks associated with any hazard in order to identify the steps needed to remove, reduce or control such a hazard.

Short Time Contract – Contractors carry out a specific task in a short period of within a day, e.g. Electrical and plumbing repairs. These contractors are pre-approved and are in the company data base of service providers.

Sprain – injury to a joint in the body, especially a wrist or an ankle by suddenly twisting it so that there is pain and swelling.

Strain – injury to a part of the body or to make part of the body weak by too much effort or an injury to part of the body caused by twisting a muscle or making too much effort.

the Act – Occupational Health & Safety Act (Act 85 of 2003), unless otherwise stipulated.

Trunk – the main part of the human body apart from the head, arms and legs.
2. INTRODUCTION

2.1. Overview

IDC has a responsibility to assess risks exposure to its employees, visitors and contractors on site and any member of the public who may be affected by its activities. This responsibility extends to managing the risks associated with work or service provided by contractors.

This guideline document outlines minimum requirements for Environmental, Health and Safety (EHS) for Contractors applying or tendering to provide service or work on IDC premises. The aim of the guideline document is to give effect to the IDC EHS Policy (*Appendix 1*) and is compiled in line with the requirements of the Occupational Health and Safety Act (Act 85 of 1993) and its regulations. The aim of the Act is to ensure the health and safety of persons at work and any other person that may be exposed to hazards arising out of or in connection with the activities of persons at work.

This document shall be communicated to all Contractors with the aim of achieving a high level of pro-active Occupational Health, Safety and Environmental management during the application of contracts. Contractors shall submit Environmental, Health and Safety (EHS) Plan prior to commencement of any work on IDC property. Once the contract has been awarded, the IDC Contract Manager shall complete the Environmental, Health and Safety Questionnaire for Contractors (*Appendix 2*) and forward it to the EHS Department together with a copy of the Contractors EHS Plan. The Department will review and approve the plan to ensure compliance with this guideline document. Once the plan has been approved the Contractor can commence work, the department will conduct ongoing monitoring to ensure compliance to the plan for the duration of the project. The Contractor must hand over the EHS file to the IDC Contract Manager at the end of the contract. It is the responsibility of the Contractor to allocate sufficient resources to ensure compliance with requirements of this document.

2.2. Purpose of the Guidelines

The main purpose of the guideline document is to:

- Provide guidance to Contractors working on IDC property and projects on the minimum requirements of the IDC on environmental, health and safety;
- Safeguard IDC employees against occupational injuries and illness resulting from Contractor activities;
- Protect the environment, IDC property and assets and;
- Ensure, as far as reasonably practicable, compliance with relevant legal requirements, IDC policies and best practices standards and
• Ensure that the IDC requirements are consistent for all Contractors.

2.3. **Scope of the Guidelines**

The guideline document is applicable to all Contractors working on company projects or providing service to IDC. Where applicable, Contractors will develop an EHS Plan specific to their project to align it to the IDC EHS Management Plan. The Contractor’s EHS Plan will be reviewed and approved by the EHS Department at the IDC before commencement of the contract.

3. **EHS MANAGEMENT PLAN FOR CONTRACTORS POLICY**

IDC will ensure that all projects undertaken and services rendered by contractors or on behalf of the contractor is carried out in such a manner as to avoid, reduce, or control, all foreseeable risks to health and safety of its employees, visitors and contractors on site and any member of the public who may be affected by its activities.

To achieve this, the IDC will ensure that:

• Only suitably competent contractors are engaged;

• Contractors are responsible for the health and safety of their employees and that their work activities do not affect the health and safety of IDC employees and visitors;

• A contractor shall before the commencement of any construction work and during such construction work, conduct a risk assessment to identify any hazards that may affect both contractor and the IDC employees that may be exposed and provide a documented plan or safe working procedure to mitigate, reduce or control the risks and hazards that have been identified. Such plan or procedure shall be implemented prior to commencement of the construction work;

• Contract Manager is provided with the names and contact details of all supervisors;

• All legal health and safety appointments as required by the Act are done prior to commencement of the contract work and copies of appointment letters are available for inspection;

• Where applicable, all relevant authorities are notified at least a week prior to contract commencement date;

*Environmental, Health and Safety Management Plan*
All contractors are provided with the necessary information and instruction to undertake their tasks in accordance with the objectives of this policy;

All contractor's employees are provided with induction training before commencing with their activities on site and records of the training will be kept;

All employees commencing work subsequent to the initial EHS training sessions receive similar training prior to commencement of work;

Should employees of contractors carry out their duties in a manner that poses risks/danger to their health and safety, health and safety of IDC employees, visitors and any member of the public, IDC security shall instruct the employees to cease work on site until all necessary safety requirements have been implemented;

Contractor will be informed of any hazards associated with the tasks to be carried out in accordance with legislative requirements;

Suitable and sufficient procedures are in place to gain effective communication, co-operation and co-ordination of all contractor works;

Contractor's environmental, health and safety plan is co-ordinated with this plan and approved by the IDC Environmental, Health and Safety Department;

EHS plan forms part of pre-qualification process in selecting and approval;

Contractors engaged to carry out high-risk tasks (e.g. Working at Heights, Confined Space Entry, Hot Works, Lock Out Tag Out), are issued with Permit-to-Work and is issued to competent person by the Contract Manager;

Construction contractors are provided with authorisation permit in writing by Authorised Director from Department of Labour in accordance with National Building Act regulations;

Contractor performance is reviewed / audited by the Contract Manager during and on project completion;

Records of periodic site inspections by the contractor are made available to the Contract Manager and/or EHS Department on request and

This policy is monitored and reviewed at regular intervals to ensure that the policy is meeting stated aims and objectives and is consistent with legislative and best practice demands.

*Environmental, Health and Safety Management Plan*
4. **WORKING HOURS**

- The contractor shall work according to the agreed working hours. Should any work be done outside these working hours, prior arrangement must be made with the Contract Manager and the Security Manager.

- Security will not allow after hours work if no prior arrangement are made.

5. **SITE ACCESS & SECURITY**

- Access to IDC property shall be done in line with the IDC security procedure;

- Access to the IDC canteen must be arranged with the security services and

- Employees of contractors issued with access cards must always wear their cards and comply with the IDC Security Systems and Procedures. Cards are not to be shared amongst employees.

6. **EMERGENCY PROCEDURE**

All contractors must ensure that they are familiar with the IDC emergency procedure.

6.1. **Emergency Contact Details**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDC Security:</td>
<td>(011) 269 3702</td>
</tr>
<tr>
<td>IDC Maintenance:</td>
<td>(011) 269 3074</td>
</tr>
<tr>
<td>IDC EHS Department:</td>
<td>(011) 269 3570 / 3190</td>
</tr>
<tr>
<td>Sandton Clinic:</td>
<td>(011) 709 2000</td>
</tr>
<tr>
<td>Morningside Clinic:</td>
<td>(011) 282 5000</td>
</tr>
<tr>
<td>Ambulance:</td>
<td>082 911 / 10177</td>
</tr>
<tr>
<td>Sandton Police Station:</td>
<td>(011) 722 4200</td>
</tr>
<tr>
<td>Fire Department:</td>
<td>(011) 883 2900</td>
</tr>
</tbody>
</table>

*Environmental, Health and Safety Management Plan*
6.2. Incident Reporting by Contractor

- All environmental, health and safety incidents must be reported to the Contract Manager and EHS Department immediately;

- The IDC incident reporting and investigation form for contractors *(Appendix 3)* must be completed and forwarded to the EHS Department within 24 hours of the incident;

- All reportable incidents must be reported to the relevant authorities;

- In the case where a Contractor or his/her employees are seen working in an unsafe manner or ignoring the EHS requirements of the IDC or contravening any legislation/regulations; the Supervisor will be issued with an incident reporting and investigation form *(Appendix 3)* and the non-conformance will be recorded;

- The Contractor will have to reply in writing within 48 hours, advising the Corporation of the countermeasures put in place to address the unsafe act/environment;

- Any person who works in an unsafe manner on the IDC property may not be permitted to continue work and may be removed from the property and

- Depending on the seriousness of the alleged incident and/or the number of incident reports issued, the IDC may take further action, which may include permanent removal of the Contractor from the IDC property.
7. ENVIRONMENTAL MANAGEMENT

7.1. Waste Management by Contractor

- Reduce, reuse and recycle waste as far as possible;

- Littering on IDC property is strictly prohibited;

- All waste must be removed regularly; and prior to any overflowing conditions developing;

- Dumping of any liquids into storm water drains is prohibited;

- Building rubble must be disposed of at an area (waste disposal site) designated for that purpose;

- All hazardous waste must be disposed of at a licensed waste disposal site and records (Safety Disposal Certificate) thereof must be kept;

- Ensure that all waste is disposed of in an appropriate manner;

- All temporary waste on IDC property must be kept neat and tidy at all times and

- Building sand must be covered at all times and watered regularly to minimise dust when in use.

8. HEALTH & SAFETY MANAGEMENT

8.1. Housekeeping

- Maintain a clean and tidy workplace at all times;

- Clean up work areas when finished working and

- Ensure that any changes to the environment which pose a threat to vehicles and/or pedestrians are demarcated by danger tape.
8.2. First Aid

- Where more than five (5) employees are employed, the Contractor must appoint a certified First Aider in writing;

- The First Aider must have a first aid box, which contains as a minimum, the contents as described in the General Safety Regulations of the Occupational Health and Safety Act; and

- The Contractor shall ensure that all employees know the First Aider and are aware of where the first aid box is kept.

8.3. Smoking Policy

Smoking on IDC property is only allowed in designated smoking areas.

8.4. Personal Protective Equipment

- Personal protective equipment shall be provided by the Contractor and

- Contractors' employees must wear suitable personal protective clothing at all times.

8.5. Electrical Equipment & Wiring

- The Contractor must always assume that electrical wires and equipment are live;

- All repairs to electrical equipment must be carried out by a qualified electrician;

- Appropriate isolation procedures must be implemented before any repair / work is carried out;

- Any damaged wiring, equipment or installation must be removed from service and

- All electrical equipment must be covered during bad weather.
8.6. **Ladders**

All contractors on site using ladders will ensure that:

- Ladders are constructed of sound material and be suitable for the purpose for which they are used;

- Ladders are fitted with non-skid devices at the bottom end and hooks or similar devices at the upper ends of the stiles to ensure stability;

- Ladders are latched, held or secured to ensure stability during normal use;

- Ladders are in good condition without any defects and no ladder shall be used if it has damaged stiles, or damaged or missing rungs;

- Ladders which are required to lean against an object are not longer than 9m;

- The length of the ladder is not extended by fastening together two or more ladders;

- Ladders are not be painted;

- Boots are clear of mud and grease before climbing ladders;

- No tools and/or materials carried by hands when climbing on and off the ladder;

- Fall protection with full safety harness are worn for work above 3m, and

- Ladder register is available to Contract Manager and/or EHS Department on request.

8.7. **Overhead Work**

- The area must be clearly marked and barricaded with danger tape;

- No personnel are to be allowed to work below overhead work operations.
8.8. Roof work

- Suitable roof-ladders or duck boards or crawling boards shall be provided for roof work;

- Safety belts attached to the structure or similar effective equipment may be used in place of roof-ladders; and

- The IDC employees are prohibited from performing Work at Heights (> 2m).

8.9. Construction Work

- All construction work shall take place in accordance with the Construction Regulations of the Occupational Health and Safety Act;

- Hard hats shall be worn in construction areas at all times;

- No construction work shall take place unless an EHS plan has been approved by the EHS Department and

- The Contractor must fill in the form in Appendix 4 and forward it to the EHS Department prior to commencement of work.

8.10. Excavations

- All excavations shall be carried out under the supervision of a competent person;

- The Contractor shall ensure the stability of the ground before excavation work begins;

- The Contractor shall ascertain as far as it is practicable, the location and nature of the electricity, water and/or similar services which may be affected by the excavations;

- All excavations must be inspected daily, prior to commencement of each shift and after rain events; and

- All excavations must be fenced off with a barrier or danger tape.
8.11. Chemical Products

- No hazardous chemicals and/or flammable materials which may pose a fire risk may be brought on to IDC property without prior consent of the EHS Department;

- All chemicals on IDC property must be accompanied by Material Safety Data Sheet (MSDS), available from the manufacturer and/or supplier;

- Chemicals shall not be dumped in the stormwater drains;

- Chemical spill clean-up kit must be readily available on site;

- All used oil must be recycled and not disposed as general waste; and

- Cleaning chemicals are exempted from these requirements.

9. SUB CONTRACTORS

The Contractor shall ensure that all Sub-contractors abide by the environmental, health and safety requirements as outlined in this guideline document.

10. ENVIRONMENTAL, HEALTH & SAFETY RECORDS

The Contractor must ensure that all records as required in terms of the Occupational Health and Safety Act and National Environmental Management Act are kept on site and are available for inspection by the Contract Manager, EHS personnel or relevant authorities. The Contractor's EHS file must be handed to the IDC Contract Manager at the end of the project.

11. GENERAL WARRANTIES

The Contractor warrants that:

- They are familiar with all the provisions of the Act and regulations relevant to the work performed;

- It will take all necessary steps to ensure compliance with the Act and the regulations;

- All equipment on site comply with the Act and are safe for use.
• The company is registered in terms of the Compensation for Occupational Injuries and Diseases Act (Act 130 of 1993) and complies fully with the provisions of the Act.

Should it come to the attention of the IDC that any equipment is not, in the opinion of the IDC, safe for use, the IDC may order cessation of work until such time that the equipment is safe to use or has been replaced, depending on available time, or else terminate the contract.

12. SUSPENSION OF AGREEMENT

IDC Contract Manager or EHS personnel shall be entitled at any time to require the Contractor to:

• Immediately cease work if the Contractor has breached of any provisions of this document or the Act.

• Immediately remove from the site any person against whom the IDC has reasonable objection.

The IDC shall be entitled to recover from the Contractor any loss incurred as a result of cessation of work, including but not limited to the cost of getting work done by another contractor.
13. REFERENCES

Legislation
- Occupational Health and Safety Act, (85 of 1993) as amended;
- Compensation for Occupational Injuries and Diseases Act, (130 of 1993);

Regulations
- Construction Regulations
- Certificate of Competency Regulations
- Driven Machinery Regulations
- Electrical Installation Regulations
- Environmental Regulations for Workplaces
- General Machinery Regulations
- General Safety Regulations
- Hazardous Chemical Substances Regulations
- Lift, Escalators & Passenger Conveyor Regulations
- Regulations Governing General Hygiene Requirements for Food Premises and the Transportation of Food

14. APPENDICES

Appendix 1: Environmental, Health and Safety Policy
Appendix 2: Environmental, Health and Safety Questionnaire for Contractors
Appendix 3: Incident Reporting and Investigation Form for Contractors
Appendix 4: Construction Requirements
APPENDIX 1

ENVIRONMENTAL, HEALTH AND SAFETY POLICY
Industrial Development Corporation of South Africa Limited
Environmental, Health and Safety Policy

Corporate Mission
The Industrial Development Corporation of South Africa Limited is a self-financing national development institution whose primary objectives are to contribute to the generation of balanced, sustainable economic growth in Africa and the economic empowerment of
the South African population. The IDC pursues these objectives by financing competitive enterprises based on sound business
principles.
IDC’s core business is to foster sustainable economic development that will improve the quality of life of all residents of South Africa
and the Southern Development Community by providing equity and loan financing for new and existing business enterprises
showing economic and social merit. It does so in full support of Government’s economic and social development policies.

EHS Policy
IDC considers corporate responsibility a fundamental value and conducts all its activities in a manner designed to protect the
environment, as well as the health and safety of employees, contractors and the public by integrating best practice EHS
considerations into its projects from planning stage through to decommissioning, closure and aftercare.
In that spirit, the IDC views responsible environmental, health and safety management as an obligation to future generations and
works actively with its employees, business partners, the authorities and the public to ensure a sustainable safe and health
environment by:

- Promoting a health and safe work environment for its employees, contractors and the public;
- Providing its employees with the necessary training and resources to play an active role in ensuring superior
environmental, health and safety performance by IDC and its business partners;
- Identifying and assessing environmental, health and safety risks associated with the activities of the IDC and its business
partners to the provision of financing and regularly thereafter during IDC’s involvement;
- Insisting on full compliance with all relevant EHS regulations as a condition precedent to providing financing to its
business partners;
- Encouraging its business partners to exceed legislative compliance by the application of internationally recognised EHS
standards and best business practices;
- Educating, training and motivating employees about responsible EHS management;
- Promoting open communication on EHS issues amongst employees and stakeholders;
- Communicating to employees this policy and their accountability, and providing them with the necessary resources to
achieve company objectives;
- Continually assessing EHS performance, setting targets, embracing best practices and reporting enterprise-wide results;
and
- Periodically reviewing and updating enterprise-wide objectives and targets in line with its commitment to sustainable
development, continuous environmental performance improvement and the prevention of pollution, health and safety
risks.

The IDC believes that no operational condition or urgency of service can ever justify endangering the environment or the health
and safety of anyone.

M G Qhena
Chief Executive Officer

Environmental, Health and Safety Management Plan
Environmental, Health and Safety Pre-Qualification
Questionnaire for Service Providers/Contractors

IDC seeks to ensure that organisations/companies on its approved supplier lists demonstrate compliance with all relevant environmental, health and safety legislations. The information required is mandatory. Failure to provide relevant information will result in your bid being eliminated. This form should be forwarded to EHS unit.

Part A:

IDC Contact Person: ________________________________ Extension: ________________________________

Part B:

Name of Company: ______________________________________

Responsible Person: ______________________________________

Address: ______________________________________

Telephone number: ________________________________ Cell no.: ________________________________

Fax number: ________________________________ E-mail address: ________________________________

Contract commencement date: ________________________________

Duration of the contract: ________________________________

Number of employees on site: ________________________________

Environmental, Health and Safety Management Plan
Does the Contractor have a dedicated Environmental / Health & Safety Manager?  

Y  N  

If yes, name and contact details: ________________________________

Part C:

*Part C questionnaire should be included in the Tender request document.*

<table>
<thead>
<tr>
<th>Environmental, Health and Safety</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your organisation have an Environmental, Health and Safety (EHS) policy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your organisation have a documented Environmental, Health and Safety management system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your organisation have an EHS plan?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there an appointed person operationally responsible for environmental, health and safety within your organisation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your organisation have an incident reporting and investigation program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your organisation have permits, licences and/or authorisations required to provide service applied for?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you or your organisation a member of relevant associations or professional bodies?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all employees trained in environmental, health and safety?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your organisation have programs focussing on reducing negative impact on the climate change?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your organisation have a risk assessment process?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Environmental, Health and Safety Management Plan*
I agree to comply with the Industrial Development Corporation of South Africa Limited Environmental, Health and Safety policies and procedures.

Signature of Contractor: ____________________________

Date: ____________________________
APPENDIX 3

EHS INCIDENT REPORTING AND INVESTIGATION FORM FOR CONTRACTORS
INCIDENT REPORTING & INVESTIGATION FORM FOR CONTRACTORS

1. Recording of incident

<table>
<thead>
<tr>
<th>Details of Injured Person</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Injured:</td>
<td>Employee no. / ID no.:</td>
<td>Name of Contractor:</td>
</tr>
<tr>
<td>..................................</td>
<td>..................................</td>
<td>..................................</td>
</tr>
<tr>
<td>Occupation of Injured:</td>
<td>Date of Incident: ..............</td>
<td>Place:</td>
</tr>
<tr>
<td>..................................</td>
<td>Time of incident ..........</td>
<td>..................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Incident</th>
<th>Property damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal injury</td>
<td>Disabling lost time</td>
</tr>
<tr>
<td>Environmental</td>
<td>Medical</td>
</tr>
<tr>
<td>Explosion</td>
<td>First Aid</td>
</tr>
<tr>
<td>Fire</td>
<td>Fatality</td>
</tr>
<tr>
<td>Spillage</td>
<td>Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nature of Injury</th>
<th>Contusion / Wound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sprain / Strain</td>
<td>Burns</td>
</tr>
<tr>
<td>Electrical Shock</td>
<td>Unconscious</td>
</tr>
<tr>
<td>Amputation</td>
<td>Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accident Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Struck by</td>
<td>Absorption</td>
</tr>
<tr>
<td>Fall on same level</td>
<td>Fall from diff level</td>
</tr>
<tr>
<td>Struck against</td>
<td>Inhalation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part of Body Affected</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td></td>
</tr>
<tr>
<td>Hand</td>
<td>Finger/s</td>
</tr>
<tr>
<td>Eye</td>
<td>Arm</td>
</tr>
<tr>
<td>Eye</td>
<td>Neck</td>
</tr>
<tr>
<td>Foot</td>
<td>Trunk</td>
</tr>
<tr>
<td>Foot</td>
<td>Multiple</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

Other:
2. Investigation

**Immediate Cause(s)**

| Using equipment unsafely | Take risks | Poor floor condition |
| Not using PPE | Defective tools, equipment | Overcrowding |
| Working on moving machinery | Poor ventilation | |
| Work on/with unsafe equipment | Poor lighting | |
| Safety regulations ignored | Unsafe design | |
| Operate without authority | No PPE provided | |
| Other: | | |

**Root Cause (job factors)**

| Inadequate work standard | Excessive heat / cold | Inadequate supervision |
| Inadequate security standard | Mechanical failure | Wear & tear |
| Inadequate training | Inadequate emergency planning | Equipment fault / error |
| Inadequate tools & equipment | Congestion / lack of storage space | Inadequate ergonomic design |
| Other: | | |

**Root Cause (personal factor)**

| Lack of knowledge | Willful deviation | Drug / alcohol problem |
| Lack of skill | Failure to use PPE | Excessive overtime |
| Tried to avoid discomfort | Physical / emotional problems | Dermatitis |
| Failure to follow instruction | Ill, fatigued or incapacitated | Allergies |
| Lack of motivation | Try to save time | Preceding medical condition |
| Other: | | |

Other Comment:

______________________________________

______________________________________

*Environmental, Health and Safety Management Plan*
3. **Steps taken to prevent recurrence**

<table>
<thead>
<tr>
<th>Corrective Action</th>
<th>Responsibility</th>
<th>Target Date</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **History**

   Please attach copies of the following documents or provide a short description of the status:

   8.1. Risk assessment done
   8.2. Training records
   8.3. Previous incident investigation history
   8.4. Any other relevant documentation (please specify): ____________________________

5. **Signature(s)**

   SHE Rep: ____________________________ (Name) ____________________________ (Signature)

   Site Supervisor: ____________________________ (Name) ____________________________ (Signature)

   Management: ____________________________ (Name) ____________________________ (Signature)
Witness statement

<table>
<thead>
<tr>
<th>Name:</th>
<th>Co no.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident #:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continue on additional page

<table>
<thead>
<tr>
<th>Recorder:</th>
<th>(Name)</th>
<th>(Signature)</th>
<th>(Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Witness 1:</th>
<th>(Name)</th>
<th>(Signature)</th>
<th>(Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Witness 2:</th>
<th>(Name)</th>
<th>(Signature)</th>
<th>(Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Environmental, Health and Safety Management Plan
6. Injurer's statement

<table>
<thead>
<tr>
<th>Name:</th>
<th>Co no.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident #:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

____________________
____________________
____________________
____________________
____________________
____________________
____________________
____________________

Continue on additional page

Recorder: __________________________  (Name)  (Signature)  (Date)

Witness 1: __________________________  (Name)  (Signature)  (Date)

Witness 2: __________________________  (Name)  (Signature)  (Date)

Environmental, Health and Safety Management Plan
Sketch of the scene
APPENDIX 4

CONSTRUCTION REQUIREMENTS
**Environmental, Health and Safety Specifications for Construction Work**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A list of all sub-contractors appointed on the project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Protective Equipment (PPE) for employees and visitors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notification letter to the provincial director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the area sufficiently barricaded?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the name and contact details of the site supervisor available?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Appointment Letters</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-contractor appointment letter/s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter of appointment for site supervisor/s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter of appointment for safety officer (full-time / part-time)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter of appointment for H&amp;S Reps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment letter of the person responsible for the preparation of the risk assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment letter of the person responsible for the preparation of the fall protection plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment letter of a competent person for demolition work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment letter of a competent person to supervise scaffold work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment letter for a competent person to supervise excavation work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment letter for a competent person to inspect construction vehicles and mobile plants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Assessments &amp; Procedures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall protection plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental, health &amp; safety plan by the contractor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter of approval of the environmental, health &amp; safety plan from IDC EHS unit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-contractor environmental, health &amp; safety plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe work procedures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Results of the risk assessment to all employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Results of the risk assessment to sub-contractors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication between principal contractor and sub-contractors on EHS issues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Checklists</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection checklist for all excavations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily checklist for electrical machinery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly inspection of the structure to ensure compliance to design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly inspection of all temporary electrical installations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental, health &amp; safety inspection to ensure compliance to H&amp;S plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checklist for fall protection equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checklist for construction vehicles and mobile plants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Medical Certificates</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All employees who perform work on elevated positions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All employees who perform work on suspended platform</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requirement</td>
<td>Y</td>
<td>N</td>
<td>N/A</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
<td>-----</td>
</tr>
<tr>
<td>Letter of good standing with the compensation fund or licensed compensation insurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Training &amp; Awareness</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental, health and safety induction for all site employees and visitors to the site</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training of all employees who work on elevated position</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training of operators of construction vehicles and mobile plants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training of first aiders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training of health and safety representatives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Records</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental, health and safety file</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident reporting and investigation forms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other documentation relevant to the Contract</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 5

Safety file requirements

1. Company Health, Safety and Environmental Policy
2. Company HIV and AIDS Policy
3. Company letterhead with contact details
4. Company Profile
5. Proof of company registration
6. Proof of SARS registration
7. Public Liability (insurance cover)
8. Company Organogram (showing company reporting structure)
9. Site Team organogram with names and cell numbers of the specific team working on specific site
10. Scope of work
11. List of employees working on this project (with their ID numbers and positions listed)
12. List of tools and equipment to be used on this project
13. Sub-contractor’s internal Employee induction (focusing on specialist work, specific tasks, risk assessments related to these tasks, methods to be used and general site safety)
14. Letter of appointment from Principal Contractor or Client
15. Agreement with Mandatory signed by contractor and principal contractor
16. Statutory Legal Appointments – (application to all contractors)
   - CEO’s delegation of duties – attach ID, CV & certificates
   - Supervisor of construction work – attach ID, CV & certificates
   - Subordinate supervisor of construction work – attach ID, CV & certificates
   - Fall protection plan developer – attach ID, CV & certificates
   - Risk assessor – attach ID, CV & certificates
   - Portable electrical tools inspector
   - Accident/Incident Investigator – attach ID, CV & certificates
   - Safety committee member
   - Stacking and storage inspecting
   - Hand Tools inspector
17. Other appointments (if required)
   - Safety officer – attach ID, CV & certificates
   - First aider (must be certified and certificate attached)
   - SHE representative (must be certified and certificate attached)
   - Emergency Evacuation Planner
18. Company’s Health and Safety Plan (must be site specific and related to your scope of work and signed by the CEO/owner)
19. Environmental Management Plan (include waste management which must be signed by the CEO/owner)
20. Method statement (how you are going to do your work)
21. Hazard identification and risk assessments – based on method statement
22. Registers and checklists – general (if required as per scope of work)
23. Accident/Incident Procedure
- Appointment of accident/incident investigator
- Proof of competency of investigator (certificate and CV)
- Accident/Incident Register

24. Certificate of competency
- First aider (training record)
- SHE representative (training record)

25. Medical Certificates for persons working above 2m on edges, on scaffolding, painting, rooftops and any person operating any machinery, etc.

26. Certificates of competency of operators
- Medical Certificates for drivers and operators (to include lung function, hearing and eye tests)
- Vehicle maintenance records
- Operators appointments
- Inspector appointments
- Explosive power tools
- Portable electrical tools

27. Toolbox talks

28. Awareness training records (how to use equipment correctly/waste management/site safety rules)

29. Accident/Incident Investigation
- Accident/Incident Register
- Accident/Incident Reporting Procedure
- Recording of the accident/ incident
- IDC (IDC)s report of the accident (WCL1 and WCL2)
- Emergency contact list

Please ensure that your safety file is created in this order
All information in this file must be specific to the site/project.

You are responsible to provide the necessary PPE for your employees to conduct their work.