

OPEN REQUEST FOR QUOTATION PROCESS

NAME OF SERVICE PROVIDER / SUPPLIER:

REQUEST FOR QUOTATIONS FOR GOODS AND SERVICES AT JPC

JPC requests your quotation on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

DATE OF ADVERT	26 April 2024
CLOSING DATE	06 May 2024
CLOSING TIME	10H30 TELKOM TIME
RFQ NUMBER	RFQ 236\2024FY\PF
DESCRIPTION OF GOODS/SERVICES	REQUEST FOR QUOTATIONS FROM JPC PANEL OF CONTRCATORS (POP 03\2021) FOR APPOINTMENT OF A CONTRACTOR WITH CIDB GRADING OF 3GB - 5GB FOR ELECTRICAL SERVICES AT MALVERN CLINIC FOR HEALTH DEPARTMENT.
DISQUALIFICATION CRITERIA	<ul style="list-style-type: none"> only quotations from service providers on JPC Panel of (POP 03\2021) CIDB Grade 3GB - Grade 5GB categories will be accepted. non attendance of compulsory briefing session
COMPLIANCE REQUIREMENTS	<ul style="list-style-type: none"> Valid Tax Compliant Verification PIN number issued by SARS. Close Corporation- current copy of CK1 and/or CK2C Certified copy or Original of entity's B-BBEE Certificate or original sworn affidavit Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the individual / Proof that acknowledgements / arrangements have been made to settle arrears / Valid lease agreement / Affidavit stating why an up to date municipal account cannot be submitted. Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Entity / Proof that acknowledgements or arrangements have been made to settle arrears / Valid lease agreement / Affidavit stating why an up to date municipal account cannot be submitted. Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Director (s) or Member (s) / Proof that acknowledgements

	<p>or arrangements have been made to settle arrears / Valid lease agreement / Affidavit stating why an up to date municipal account cannot be submitted.</p> <ul style="list-style-type: none"> • In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation and a JV / Consortium agreement. • Central Supplier Data Base registration (CSD) valid on RFQ closing date. • The following documents must be completed and duly signed. <ul style="list-style-type: none"> ➤ Declaration of interest in MBD 4 ➤ Declaration of the Bidder's Past Supply Chain Practices in MBD 8, ➤ Certificate of Independent Bid Determination in MBD 9 <p><i>If the entity or any of its Directors are listed on the National Treasury register of defaulters, the bid will be rejected.</i></p>
COMPULSORY BRIEFING SESSION	<p>Date : 30 April 2024 Time : 12H00 AM Venue : Malvern Clinic (501 Corner Saint Friguin Street\Jules Street and Hareford Street)</p>
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	<p>www.jhbproperty.co.za</p>
<u>SUBMISSION OF QUOTES:</u>	<p>Forum I Block A, Braampark 33 Hoofd Street Braamfontein 2017</p> <p><i>Submissions must be deposited into the RFQ Box at the Reception. No emailed submissions will be accepted.</i></p> <p><i>NB: The JPC will not be liable/responsible for any quotation(s) submitted in the incorrect box.</i></p>
ENQUIRIES:	<p>Lesiba Masemola Lmasemola@jhbproperty.co.za</p>

QUOTATIONS ABOVE R30 000 WILL BE EVALUATED ON THE BASIS OF THE 80:20 POINT SYSTEM AS STIPULATED IN THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (ACT NUMBER 5 OF 2000) & JPC'S SUPPLY CHAIN MANAGEMENT POLICIES AND PROCEDURES.

SCOPE OF THE PROCUREMENT:

The services and/or goods required are:

- **Electrical services at Malvern Clinic (See attached BOQ)**

NB: All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED

I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE _____

NAME _____

CONDITIONS

1. All goods or services purchased will be subject to JPC SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official purchase order form. Therefore no goods must be delivered or services rendered before an official purchase order has been forwarded to and accepted by the successful bidder.
3. To participate in JPC's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on Central Supplier Database. The JPC is dealing only with the registered and accredited suppliers on Central Supplier Database.
4. All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers / Service Providers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
7. Quantities are given in good faith and without commitment to JPC. The JPC reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations as prescribed in the SCM Policy.

8. Quotation documents must be completed in black ink.
9. The lowest price or any quotation will not necessarily be accepted and the JPC reserves the right to accept the whole or any portion of a quotation. The JPC may accept or reject any quotation offer and may cancel the quotation process or reject all quotation offers at any time before the appointment. The JPC shall not accept or incur any liability to the bidder for such cancellation or rejection.
10. In the event that the JPC has made an offer to a service provider / supplier and the service provider / supplier declines the offer for whatever reason, the JPC reserves the right to appoint the second acceptable offer and/or re-advertise the requirements.
11. The supplier/service provider accepts full responsibility for the proper execution and fulfilment of the goods/services quoted for.
12. The JPC reserves the right to benchmark prices quoted to establish fair market price.
13. Quotations are to remain open for acceptance for a period of sixty (60) days effective from the date on which they are closed and shall be accepted at any time within the said period of sixty (60) days.
14. **In the event of a mistake having been made on the price schedule, it shall be crossed out in ink and be accompanied by an initial at each price alteration. Corrections in terms of price may not be made by means of a correction fluid such as Tipp- Ex or a similar product. If correction fluid has been used on any specific item price, such item will not be considered. No correction fluid may be used in a Bill of Quantities where prices are calculated to arrive at a total amount. If correction fluid has been used, the quotation as a whole will not be considered. The JPC will reject the quotation if corrections are not made in accordance with the above.**
15. If items are not quoted for, a line must be drawn through the space in pen.
16. FORWARD EXCHANGE RATE COVER In the event of price/prices being based on the exchange rate, the successful tenderer/s will be required to obtain exchange rate cover in order to protect the ENTITY against exchange rate variations. Proof must be provided that forward Exchange Rate cover has been taken out within 14 days after an order has been placed. If proof that cover was taken out within 14 days after the order has been placed, is not submitted to The Joburg Property Company, with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.
17. A valid Tax Clearance Certificate or the SARS Pin of the Company should be submitted with this quotation document. In cases where the tenderer has not submitted a Tax Clearance Certificate/SARS Pin, the JPC reserves the right to at any time after the closure of the tender, but before the award of the tender, request from the tenderer to provide the valid Tax Clearance Certificate or a SARS Pin within 48 hours from date of notification.

Bidders should note, that in accordance with legislation, no contract may be awarded to a/an person/entity who/which has failed to submit a Valid Tax Clearance Certificate issued by the South African Revenue Service (SARS), certifying that the taxes of that person/entity are in order, or that suitable arrangements have been made with SARS/SARS pin to enable the City of Johannesburg to verify that the Company is tax compliant. Each party to a consortium/joint venture should submit a separate tax clearance certificate or SARS Pins.

18. **Any quotation will be rejected if the bidder or its director/s are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the request for quotation closure date.**

19. **EXECUTION OF ORDERS**

Bidders are reminded that orders placed against accepted quotations are to be executed in strict accordance with the accepted specification and within the quoted delivery period.

20. **OCCUPATIONAL HEALTH AND SAFETY**

The successful bidder will be required to comply with the requirements of the Occupational Health and Safety Act and its regulations.

21. ***JPC DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.***

I HEREWITH CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE _____

NAME _____

ADDITIONAL REQUIREMENTS

DECLARATION

I certify that the information supplied is correct and I have read and understood the JPC General Conditions and Policies and Procedures and accept same:

I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

SIGNATURE: _____



City of Joburg Property Company SOC Ltd.
Supply Chain Management

NAME: _____

CAPACITY: _____

DATE: _____



SUPPLY CHAIN MANAGEMENT
P.O. BOX 31565
BRAAMFONTEIN
2017

VAT. NO: 4010194266

BIDDER NAME:

ADDRESS:

TEL:

FAX:

CSD NUMBER:

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
RFQ 236/2024FY/PF	26 April 2024
CONTACT PERSON	
NAME:	Lesiba Masemola
TEL No:	082 494 4913

Submission Deadline:

06 May 2024

Submission Time:

10:30 TELKOM TIME

VALIDITY OF RFQ:
60 DAYS

OFFICE USE ONLY:

PRICE/S TO BE VAT EXCLUSIVE

Please deposit all quotation in the RFQ box as stipulated in the cover page

Bids equal to or above R30 000 and up to R50 million will be evaluated on the basis of the 80/20 preference point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000), as amended.

EVALUATION CRITERIA

The bids will be evaluated on price and preferential goals specified on this RFQ

80/20 PREFERENCE POINT SYSTEMS

<p>The following formula will be used to calculate the points out of 80 for price:</p> $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$ <p>Where</p> <p>Ps = Points scored for price of bid under consideration. Pt = Price of bid under consideration Pmin = Price of lowest acceptable bid</p> <p><u>POINTS AWARDED FOR PRICE AND PREFERENTIAL GOALS</u></p> <p>Points will be allocated as follows:</p>	
PRICE	80
PREFERENTIAL GOALS	20
<p><u>Business owned by 51% or more – Black People</u></p> <ul style="list-style-type: none"> ➤ 51% black ownership =10 points ➤ Less than 51% black ownership =0 points <p>(CSD, Valid BBEE Certificate, Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder Certificate)</p>	5
<p><u>SMMEs (An EME or QSE)</u></p> <ul style="list-style-type: none"> ➤ EME or QSE entity = 5 points ➤ Not EME or QSE entity = 0 points <p>(CSD and BBEE Certificate \ Affidavit Sworn under oath)</p>	5
<p><u>Enterprises located within the City of Johannesburg Metropolitan Municipalities</u></p> <ul style="list-style-type: none"> ➤ Within COJ = 10 points ➤ Outside COJ = 0 point <p>(CSD and proof of municipal account.)</p>	10

The following documents will be required for the purposes of allocating preferential points:

1. Central supplier data base (CSD) registration report
 2. Certified ID copy of Director/s
 3. Proof of municipal accounts or letter from the Ward Council confirming the business address.
- **NB: Non-submission of aforementioned documents, will result in a bidder allocated zero points for preferential goals.**

PRICE SCHEDULE

PLEASE NOTE:

REQUEST FOR QUOTATION (RFQ) NUMBER: RFQ 236/2024FY/JPC

- **NO PRICE INCREASES WILL BE ACCEPTED AFTER SUBMISSION OF THE QUOTATION.**
- **ANY AND ALL ALTERATIONS MUST BE SIGNED FOR BY THE BIDDER CONFIRMING THAT SUCH ALTERATION WAS MADE BY THE BIDDER. PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED**

ITEM NO	DESCRIPTION	QUANTITY	PRICE
1.	Electrical Services at of Malvern Clinic	« See attached BOQ »	
Sub-Total.			
Vat.			
Total.			

Conditions

1. All prices quoted must be exclusive of Value Added Tax (VAT).
2. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
3. All prices submitted must be firm. * "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
4. Quantities are given in good faith and without commitment to the JPC.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.

SIGNATURE: _____

CAPACITY: _____

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

No.	Information	Please provide detail	
3.1	Full name of bidder or his or her representative		
3.2	Identity number		
3.3	Position occupied in the company (director, trustee, shareholder ²)		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4</i>		
3.7	Are you presently in the service of the state?	Yes	No
	If yes, please furnish particulars :		

No.	Information	Please provide detail	
3.7.1	Name of director		
3.7.2	Service of state organisation		
3.8	Have you been in the service of the state for the past twelve months? If yes, please furnish particulars :	Yes	No
3.8.1	Name of director		
3.8.2	Service of state organisation		
3.9	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars :	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars :	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	<i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i> If yes, please furnish particulars :	Yes	No

No.	Information	Please provide detail	
3.11.1	Name of director		
3.11.2	Service of state organisation		
3.12	<p>Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state?</p> <p>If yes, please furnish particulars:</p>	Yes	No
3.12.1	Name of director		
3.12.2	Name of relative		
3.12.3	Relationship		
3.13	<p>Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for</p> <p>If yes, please furnish particulars:</p>	Yes	No
3.13.1	Name of director		
3.13.2	Related company		

No.	Information	Please provide detail
Note:	<p>SCM Regulations:</p> <p>“¹In the service of the state” means to be –</p> <ul style="list-style-type: none"> (a) a member of – <ul style="list-style-type: none"> (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces; (b) a member of the board of directors of any municipal entity; (c) an official of any municipality or municipal entity; (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); (e) a member of the accounting authority of any national or provincial public entity; or (f) an employee of Parliament or a provincial legislature. <p>“² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.</p>	

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

Full Name	Identity Number	State Employee Number

5. I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.	
NAME OF REPRESENTATIVE	AUTHORISED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

MBD 8

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This municipal bidding document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - 3.1. Abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2. been convicted for fraud or corruption during the past five years;
 - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website www.treasury.gov.za and can be accessed by clicking on its link at the bottom of the home page</p>	Yes	No
4.1.1	If so, furnish particulars:		

Item	Question	Yes	No
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website www.treasury.gov.za by clicking on its link at the bottom of the home page.	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		

I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.	
NAME OF REPRESENTATIVE	AUTHORISED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This municipal bidding document (MBD) must form part of all bids¹ invited.
2. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

MBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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



MBD 9

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder



STATEMENT OF AUTHORISATION

IF THE TENDERER IS A COMPANY OR FIRM, STATE ON WHAT AUTHORITY THE UNDERSIGNED HAS THE AUTHORIZATION TO SIGN THE TENDER DOCUMENTS, FOR EXAMPLE: COMPANY'S RESOLUTION OR PROCURATION OR STATUTES OF PARTNERSHIP, ETC.

I/We the undersigned is/are authorized to enter into this contract on behalf of.....

.....

..... by

Authority of.....dated

..... A certified copy of which may be attached to this tender.

SIGNATURE:

1. _____ ID NR DATE: _____ DATE: _____

2. _____ ID NR DATE: _____ DATE: _____

WITNESSES: _____

1. _____ ID NR DATE: _____ DATE: _____

2. _____ ID NR DATE: _____ DATE: _____

NB: PROOF IS REQUIRED THAT THE COMPANY HAS BEEN REGISTERED AND DOES IN FACT EXIST, AND THAT THE PERSONS WHO HAVE SIGNED THE TENDER DOCUMENT HAVE INDEED BEEN SO AUTHORIZED



**ARTICLE OF AGREEMENT IN TERMS OF THE OCCUPATIONAL SAFETY ACT, 1993
BETWEEN**

The CITY OF JOHANNESBURG
(Hereinafter referred to as the “EMPLOYER”)

AND

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

Herein represented by..... in his/her capacity as duly
authorized as per Form D , Attached hereto,(herein after referred to as the (CONTRACTOR”)
WHEREAS the CONTRACTOR is the mandatory of the EMPLOYER as contemplated in an
agreement in respect of
.....
.....(RFQ Description)

RFQ number.....

AND WHEREAS the Occupational Health and Safety act, 1993 (Act 85 of 1993, hereinafter referred
to as the “ACT”), imposes certain powers and duties upon the EMPLOYER. AND WHEREAS the
parties have agreed to enter into an agreement in terms of the ACT. NOW THEREFORE the parties
agree as follows:

- (a) The CONTRACTOR undertakes to acquaint the appropriate officials and employees of the
CONTRACTOR with all relevant provisions of the ACT and the regulations promulgated in
terms thereof.
- (b) The CONTRACTOR undertakes that all relevant duties, obligations and prohibitions imposed
in terms of the ACT and Regulations will be fully complied with. Provided that should the
EMPLOYER prescribe certain arrangements and procedures, that same shall be observed and
adhered to by the CONTRACTOR, his officials and employees. The CONTRACTOR shall bear
the onus of acquainting himself/herself/itself with such arrangements and procedures.
- (c) The CONTRACTOR hereby accepts sole liability for such due compliance with the relevant
duties, obligations, prohibitions, arrangements and procedure, if any, imposed by the ACT and
Regulations and the EMPLOYER expressly absolves the EMPLOYER from itself being obliged
to comply with any of the aforesaid duties, obligations, prohibitions, arrangements and
procedure as the case may be.
- (d) The CONTRACTOR agrees that any duly authorised officials of the EMPLOYER shall be
entitled, although not obliged, to take such steps as may be necessary to ensure that the
CONTRACTOR has complied with the undertakings as more fully set out in paragraphs (a) and
(b) above, which steps may include, but shall not be limited to, the right to inspect any



appropriate site or premises occupied by the CONTRACTOR, or to inspect any appropriate records held by the CONTRACTOR or to take such steps it may deem necessary to remedy the default of the CONTRACTOR at the cost of the CONTRACTOR.

- (e) The CONTRACTOR shall be obliged to report forthwith to the EMPLOYER any investigations, complaint or criminal charge which may arise as a consequence of the provisions of the ACT and Regulations, pursuant to work performed in terms of this agreement, and shall, on written demand, provide full details in writing of such an investigation, complaint or criminal charge as the case may be.

Thus signed at JOHANNESBURG for and on behalf of the EMPLOYER on this the

..... Day of20.....

AS WITNESSES:

1.

2.

SIGNATURE.....

NAME AND SURNAME.....

CAPACITY.....

Thus signed at For and on the behalf of the CONTRACTOR on this

The..... Day of.....20.....

AS WITNESSES:

1.

2.

SIGNATURE.....

NAME AND SURNAME.....

CAPACITY.....

CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

This section sets out how personal information will be collected, used and protected by the City of Joburg Property Company SOC Ltd (hereinafter referred to as “JPC”), as required by the Protection of Personal Information Act.

The use of the words “the individual” for the purposes of this document shall be a reference to any person, with reference to the bidder and its directors/shareholders/personnel, communicating with JPC and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

1. What is personal information?

The personal information that JPC may require relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

2. What is the purpose of the collection, use and disclosure (the processing) of personal information?

JPC is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting initiatives to the City of Johannesburg Metropolitan Municipality;
- reporting all contracts awarded to National Treasury;
- obtaining information related to Tax Compliance information from SARS;
- verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other reports;
- providing personalised communication in respect of the tender/quotation submitted;
- complying with the law; and/or
- for a purpose that is ancillary to the above.
- for the evaluation and adjudication of Quotations, Request for Proposals and Panel of service providers

- posting all awards for Request for Proposals and Panel on the JPC website

Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

3. How will JPC process personal information?

JPC will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- directly from the individual
- through the documents submitted with the tender/quotation;
- from service providers who provided services or goods to JPC;
- from JPC's own records relating to previous supply of services or goods; and/or
- from a relevant public or equivalent entity.

4. To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information), where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for.

In the event of another party/ies acquiring all of or a portion of JPC's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

In respect of Request for Proposals and Panel to the Bid Evaluation and Adjudication Committee members

5. Consent and Permission to process personal information:

I hereby agree with the policy and provide authorisation to JPC to process the personal information provided for the purpose stated:

- I understand that withholding of or failure to disclose personal information will result in JPC being unable to perform its functions and/or any services or benefits I may require from JPC.
- Where I shared personal information of individuals other than myself with JPC I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold JPC not responsible and harmless in respect of any claims by any other person on whose behalf I have consented, against JPC should they claim that I was not so authorised.
- I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold JPC responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide JPC with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if JPC agrees to same in writing. JPC specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the JPC Information Officer/SCM
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify JPC so that our records may be updated. JPC will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual has the right to access their personal information that JPC may have in its possession and are entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:
 - the information comes under legal privilege in the course of litigation,

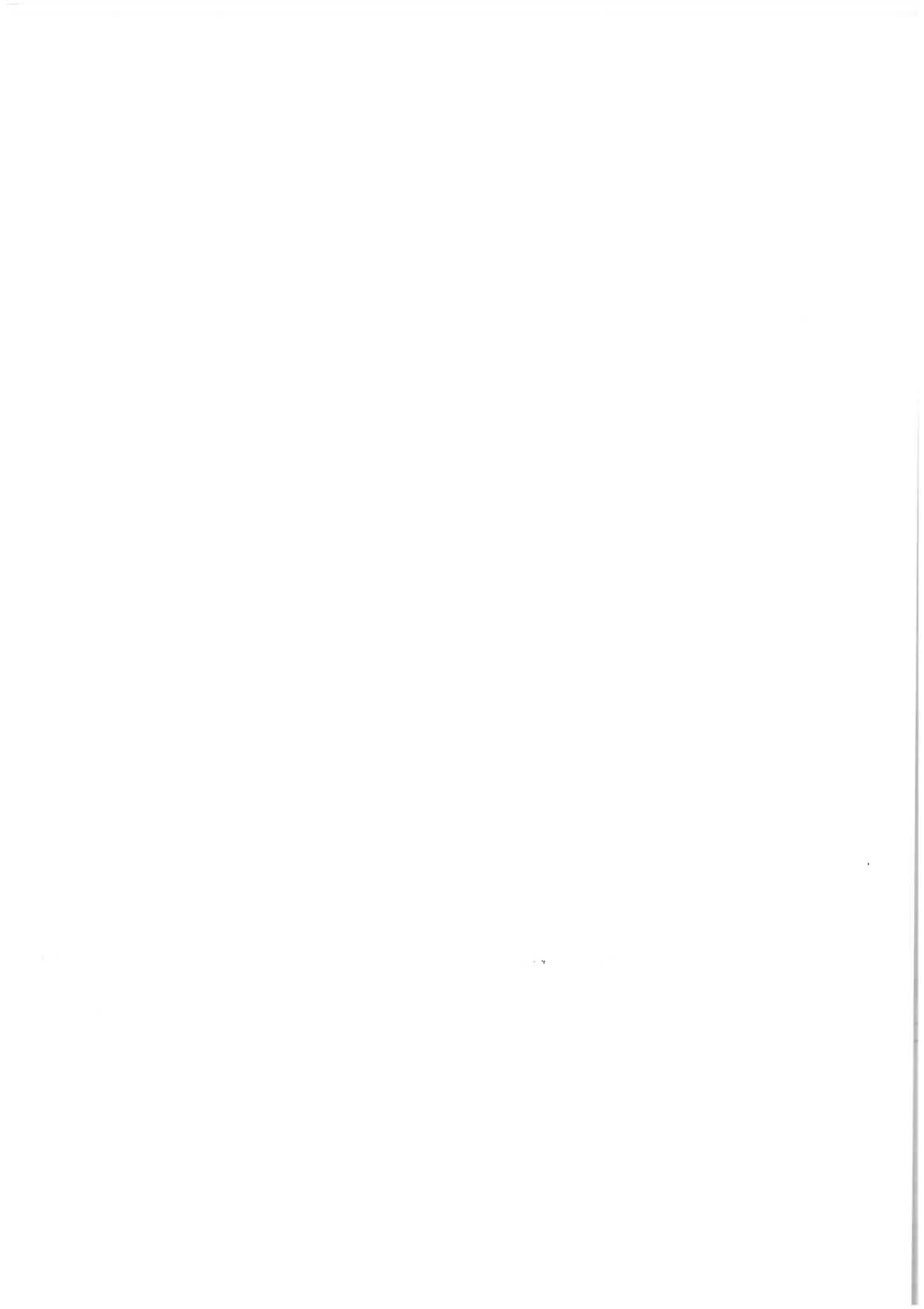
- the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
- giving access may cause a third party to refuse to provide similar information to JPC,
- the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
- the information as it is disclosed may result in the disclosure of another person's information,
- the information contains an opinion about another person and that person has not consented, and/or
- the disclosure is prohibited by law.

7. Queries relating to breach of personal information:

Please submit queries relating to the breach of personal information to the JPC's information officer and SCM in writing as soon as the breach is discovered.

Signature:	Date:
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**DETAILED TECHNICAL SPECIFICATION
FOR
MALVERN CLINIC REV 01**



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1. GENERAL

This specification covers the supply, delivery, installation, testing, commissioning and maintenance during the guarantee period of the General Electrical Installation. UPS service/repairs, Standby Generator service/repair and Solar system installation covered under the scope of works for Malvern clinic.

2. SCOPE OF WORKS

A summary of the work involved is as follows:

- i. Decommission of the existing electrical installation to allow for modification of wall by the building contractor.
- ii. Repair and or Service of the 60kVA standby generator set.
- iii. Repair and service the 2x15kVA UPSs (Uninterruptible Power Supplies). The service shall be a major service.
- iv. Supply, installation, and commissioning of 15kWp Solar system complete with inverter and batteries.
- v. The supply and installation of 600/1000V PVC SWA copper cables, terminations including BCEW (Bare Copper Earth Wire).
- vi. Modification of the existing Main DB, sub-DB 2, and sub-DB 3.
- vii. Supply and installation of new UPS/Solar DB in server room.
- viii. Supply and installation of containment i.e. two compartment power skirting, cable trays and conduits.
- ix. Remove existing fluorescent light fitting and replace with new LED light fittings.
- x. The supply and installation of switch socket outlets, light switches, isolators, power-skirting, conduits, cable trays, cable ladders, conductors, and outlet boxes to enable the complete small power installation.
- xi. Service of existing Air conditioning and extraction system.
- xii. Supply and installation of new split unit air conditioning units complete with isolators.
- xiii. Design, supply and install earthing and lightning protection system. One of the design inputs required is soil resistivity testing by specialist.
- xiv. Supply and installation of network service to the consulting rooms
- xv. Supply and install Cat 6 cables and network point where required in the buildings.
- xvi. Testing, commissioning and preparation of "Record" drawings and operating manuals.
- xvii. Removal of all waste from site to the designated dumping site.

3. RELATED WORK BY OTHERS

Note: This is an Electrical Contract, there will be no other contractors on site, it is therefore the responsibility of the electrical contractor (who is the main contractor) to acquire all necessary trades to successfully complete the work. Any work that requires a different set of skills should be notified to the Engineer for advice. Works such as:

- i. Plaster and patching of conduit chases.
- ii. Closing up of ducts and openings in slabs or through walls after the installation of cables.
- iii. Fireproofing.
- iv. Installation of air-conditioning units.
- v. Installation of extract fans.
- vi. Installation of geysers.
- vii. Inter-connection between air-conditioning panels and equipment fed from it.
- viii. Standby generator specialist for the generator repair / service.
- ix. UPS supplier for the service and replacement of the batteries.
- x. Solar system installation specialist, preferably the incumbent with a PV Green Card.
- xi. Lightning protection installation specialist.

4. STANDARDS

The Tenderer's attention is drawn to the standard documents below. Where there are contradictions between the standards requirements and this specification, preference shall be given to standard documents. However, the engineer must be notified about the contradictions before proceeding with the work.

SANS 10142-1	The wiring of premises Part 1: Low-voltage installations
SANS 10114-1	Interior lighting Part 1: Artificial lighting of interiors
SANS 10114-2	Interior lighting Part 2: Emergency Lighting
SANS 10313	Protection against lightning – Physical damage to structures and life hazard
SANS 62305-1	Protection against lightning
OHS Act	Occupational Health and Safety Act 85 of 1993

5. LOCAL SUPPLY AUTHORITY

The successful tenderer shall ensure that he/she is fully conversant with all the by-laws of the local supply authority..

6. SITE CONDITIONS

All equipment shall be suitably rated and shall be able to perform as specified under the following site conditions:

Nominal LV Supply	400/230 V [no load] 4 wire, 3 phase system with earthed neutral.
System Fault Level	250 MVA at 11000V.
Main LV supply	100A, 3 phase connection

7. STANDBY GENERATOR SYSTEM

The site has a 60kVA standby generator 3ph 400V. The generator supplies the clinic in totality complete with the guard house. The generator requires servicing complete with the following:

- Change lubrication oil
- Change of oil filter, fuel filter and air filter
- Flush cooling system
- Change spark plugs
- Test change over switch

The following must be inspected for any damages:

- Inspect ignition coil wires and plug caps
- Inspect cooling system
- Inspect fan guard
- Inspect engine gasket, breathers and fuel regulation components for any fuel or oil leakages
- Inspect and adjust engine belts, hoses and clamps
- Load test battery and record Voltage readings

The ATS (Automatic Transfer Switch) must be checked for any program/firmware updates required. The inspection of all terminals and lugs to ensure there are no loose connections.

8. UNINTERRUPTIBLE POWER SUPPLY (UPS)

The electrical contractor shall conduct a major service on the 2x 15kVA UPS system with the following key elements:

- i. Replacement of all the batteries
- ii. Replacement of AC & DC capacitors
- iii. Replacement of Rectifier and Inverter IGBT
- iv. Bypass SCR Replacement
- v. Upgrade the firmware to the latest version and clean the UPS room.
- vi. Replacement of the batteries

The electrical contractor shall clean the UPS room and label all SSOs (Switched Socket Outlet) on the power skirting. The UPS will be tested for autonomy with an external load bank equivalent to 13.5kW (15kVA and 0,9pf). It is expected each UPS to have autonomy of 30 minutes and one (1) hour if UPSs are in parallel.

The removed batteries are property of the client, care should be taken during removal and storing. Unless the client advice otherwise, the removed batteries will be stored at a specified location on site.

9. DISTRIBUTION BOARDS

The existing Main distribution board must be modified to according to the updated single line diagram. Similarly, the two sub-DBs also need to be modified according to the single line diagrams. The electrical contractor shall supply and install new distribution board which is a combination of UPS and Solar DB constructed from the SLD (Single Line Diagram) drawing no.: 2023-SLD-UPS-01. All sub-DBs shall be supplied from the main distribution board. The single line diagram will indicate which load is connected to which phase to try and balance the load. The contractor is also edged to make sure during installation he/she verify that the load is balance as practically as possible.

10. SOLAR SYSTEM

An island PV (AC coupled) 15kWp must be supplied, installed, and commissioned by the specialist Solar system installer. The system will have battery backup to give 8 hours supply to critical load. Note: the critical load is also connected to 15kVA UPS. It is important for the contractor to submit with the tender document the following:

1. Solar panel specification
2. Inverter specification
3. Battery specification
4. The mounting structures (note: the clinic roof if corrugated roof).

11. WIRING

Except where otherwise specified, wiring shall be carried out in conduit or trunking throughout.

No wiring shall be drawn into conduit until the conduit installation has been completed and all conduit ends provided with bushes. All conduits to be clear of moisture and debris before wiring commence.

Unless otherwise specified or indicated on the service drawings, the wiring of the installation shall be carried out in accordance with SANS 10142-1. Further to the requirements concerning the installation of earth conductors to certain light points as set out in SANS 10142-1, it is a specific requirement of this document that where plain-end metallic conduit or non-metallic conduit has been used, earth conductors must be provided and drawn into the conduit with the main conductors to all points, including all luminaires and switches throughout the installation.

Wiring for lighting circuits is to be carried out with 2,5mm² conductors and a 2,5mm²-earth conductor, unless otherwise indicated. For socket outlet circuits the wiring shall comprise 4mm² conductors and a 2,5mm²-earth conductor. In certain instances, the sizes of the conductors may be increased for specified circuits. Sizes of conductors to be drawn into conduit in all other instances, such as feeders to distribution boards, power points etc.,

shall be as specified elsewhere in this specification or indicated on the drawings. Sizes of conductors not specified must be determined in accordance with SANS 10142-1. The loop-in system shall be followed throughout, and no joints of any description will be permitted.

The wiring shall be done in PVC insulated 600/1000 V grade cable to SANS 1507-3.

Where cable ends connect onto switches, luminaires etc., the end strands must be neatly and tightly twisted together and firmly secured. Cutting away of wire strands of any cable will not be allowed.

Surfix or Norsk cable will be used to supply Power to the HVAC outdoor units. The twin and Earth cable will be used in the ceiling void for lighting and small power reticulation.

12. L.V. DISTRIBUTION

All L.V. cables shall be supplied and installed by the Electrical contractor.

All cables shall be made off at both ends and connected to the terminals of the equipment as indicated on the drawings.

Quantities in the Schedule of Quantities will not be used for ordering purposes. Cables shall be ordered from drawings issued for construction read in conjunction with the relevant specifications as well as on site conditions and measurements.

All cables shall have stranded copper conductors and shall be of the PVC/SWA/PVC type, 600/1000V grade. Cables with aluminium conductors shall be allowed **only** after consultation with the engineer and on proving the equivalent carrying capacity of such a cable unless specified on the drawing by the engineer.

The cables shall be armoured with a single layer of galvanised steel wire.

All cables shall bear the SANS 1507-3 mark of approval and shall have colour coded PVC insulated conductors.

The low voltage cables shall be installed as part of this contract. The electrical sub-contractor shall ensure that the laying, handling, delivery, installation and testing of the cables complies with the specifications defined in the general technical specification.

11.1. Installation

All LV cables shall be installed as indicated on the drawings. The installation shall be carefully planned to reduce the number of cable crossings to a minimum.

The following different types of installations shall be employed:

- Cables on trays and ladders.
- Cables in excavated trenches.

Cables on Cable Trays or Ladders

Cables on cable trays and ladders shall be neatly laid on the ladders and strapped to the ladders/trays at 1200mm intervals. A minimum of a half cable diameter space shall be allowed between cables.

Cables in Trenches

Cables installed in trenches shall be installed in accordance with the General Technical Specifications. Cable markers shall be provided at 30m intervals and at all direction changes.

The excavation and backfilling of cable trenches shall be carried out by the electrical contractor. Cable trenches shall have a minimum depth of 500mm for 600/1000V cables and shall be 1000mm for higher voltage cables.

11.2. Identification of Cables

Cables shall be identified as described in the General Technical Specifications. All cables entering or exiting the Main L.V. Board, sub-distribution boards, and/or any other equipment, shall be clearly marked at both ends with a suitable cable marker (Traffolyte) fixed to the cables. The label description must be engraved with black letters on white background.

13. SWITCHED SOCKET OUTLETS

All switches and switch-socket outlet combination units shall be Crabtree Diamond White. No other than 16 A 3 pin sockets are to be used unless other special purpose types are distinctly specified or shown on the drawings. Switched socket outlets as directed in the Schedule of Fittings which forms part of this specification or alternatively the height of socket outlets may be indicated on the drawings. The SSOs (Switched Socket Outlets) shall be installed in the following positions

- Recessed or surfaced on walls
- Power skirting

Most of the existing SSOs are installed in Power skirting and they will be re-used.

14. LIGHTING

The Lighting Installation shall comply fully with this specification, SANS 10142-1 and SANS 10114 (Part 1 &2). Where there's discrepancies, SANS standards shall take precedence. The engineer shall be notified of this discrepancy prior continuation with the work.

The circuit wiring of general lighting circuits shall be 2.5mm² PVC insulated copper conductors and a 2.5mm² bare copper earth conductor or Twin and Earth cable in trunking or 20mm dia., Conduit, unless otherwise specified.

Light switches, where indicated, shall be equal or similar and approved to CRABTEE DIAMOND range and shall be of flush type complete with covers, suitable for switching of the actual complements and types of lamps utilised. Where master switch is used, the

electrical contractor shall label that switch as such "Master Switch". The master switch shall be connected in series with the coil of the contactor that will switch ON and OFF the circuits operated by the master switch.

The wiring trunking in ceiling voids shall be suitably sized to accommodate the number of lighting circuits as indicated on the drawings and unswitched 5A socket outlets shall be provided for all light fittings inside the building.

Emergency lighting shall comply with the requirements of SANS 10114 – 2.

Note: Emergency light fittings i.e. type Ae must have 60minutes Nickel cadmium battery backup (maintained mode).

13.1. Light Fittings

Light fittings shall be similar or equal to the fittings indicated in the schedule. Where alternate fittings have been quoted, then the Engineer reserves the right to reject the alternate fitting, should the fitting not be of the same standard and quality as the fitting specified.











Tenderers shall base their rates on the delivery, handling, storage, installation, commissioning, guarantee and 12 months maintenance of the light fittings.

All globes, lamps and control gear shall be as new and in working order when the building is handed over. Tubes and lamps exceeding 100hours of operation shall be replaced at no cost to the client. LED light fittings shall have a minimum operating time of 36000 hours.

The permanent fittings shall not be used for temporary lighting during construction unless prior arrangements have been made with the Engineer. Should the fittings be utilised before practical completion and the hand over date, the Electrical contractor shall obtain an extended guarantee from the supplier. All light fittings shall be guaranteed for a period of twelve [12] months after the practical completion and hand over date.

13.2. Schedule of light fittings

The following fittings shall be supplied and installed by the electrical contractor as part of his installation.

Type	Description	Qty	Picture	Application	Site Specific Application
A	36W 1200X300 surface mounted LED panel with colour temperature between 4000K and 3960lm. Light fitting to be equal and approved to AL TSA PAN/FG/123/36/04.	70			Waiting Area Consulting Rooms Medical Storage Manager's office Kitchen
Ae	36W 1200X300 surface mounted LED panel with colour temperature between 4000K and 3960lm. Light fitting to be equal and approved to AL TSA PAN/FG/123/36/04. Complete with 60min battery backup	15			Waiting Area Medical Storage
BH	17W LED luminaire surface mounted exterior of the Wall. Similar or equivalent to Beka series 21.	15			External
D	20W LED downlights complete with 240V driver and 5A plug	12			Ablution Blocks
De	20W LED downlights complete with 240V driver, 5A unswitched sockets and 60 min battery backup	3			Ablution Blocks

15. NETWORK CABLING

There is currently Cat 6 cabling reticulated within the building. Additional RJ45 and Cat6 cable will be installed where required.

16. LIGHTNING PROTECTION AND EARTHING

16.1. Lightning protection

An air termination system will be used for intercepting lightning strikes. This system will consist of air terminals mounted at each corner of the building as well as intervals not exceeding 25 meters. These terminals will be connected by means of an aluminium

conductor mounted on the roof. If a full metal roof covers the building, no air terminations are required, since the metal roof will serve as the air termination.

At each air terminal or every second column the rebar will be connected to the aluminium conductor to serve as down conductor. Where the installation is done on an existing installation, the galvanized conduit will be installed on the wall as a pathway for the down conductor. At 500mm above finished floor level a test point will be installed from where the system will be connected by means of copper conductor to an earth spike driven into the ground. The final depth of the spikes will be determined once the earth's resistivity has been determined, but at this stage allowance has been made for a depth of 5 meters. The lightning protection will be installed in accordance with SANS 10313.

15.2. Earthing

The lightning protection spikes will also be connected the main earth by means of 16mm² bare copper earth wire installed 600mm below ground level.

From the earth cable that will be installed with the power cable to the earth bar of the various sub-distribution board. An accessible earth termination point will also be installed for the IT and security equipment.

15.3. Bonding

All conductive parts as described in SANS 10142-2 will be bonded to earth this include the following:

- Cable ways
- Water pipes (hot and cold water)
- Metallic ducting
- Incoming telecommunication cables
- Gas pipes
- Antenna systems

The entire installation shall be earth in accordance with the code of practice for the wiring of premises – SANS 10142-1.

17. TESTING OF THE INSTALLATION

The Electrical contractor shall have the complete electrical installation tested as per the relevant SANS specification and have the formalities pertaining to the local authorities completed.

Subsequent to the inspection/testing of the installation by the Local Authorities, the Electrical contractor shall in the presence of the Engineer, test all lighting and power circuits with respect to:

- [a]Phase Balance.
- [b]Insulation Level.
- [c]Earth Continuity.

[d] Voltage Levels.

[e] Polarity.

The Electrical contractor shall have the following instruments available on site for the full duration of the contract:

[a] Phase rotation meter.

[b] Digital current and voltmeters [0-600A, 0-400V].

[c] Null balance megger testers.

[d] Earth leakage testers.

[e] 0-2500A tong tester/ clamp meter.

All instruments required for special tests such as pressure testing, etc. shall be provided when required.

A Certificate of Compliance duly signed by an authorised person representing the electrical contractor shall be provided for each tested area. This document shall be signed by the responsible Engineer, when he deems the installation to be fully in accordance with his design.

Part of the testing and commissioning will to the standby generator by simulating power failure.

18. "RECORD" DRAWINGS

The Electrical contractor shall provide "Record" drawings comprising of one [1] complete set of the electrical drawings, showing the final positions of all outlet points and electrical equipment. This set shall be a mark-up of the last issued drawings to site by the Engineer. The record drawings shall be completed after practical completion has been accepted by the client and shall be given to the Engineer at least 30 days prior to final completion has been accepted by the client.

19. MAINTENANCE AND OPERATING MANUALS

The Electrical contractor shall provide 3 sets of maintenance manuals and operating manuals which shall contain the information described in the general technical specification.

a. Maintenance and Guarantee

The installation and equipment supplied under this contract shall be guaranteed and maintained for a period of twelve [12] months, with effect from the date of the First Delivery Certificate. The Contractor shall at his own expense undertake the regular servicing of the installation during the maintenance period and shall make all adjustments necessary for the correct operation thereof.

If during the said period the installations is not in working order for any reason for which the Contractor is responsible, or if the installations develops defects, he shall immediately upon being notified thereof take steps to remedy the defects and make any necessary adjustments.

b. SCAFFOLDING / CHERRY PICKER

Cherry Pickers or all scaffolding required for the entire Electrical Installation shall be provided by the Electrical contractor and the price thereof shall be included in the relevant sections of the Schedule of Quantities (Preliminaries and General section).

c. INSURANCE

Tenderers shall ensure that their insurance policies provide adequate cover for the installation activities as the construction work progresses. Documentary proof shall be presented with the tender. Should insurance have to be extended to cover eventualities that may arise from the construction activities, these additional premiums may be included in the tender price and shall be enumerated in the Schedule of Quantities under P&G Allowances.

d. REGULATIONS

The total installation shall conform to the Occupational Health and Safety Act 85 of 1993 and to SANS 10142-1 of 2020, the Wiring of Premises-Low Voltage Installations, as well as all the regulations and by-laws of the Local and Supply Authority.

e. NOTICES AND FEES

The Contractor shall give all notices required by and pay all necessary fees, including any inspection fees, which may be due to the local Supply Authority. The electrical contractor shall allow for the liaison with the electrical supply authority in this respect.

BILL OF QUANTITIES SUMMARY PAGE					
	SUMMARY				
1	Total Bill No. 1	PRELIMINARY & GENERAL			
2	Total Bill No. 2	UNINTERRUPTIBLE POWER SUPPLY			
3	Total Bill No. 3	DISTRIBUTION BOARDS			
4	Total Bill No. 4	LV RETICULATION			
5	Total Bill No. 5	CONTAINMENT			
6	Total Bill No. 6	SMALL POWER & LIGHTING			
7	Total Bill No. 7	STANDBY GENERATOR SERVICE			
8	Total Bill No. 8	SOLAR SYSTEM INSTALLATION			
9	Total Bill No. 9	MISCELLANEOUS			
10	Any other amounts the <i>Contractor</i> deems necessary for compliance to the Works Information: Electrical Installation				
10.1					
10.2					
10.3					
10.4					
10.5					
10.6					
10.7					
10.8					
10.9					
10.10					
	Sub-Total				
	Add 15% VAT				
	TOTAL TENDER AMOUNT CARRIED FORWARD TO SUMMARY PAGE				

Item	Description	Unit	Qty	Rate	Amount
2	BILL No. 2:				
	UNINTERRUPTIBLE POWER SUPPLY				
2.1	The UPS system consist of 2x 15kVA AEG UPS. Both UPS require a MAJOR service. The service will include the following:	no.	2		
2.1.1	Download event History	no.	2	Incl.	
2.1.2	Upgrade firmware to latest revision	no.	2	Incl.	
2.1.3	Replace the following for both UPS:	no.	2	Incl.	
2.1.4	AC & DC capacitors repalcement	no.	2	Incl.	
2.1.5	Rectifier and Inverter IGBT	no.	2	Incl.	
2.1.6	Static switch replacement	no.	2	Incl.	
2.1.7	Cleaning of the UPSs	no.	3	Incl.	
2.2	Replacement of batteries				
2.2.1	Supply, deliver, install new VRLA 12V, 7Ah batteries (Battery autonomy to be 30 minutes per UPS)	no.	80		
2.3	Commissioning				
2.3.1	Commissioning the two systems complete in the presence of the Engineer	sum	1		
2.4	Network Cabling				
2.4.1	Cat 6 Outdoor cable UV rated	m	280		
2.4.2	Data RJ45 Network points installed in power skirting	no.	35		
2.4.3	Installation, Testing and commissioning the data network in total	sum	1		
2.6	Supply a Service record book with two carbon copies	no.	1		
Total for Bill No 2: UNINTERRUPTIBLE POWER SUPPLY:					
Carried Forward to Bill of Quantities Summary Page					

Item	Description	Unit	Qty	Rate	Amount
4	BILL No 4:				
	LV RETICULATION				
4.1	Cables				
	Supply and install Armoured PVC/SWA/PVC cables (Aberdare FYRGARD or equivalent) installed in ground or in sleeves or in ceiling void on cable ladders (sleeves and cable ladders measured elsewhere).				
4.1.1	25mm ² /4 core copper	m	20		
4.1.2	10mm ² /4 core copper	m	30		
4.1.3	6mm ² /4 core copper	m	10		
4.1.4	6mm ² /3 core copper	m	60		
4.1.5	4mm ² /3 core copper	m	40		
4.2	Termination				
	Supply and install terminations for Armoured cables including armour glands, shrouds, lugs and connection.				
4.2.1	25mm ² /4 core copper	no.	2		
4.2.2	10mm ² /4 core copper	no.	2		
4.2.3	6mm ² /4 core copper	no.	4		
4.2.4	6mm ² /3 core copper	no.	4		
4.2.5	4mm ² /3 core copper	no.	2		
4.3	Earth Conductor				
	Supply and install Bare Copper Earth Wire (BCEW) installed in ground, cable ladders and in sleeves.				
4.3.1	16mm ² BCEW	m	20		
4.3.2	6mm ² BCEW	m	30		
4.3.3	4mm ² BCEW	m	10		
4.4	Earth Conductor Termination				
	Supply and install BCEW terminations in distribution boards including 2m green insulated heat shrink.				
4.4.1	16mm ² BCEW	no.	2		
4.4.2	6mm ² BCEW	no.	2		
4.4.3	4mm ² BCEW	no.	4		
4.5	Surfix (or Norsk) multi-core cable				
	Supply and install complete including glands, shrouds, lugs, cable ties, fixings and connections. Drawn onto or into wireway, conduit or trunking for HVAC				
4.5.1	4mm ² x 3 Core	m	100		
4.5.2	2.5mm ² x 3 Core	m	10		
4.5.3	Ends and connections	no.	14		
	Amount Carried to the Next Page				

Item	Description	Unit	Qty	Rate	Amount
	Amount Carried from previous page				
4.6	Twin & Earth cable				
	Supply and install complete including glands, shrouds, lugs, cable ties, fixings and connections. Drawn onto or into wireway, conduit or trunking for Lighting and Small Power				
4.6.1	4mm ² x 3 Core	m	Rate		Rate only
4.6.2	2.5mm ² x 3 Core	m	Rate		Rate only
4.6.3	Ends and connections	no.	Rate		Rate only
4.7	Single core PVC general purpose wire				
	Supply and install complete including cable ties, fixings and connections. Drawn onto or into wireway, conduit or trunking				
4.7.1	4mm ²	m	1,800		
4.7.2	2.5mm ²	m	1,800		
4.7.3	Ends and connections	no	80		
4.8	Trenching				
4.8.1	Erect a trench 450mm wide and 500mm deep	m ³			Rate only
4.8.2	Supply and install 100mm river sand bedding	m ³			Rate only
4.8.3	Back-fill with excavated soil and compact	m			Rate only
4.8.4	Amount from removal of paving bricks and re-instating after the cables are installed.	m ²			Rate only
4.9	Sleeves				
4.9.1	Supply and install 110mm diameter uPVC sleeves with drawires protruding one meter on both side of the sleeve	m	20		
Total for Bill No 4:LV RETICULATION: Carried Forward to Bill of Quantities Summary Page					

Item	Description	Unit	Qty	Rate	Amount
5	BILL No 5:				
	CONTAINMENT				
5.1	Wire Ways				
5.1.1	Cable Basket at High Level (Ceiling Void)				
	Supply and install medium duty galvanised cable tray (CabStrut Cable Basket WWMD or O-Line Mesh cable tray, Gridspan GS50 or equivalent) complete supported on P1000 unistruts or cantilever arms at 1500mm intervals (inclusive of saddles, joiner clamps, hangers, hanging brackets, unistrut supports / cantilever supports, fixings, earth links etc.)				
5.1.1.1	300mm Electrical Services	m	30		
5.1.1.2	300mm ICT (Network)	m	10		
5.1.2	Horizontal Bends				
5.1.2.1	300mm Electrical Services	no	4		
5.1.2.2	300mm ICT (Network)	no	4		
5.1.3	Risers / Droppers				
5.1.3.1	300mm	no.	1		
5.1.3.2	300mm	no.	1		
5.2	Sleeves and Conduits				
	Supply and install PVC conduit and conduit boxes chased/cast into wall surface complete with galvanised draw wire (inclusive of mounting, saddles, fastening, bends, couplings, adaptors, draw wire etc.)				
5.2.1	25mm conduit	m	10		
5.2.2	20mm conduit	m	40		
5.3	Powerskirting				
	Supply and install two compartment, two lid, steel powder coated powerskirting complete. Colour to match the existing Power skirting on site.				
5.3.1	Power skirting including covers	m	150		
5.3.2	Power skirting 90 degree bends	no.	20		
5.3.3	Power skirting end cap	no.	20		
Total for Bill No 5: CONTAINMENT:					
Carried Forward to Bill of Quantities Summary Page					

Item	Description	Unit	Qty	Rate	Amount
6	BILL No 6:				
	SMALL POWER & LIGHTING				
6.1	Small Power				
	Supply and install power point complete (inclusive of drawbox, covers, fixings, connections etc.)				
6.1.1	Power outlet in 100 x 100 drawbox surface mounted in ceiling void or on walls (wireways and wires measured elsewhere)				
6.1.1.1	16A normal SSO	no.	6		
6.1.1.2	16A dedicated SSO	no.	4		
6.1.1.3	16A normal weatherproof IP65 SSO in york box	no.	1		
6.1.1.4	20A single phase isolator (Crabtree) for heaters, fire and security supplies mounted in ceiling void and or surfaced mounted on walls	no.	2		
6.1.1.5	20A single phase isolator for HVAC supplies in a weatherproof IP65 york box. Norsk cable measured elsewhere.	no.	20		
6.1.2	Supply and install Switched Socket Outlet on Power Skirting				
6.1.2.1	16A normal SSO (Crabtree - White) on powerskirting complete inclusive of wiring and connections. Allow 5 metres of wiring per SSO.	no.	35		
6.1.2.2	16A dedicated SSO (Crabtree - Red) on powerskirting complete inclusive of wiring and connections. Allow 5 metres of wiring per SSO.	no.	35		
6.2	Lighting				
6.2.1	Supply and install light fittings in recessed ceiling and wall mounted complete. The light fittings in side the building to have 5A top plug and 3m cable tyre. The specification of the Light fittings is included in the detailed specification				
6.2.2	Type A - 60W 1200x600 Recessed Mounted LED Panel (Altsa LED panel or Equivalent) complete with driver and cordtyre	no.	70		
6.2.3	Type Ae - 60W 1200x600 Recessed Mounted LED Panel (Altsa LED or Equivalent) complete with driver and cordtyre and 60min Emergency battery back-up	no.	15		
6.2.4	Type BH - 17W LED Luminaire surface mounted as detailed in the specification	no.	15		
6.2.5	Type BHe - 17W LED Luminaire surface mounted as detailed in the specification with 60min battery back-up	no.	2		
6.2.6	Type D - 20W LED recessed downlight	no.	12		
6.2.7	Type De - 20W LED recessed downlight complete with 60min battery back-up	no.	3		
6.2.8	5A lighting Socket Outlet complete inclusive of drawbox, wiring and connections.	no.	100		
6.2.9	Photocell complete with wiring to the contactor in the distribution board	no.	1		
6.2.10	Light switch outlet in 100 x 50 drawbox flush mounted in brick wall or dry wall (wireways measured elsewhere)	no.	20		
6.2.11	Master switch in 100 x 50 drawbox surface mounted	no.	1		
	Total for Bill No 6: SMALL POWER & LIGHTING: Carried Forward to Bill of Quantities Summary Page				

