

17 Harrison Street
Marshalltown

P O Box 61542
Marshalltown 2107
Tel : (011) 688-1400 Fax : (011) 688-1556



INITIATING DEPARTMENT	INITIATOR
Electro-Mechanical	G Quina
QUOTATION REFERENCE	COLLECTIVE NO.
JW342NM 2019 ACACIA PUMP	
QUOTATION REQUESTED FROM	

REQUEST FOR QUOTATION

QUOTATION VALIDITY
60 DAYS

PAGE NO.	1
CLOSING DATE AND TIME	12-Aug-19 16:00
Date of Issue	01 August 2019
VALIDITY	

QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR BBBEE AND PREFERENTIAL PROCUREMENT
ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD)

JW CONTACT PERSON: Nompumezo Miramba
TELEPHONE NUMBER: 011 688 1656 Email: nompumezo.miramba@water.co.za

ITEM NO.	DESCRIPTION	DESCRIPTION OF ITEM ORDERED	UOM	QTY REQUIRED	PRICE QUOTED EXCL. OF VAT	DIS
1	RFQ - Service and Maintenance of Generator (350kVA) at Acacia Pump Station Major Service for all Critical Components (Mechanical and Electrical) Servicing of Generator					
2	Assess and provide detailed report - Condition Assessment Check and Test all Sensors Provide recommendations SHE Requirements			2		
<p>QUOTATIONS MUST BE VALID FOR 60 DAYS</p> <p>Supplier must provide at least contactable reference where similar work was done successfully</p> <p>NB: All suppliers responding to Rfq's should use their own company letterhead not Jw Rfq Template</p> <p>NB: Quotation submitted must be same as the RFQ format</p> <p>At least EB/EP or ME1 CIDB registered (Must submit proof with quotation)</p> <p>(NB: all material used must be SABS approved)</p> <p>COMPULSORY SITE MEETING FOR BRIEFING: Acacia Sewer pump station (Midrand) site address: Acacia Pump Station: Acacia Road (GPS: S26 57 34.9 E28 05 25.0) Date and time: 05 August 2019 @ 12:00 pm Contact person: Ntsako 08180788565 / 0116839191 or Gugulethu @0116839146 or Lucky @ 0116839151</p> <p>Quotations should be valid for 60 days</p> <p>NB: All suppliers responding to Rfq's should use their own company letter head not Jw Rfq Template AND MAKE SURE THEIR EMAIL ADDRESS IS VISIBLE ON THEIR QUOTATION.</p>						
<p>OFFICIAL STAMP</p> <p>AUTHORISED BY:</p> <p>SIGNATURE:</p> <p>DATE:</p>						
<p>SUPPLIER DETAILS</p>						
<p>CONDITIONS</p> <p>1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED.</p> <p>2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED</p> <p>3. PRICES QUOTED MUST BE AS PER THE UNIT INDICATED AND BE EXCLUDED OF VAT</p> <p>4. QUOTATIONS WITHOUT THE SUPPLIER'S AUTHORIZED SIGNATURE WILL NOT BE ACCEPTED.</p> <p>5. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY</p>						



Johannesburg Water

HEALTH, SAFETY & ENVIRONMENTAL (SHE) SPECIFICATION: BASELINE RISK ASSESSMENT

PROJECT NUMBER:

RFQ

PROJECT LOCATION:

Acacia Pump Station

PROJECT DESCR:

Service and Maintenance of Generator (350KVA) at Acacia Pump Station


POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
Servicing the generator	✓ Hand tools	✓ Using the wrong tool for the job	✓ Injuries	L	<ul style="list-style-type: none"> ✓ All tools must be visually inspected before use. ✓ Faulty tools must be replaced. ✓ Use the right tool for the job ✓ Use tools according to manufacturer's specifications ✓ Training in the use of hand tools
		✓ Using damaged tools			
		✓ Lack of skill			
Cleaning the generator	✓ Hot surfaces	✓ Contact with exposed skin	✓ Skin burn	L	<ul style="list-style-type: none"> ✓ Provide employees with gloves ✓ Ensure that the generator or components have cooled down prior to working on them.
Battery removal and re-connection	✓ Battery	✓ Spark, Explosion	✓ Injuries	M	<ul style="list-style-type: none"> ✓ Develop an SOP for the servicing of the generator. ✓ Battery cables should be disconnected before proceeding to work on the generator to eliminate any possibility of accidental start-up
		✓ Combustible gases			
		✓ Splash	✓ Skin burns ✓ Eye burns		
	✓ Battery electrolyte	✓ Battery, cable & switch panel	✓ Injuries	M	<ul style="list-style-type: none"> ✓ Handle the battery with caution
		✓ Electrical Shock			
					<ul style="list-style-type: none"> ✓ Ensure that the engine if switched off prior to working on the generator. ✓ All electrical connections, such as wires, cables and terminals must be properly insulated and covered, and should not be touched with bare hands

						or while in contact with water.
Fueling	✓ Spillages	✓ Slips, trips, falls	✓ Injuries	L	<ul style="list-style-type: none"> ✓ Prevent spillages ✓ Use drip trays ✓ Use funnels for fuelling 	
		✓ Fire	✓ Injuries		M	<ul style="list-style-type: none"> ✓ No smoking allowed near the generator
		<ul style="list-style-type: none"> ✓ Diesel fumes ✓ Inhalation ✓ Skin contact 	<ul style="list-style-type: none"> ✓ Respiratory problems ✓ Skin irritation 		L	<ul style="list-style-type: none"> ✓ Provide employees with respirators
Running engine	✓ Running engine	✓ Explosion	✓ Injuries	M	<ul style="list-style-type: none"> ✓ Provide employees with gloves, safety boots and overalls 	
		✓ Percolation into the soil	✓ Soil pollution		L	<ul style="list-style-type: none"> ✓ Switch engine is off before refueling and make sure fuel cap is replaced. ✓ No smoking allowed near the generator
		✓ Over-exposure	✓ Noise-induced hearing loss		M	<ul style="list-style-type: none"> ✓ Prevent spillages ✓ Use drip trays ✓ Use funnels for fuelling
Removing old oil	✓ Spillage	✓ Over-exposure	✓ Noise-induced hearing loss	M	<ul style="list-style-type: none"> ✓ Provide employees with hearing protection ✓ Provide rest periods for employees 	
		✓ Vibration	✓ Raynaud's Syndrome		L	<ul style="list-style-type: none"> ✓ Provide employees with vibration gloves. ✓ Rotate employees or provide rest periods.
		✓ Fumes	✓ Respiratory problems		L	<ul style="list-style-type: none"> ✓ Provide employees with respirators ✓ Never use indoors
Electricity	✓ Voltage	✓ Contact with live electricity	✓ Electrocutation	M	<ul style="list-style-type: none"> ✓ Ensure that power is switched off when servicing the generator ✓ The frame of the generator and any external conducting parts should have proper grounding / earthing wiring. ✓ Do not touch with wet hands 	

RISK ASSESSMENT MATRIX

Likelihood	Consequences				
	Insignificant (minor problem easily handled by normal day to day processes)	Minor (Some disruption possible e.g. Damage equal to R150k)	Moderate (significant time / resources required. E.g., damage equal to R500k)	Major (Operations severely damaged. E.g., damages equal to R1m)	Catastrophic (business survival is at risk. Damage equal to R5m – 10m)
Almost certain (90% chance)	High	High	Extreme	Extreme	Extreme
Likely (between 50-90%)	Moderate	High	High	Extreme	Extreme
Moderate (between 10-50%)	Low	Moderate	High	Extreme	Extreme
Unlikely (between 3-10%)	Low	Low	Moderate	High	Extreme
Rare (<3%)	Low	Low	Moderate	High	High

 Johannesburg Water	Document	Minimum SHE Requirements for Construction Related RFQ projects		
	title : Revision 00 Author: OHS: Projects Effective Date January 2017	Pages: 10		

1. SCOPE OF WORK:

Service and Maintenance of Generator (350KVA) at Acacia Pump Station

2. PURPOSE

The aim of the SHE specification is to ensure that any contractor which is appointed by Johannesburg Water to conduct any work complies with the SHE requirements of the SHE specification and any other legislative requirement applicable to the contract scope.

3. APPLICABILITY

This document is applicable to all contractors and suppliers conducting contractual activities for and on behalf of Johannesburg Water.

4. APPOINTMENTS

The contractor and its appointed sub-contractor must make the relevant legislative and non-statutory appointments, which must be maintained valid for the entire contract duration. All appointees shall be suitably trained and found to be competent for the responsibilities there are assigned for. Copies of all relevant appointments and the relevant competence certificates must be kept in the relevant SHE file.

5. INSURANCE


The contractor and all its appointed sub-contractor(s) shall be registered with an appropriate compensation commissioner and have a valid letter of good standing from commissioner. The contractor is responsible for ensuring the Letter of Good Standing is valid for the entire duration of the project/contract. A copy of the letter of Good Standing must be kept in the SHE file.

6. COSTING FOR SHE REQUIREMENTS

The contractor is responsible for ensuring that SHE costing is taken into consideration for the entire project/contract as this will ensure they comply with the SHE legislative requirements

7. INDUCTION

An initial induction shall be done with key personnel to familiarize them with the requirements on site and for compiling the SHE file. Once labourers are appointed JV will conduct an induction on SHE requirements, and the contractor is also required to conduct their company specific induction.

	Document title:	Minimum SHE Requirements for Construction Related RFQ projects		
	Revision	00	Author:	OHS: Projects
	Effective Date	January 2017	Pages:	10

- 8. SUBMISSION OF SAFETY FILE
- Once appointed the contractor can submit their safety file for approval.
- Approval will be granted when the critical items have been sufficiently addressed.

9. RISK ASSESSMENT

- Every Contractor who has been appointed contractually to conduct work for Johannesburg water shall do compile a baseline risk assessment prior to starting with work, subject to the approval of the Client.
- Thereafter the task based risk assessments will be done daily with every task being done.

10. SAFE WORKING PROCEDURES / METHOD STATEMENTS

The following method statements / safe working procedures must be compiled:


- Servicing the generator

11. MEDICAL SCREENING REQUIREMENTS

- The contractor shall ensure that a medical surveillance programme is implemented for all employees.
- The medical examination shall be conducted in line with the employee job profile/job description.
- A valid medical fitness certificate must be submitted together with the SHE File for approval for all employees who will be doing work for Johannesburg Water.
- Any employee(s) who are declared conditionally fit must be provided with employment which does not aggravate their medical condition as to endanger themselves or other employees.
- The following tests shall be done:
 - Audiograms.
 - A cardio-respiratory examination
 - Lung function tests.
 - Eye/ sight tests.
 - A general physical examination.
 - A review of previous medical history.
 - Blood pressure tests
 - Glucose tests

12. TOOLBOX TALKS

- The contractor shall ensure they conduct toolbox talks with their employees on a weekly basis and records of these must be kept in the SHE file.

 Johannesburg Water	Document	Minimum SHE Requirements for Construction Related RFQ projects		
	title : Revision Effective Date	00	January 2017	Pages: 10
		Author: OHS: Projects		

- The objective of toolbox talks should be to communicate relevant site information to assist in improvement of occupational health and safety performance.
- Employees must acknowledge the receipt of toolbox talks and this record must also be kept in the SHE file.

14. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Contractor must issue their employees SABS approved PPE. A copy of the PPE issue register signed by the employee issued with the PPE must be kept in the SHE file.
- Contractor supervisor are required to conduct continuous inspections of the PPE issued to their employees to ensure that they are still in good condition to be used by the employee or they still comply with manufacture requirements.
- The contractor is responsible for ensuring that employees are trained on the safe use of the PPE issued to them, how to maintain it and the limitations of the PPE.
- NO SHORTS OR DRESSES WILL BE ALLOWED ON SITE

15. WORKPLACE SIGNAGE

- Appropriate symbolic signage must be displayed where it is required by legislation.
- Appropriate warning, mandatory and information signs must be placed where required.
- All signs must comply to SANS/SABS requirements.
- Contractors shall use mandatory and prescribed symbolic safety signs at their lay down and site areas.


16. INCIDENT REPORTING AND INVESTIGATION

- All incidents shall be reported to the Client before the end of the shift or within 24hrs of occurrence.
- Section 24 incidents shall be reported to DOL using the prescribed format.
- The contractor shall develop an incident management procedure and communicate with all employees.

17. NOTIFICATION OF CONSTRUCTION WORK

- The contractor shall notify the DOL in the prescribed format of the intended work prior to work.

18. PUBLIC HEALTH AND SAFETY

 Johannesburg Water	Document title :	Minimum SHE Requirements for Construction Related RFQ projects		
	Revision	00	Author:	OHS: Projects
	Effective Date	January 2017	Pages:	10

The Principal Contractor is responsible for ensuring that non-employees affected by the construction work are made aware of the dangers likely to arise from the construction work as well as the precautionary measures to be observed to avoid or minimise those dangers. This includes:

- Non-employees entering the site for whatever reason;
- The surrounding community; and
- Passers-by the site.
- The Principal Contractor shall organize the site in such a manner that pedestrians and vehicles can move safely and without risks to health, including sufficient and suitable traffic routes and safe walkways with relevant signage.

19. ACCOMMODATION ON SITE

No employees shall be accommodated on site.

20. WELFARE FACILITIES

The provision of toilets for each sex is required in terms of the National Building Regulations and Construction Regulation 28. Chemical toilets are allowed instead of the water borne sewerage type. Toilets have to be provided at a ratio of 1 toilet per 30 workers. The Principal Contractor shall provide flushing toilets on the construction premises.

- At least cold-water showers for each sex have to be provided at a ratio of 1 shower per 15 workers.
- Some form of screened off changing facility must be provided separately for each sex.
- Some form of eating facility sheltered from the sun, wind and rain must be provided.


The employer needs to provide his employees with the following:

- Potable water for drinking;
- Water and soap for hand washing
- Toilet paper

21. HAND TOOLS

The Principal Contractor must inspect all hand tools before it is brought onto the site.

- As far as possible all hand tools must be numbered and placed on register to be inspected monthly by a person designated to do so.
- Any tools found to be in an unsafe condition must immediately be removed from service and either discarded or rectified.

	Document title :	Minimum SHE Requirements for Construction Related RFQ projects		
	Revision	00	Author:	OHS: Projects
	Effective Date	January 2017	Pages:	10


- No chisels with "mushroomed" heads must be used.
- No hammer shall be used with a cracked or damaged handle.
- All files must be fitted with handles.
- All trolleys, pushcarts, etc. used on site must be identifiable, placed on register and inspected at least once every month.
- Non-sparking tools must be used in areas where the risk of fire or explosion is present.
- No homemade hand tools are allowed on the project.
- All tools shall be attached to a suitable lanyard when utilised in elevated positions

22. EMERGENCY MANAGEMENT

- The Principal Contractor must appoint a competent person to act as emergency controller and/or coordinator.
- The Principal Contractor must conduct an emergency identification exercise and establish what emergencies could possibly develop.
- He must then develop detailed contingency plans and emergency procedures, taking into account any emergency plan that Johannesburg Water SOC Ltd may have in place.
- In the event where a contractor incorporates the services of a 3rd party service provider for the provision of Emergency Response Services, the following criteria must be met:
 - Identification of 3rd party emergency response services (organization & contact details);
 - Notification of contractor to 3rd party emergency response service of incorporation of services into contractor's emergency response plan (written agreement / signed letter).
- The Principal Contractor and the other contractors must hold regular practice drills of contingency plans and emergency procedures to test them and familiarise employees with them.

First-aid

- The Principal Contractor must provide first-aid equipment (including a stretcher) and have qualified first-aiders(s) on site as required by General Safety Regulations promulgated in terms of the Occupational Health and Safety Act (Act no. 85 of 1993).
- The contingency plan of the Principal Contractor must include arrangements for the speedy and timely transporting of injured and/or ill person(s) to a medical facility or of getting emergency medical aid to person(s) who may require it.
- The Principal Contractor must have written arrangements in place with his other contractors regarding the responsibility of the other contractors towards their own injured and/or ill employees.

 Johannesburg Water	Document title :	Minimum SHE Requirements for Construction Related RFQ projects		
	Revision	00	Author:	OHS Projects
Effective Date	January 2017	Pages:	10	

23. HAZARDOUS CHEMICAL SUBSTANCES

The Principal Contractor must ensure that:

- Employees receive the necessary information and training to be able to use and store hazardous chemical substances safely;
- Employees obey lawful instructions regarding:
 - The wearing and use of protective equipment
 - The use and storage of hazardous chemical substances
 - The prevention of the release of hazardous chemical substances
 - The wearing of exposure monitoring and measuring equipment
 - The cleaning up and disposal of materials containing hazardous chemical substances
 - Housekeeping, personal hygiene and the protection of the environment

- The risk assessments required in terms of Construction Regulation include employee exposure to hazardous chemical substances and that the necessary measures be taken to protect persons from being detrimentally affected by hazardous chemical substances present or used in the workplace;

- Suppliers provide the necessary information in the form of a material safety data sheet regarding a hazardous chemical substances required to ensure the safe use and storage of that substances;

- An up-to-date list is kept on site of hazardous chemical substances stored and used together with the material safety data sheet of the hazardous chemical substances;

- Hazardous chemical substances be clearly marked with the contents and main hazardous category e.g. "Flammable" or "Corrosive" and the reference number of the hazardous chemical substances on the list indicated above;

- Hazardous chemical substances, for example asbestos dust, are not cleared by using compressed air but should be vacuumed;
- No person eats or drinks in a hazardous chemical substances workplace; and


- Hazardous chemical substances waste is disposed of safely in terms of hazardous waste disposal requirements.

MSDS's to be in 16 point format- available on site


24. FIRE PREVENTION AND PROTECTION

The Principal Contractor must ensure that:


- The risk of fire is avoided;
- Sufficient and suitable storage for flammables is provided;

	Document title :	Minimum SHE Requirements for Construction Related RFQ projects		
	Revision	00	Author:	OHS: Projects
	Effective Date	January 2017	Pages:	10

- Sources of ignition are removed wherever flammable or highly combustible material is present in the workplace, for example:
 - Notices prohibiting smoking are displayed and enforced
 - Welding and flame cutting is only allowed under controlled conditions that includes written hot work permits
 - Only spark-free hand and power tools are used
 - No grinding, cutting and shaping of ferrous metals is allowed using electrically driven power tools that produce sparks
 - Flameproof switches and fittings are to be used in the flammable atmosphere
 - Good housekeeping is maintained to prevent the accumulation of unnecessary combustibles
 - Adequate ventilation is maintained
 - Adequate and suitable fixed and portable fire fighting equipment is provided and maintained in good working order.
 - Maintenance must include:
 - Regular inspection of fire equipment by a competent person appointed in writing and keeping a register
 - Annual inspection and service by an accredited service provider
 - All employees are instructed in the use of the fire fighting equipment and know how to attempt to extinguish a fire;
 - A sufficient number of employees are appointed and trained to act as an emergency team to deal with fires and other emergencies;
 - Employees are informed regarding emergency evacuation procedures and escape routes;
 - Emergency escape routes are kept clear at all times and clearly marked;
 - Evacuation assembly points are demarcated;
 - Evacuation is practiced to ensure that all persons are evacuated timeously;
 - Roll call is held after evacuation to account for all personnel and ensure that no-one has been left behind; and
 - A siren or alarm is fitted which is clearly audible to all persons on site.
- 25. COMPLIANCE MONITORING**
- Weekly inspections and monthly audits will be conducted on site.
- 26. PROJECT COMPLETION**
- Upon completion of the project the SHE file shall be returned to the Client for retention and close out.

 Johannesburg Water	Document title :	Minimum SHE Requirements for Construction Related RFQ projects	
	Revision	Author:	OHS: Projects
Effective Date	Pages:	10	January 2017

Project details			
Project Scope:	Service and Maintenance of Generator (350kVA)	Depot / Site / Department:	Electromechanical – Acacia Pump Station
Estimated duration:	TBC		
Documents required			
Letter of Good Standing	Yes	<input checked="" type="checkbox"/>	No
SHE plan	Yes	<input checked="" type="checkbox"/>	No
Risk Assessment	Yes	<input checked="" type="checkbox"/>	No
Safe working Procedures	Yes	<input checked="" type="checkbox"/>	No
Notification of Construction work	Yes	<input checked="" type="checkbox"/>	No
Inspection registers	Yes	<input checked="" type="checkbox"/>	No
Items required before starting			
Medicals	Yes	<input checked="" type="checkbox"/>	No
Vaccinations	Yes	<input type="checkbox"/>	No
PPE (boots, hard hats, overall)	Yes	<input checked="" type="checkbox"/>	No
Induction	Yes	<input checked="" type="checkbox"/>	No
Approval from OHS	Yes	<input checked="" type="checkbox"/>	No
APPOINTMENTS AND COMPETENCIES			
Construction Supervisor			
Appointment	Yes	<input checked="" type="checkbox"/>	No
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No
Appointment	Yes	<input type="checkbox"/>	No
CV (and/ certificates)	Yes	<input type="checkbox"/>	No
Safety Officer			
Appointment	Yes	<input type="checkbox"/>	No
CV (and/ certificates)	Yes	<input type="checkbox"/>	No
Appointment	Yes	<input type="checkbox"/>	No
CV (and/ certificates)	Yes	<input type="checkbox"/>	No
NB* Other appointments will be based on the number of employees on site as required by law.			

 Johannesburg Water	Document title :	Minimum SHE Requirements for Construction Related RFQ projects		
	Revision	00	Author:	OHS: Projects
Effective Date	January 2017	Pages:	10	

RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES

	CONTRACTOR
--	-------------------

I, the undersigned, hereby acknowledge that I have obtained copies of the following listed documentation and confirm that I fully understand the contents thereof and the consequences of non-compliance. The Contractor furthermore reiterates its commitment to compliance of the requirements contained within the following provided documentation:

- Johannesburg Water SOC Ltd, Safety, Health & Environmental (SHE) Specification, Annexure 1: Baseline risk assessment conducted for or on behalf of Johannesburg Water SOC Ltd;

Signed at on this Day of 20.....

CONTRACT MANAGER			
NAME	DESIGNATION	DATE	SIGNATURE
CONTRACT SUPERVISOR			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (1)			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (2)			
NAME	DESIGNATION	DATE	SIGNATURE