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PAGE NO.	
1 of 1	
CLOSING DATE AND TIME	
15-Sep-20	12:00
Date of Issue	
08 September 2020	
VALIDITY	
7 : DAYS	

INITIATING DEPARTMENT	INITIATOR
BWW - Northern Works	Bonginkosi
QUOTATION REFERENCE	COLLECTIVE NO.
RFQ JW074KP	
QUOTATION REQUESTED FROM	

REQUEST FOR QUOTATION

QUOTATION VALIDITY PERIOD
60 DAYS

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:Kakaretso e-mail address:kakaretso.phiri@jwater.co.za

TELEPHONE NUMBER:011 688 1533

ITEM NO.	DESCRIPTION	BRAND NAME OFFERED	UOM	QTY REQUIRED	PRICE QUOTED EXCL. OF V.A.T.	DIS
	Supply and replace lights or fitting and repair plugs / 3 pin Sockets in the Administration Building Offices First Floor					
1	Test, supply and replace all Defective 230V 16A 3 pin Sockets / Plugs on the 1st Floor Offices from 1-10		SUM	20		
2	Supply and replace lights and fitting in Toilets (Males & Females) = 3 x 2 ft Coolwhite tubes one fitting (Can be replaced by 4 x 2ft fittings)	4 x 2 ft Fitting / 3 x 2 ft Fitting		14		
3	Supply and replace lights and fittings in Passage = 4 x 2 ft Coolwhite tubes	4 x 2 ft Fitting		5		
4	Supply and replace lights and fittings in Boardroom 1-11 & 1-12 = 4 x 2 ft Coolwhite tubes	4 x 2 ft Fitting		10		
5	Supply and replace lights or fitting in Kitchen 1 -01 & 1-02 = 4 x 2 ft Coolwhite tubes	4 x 2 ft Fitting		6		
6	Supply and replace lights or fitting in L Motsepe Office 1-03 = 4 x 2 ft Coolwhite	4 x 2 ft Fitting		4		
7	Supply and replace lights or fitting in T Murivhula Office 1-04 = 4 x 2 ft Coolwhite tubes	4 x 2 ft Fitting		4		
8	Supply and replace lights or fitting in T Thabeng Office 1-05 = 4 x 2 ft Coolwhite tubes	4 x 2 ft Fitting		6		
9	Supply and replace lights or fitting in B Kunene Office 1-06 = 4 x 2 ft Coolwhite tubes	4 x 2 ft Fitting		5		
10	Supply and replace lights or fitting Emergency Room 1-07 = 4 x 2 ft Coolwhite tubes	4 x 2 ft Fitting		2		
11	Supply and replace lights or fitting in N Mdluli Office 1-08 = 4 x 2 ft Coolwhite tubes	4 x 2 ft Fitting		4		
12	Supply and replace lights or fitting in Computer Room 1-09 = 4 x 2 ft Coolwhite tubes	4 x 2 ft Fitting		5		
13	Supply and replace lights or fitting in D Kosi-Mabuza Office 1-10 = 4 x 2 ft Coolwhite tubes	4 x 2 ft Fitting		3		
14	Certificate of Compliance (CoC) + Safety File		SUM	1		
	NB: Site visit is compulsory for verification of specifications, equipments and ensuring Health and Safety. Northern WWTW (Google Maps), 388JR, Diepsloot, 2069 Site Visit details: 09 September 2020 @ 09h30 am					
	For More Information Contact: Bonginkosi Kunene on 066 487 9530					
	RFQ and a valid BBBEE certificate / sworn affidavit must be emailed to kakaretso.phiri@jwater.co.za; late quotes will not be considered					
SUPPLIER DETAILS		CONDITIONS				
OFFICIAL STAMP	AUTHORISED BY:..... SIGNATURE:..... DATE:.....	1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED. 2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED 3. PRICES QUOTED MUST BE AS PER THE UNIT INDICATED AND BE EXCLUDED OF VAT 4. QUOTATIONS WITHOUT THE SUPPLIER'S AUTHORISED SIGNATURE WILL NOT BE ACCEPTED. 5. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY				



Document title :	Minimum SHE Requirements for Construction Related RFQ projects		
Revision	00	Author:	OHS: Projects
Effective Date	January 2017	Pages:	01

1. SCOPE OF WORK:

Supply, replace and installation of the new lights

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.

2. APPLICABILITY

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

3. 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.

4.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.

5.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

6. 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 JW 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:	01

7. 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.

8. 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.

9. SAFE WORKING PROCEDURES / METHOD STATEMENTS

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

- Vehicle procedure, emergency procedure, incident investigation procedure, waste management plan, hand tool and portable electrical tool procedure.
- Method statement for the entire works

10. WORKING AT HEIGHTS

- A competent person must compile a fall protection plan for all tasks which will be done at elevated position.
- The requirements as per the Construction regulations for working at heights shall be complied with by the contractor at all times.
- The fall protection plan shall be specific to the work that will be conducted at elevated position and proper provision must be made for rescue of employees at heights.
- Fall protection plan must include fall risk assessment detailing proper controls to be implemented.
- All employees who their duties entail working at heights must be declared medically fit by an Occupational Health Practitioner for working at heights.
- Employees who will be working at heights must be trained by a competent service provider for working at heights and must be trained on use of fall prevention/arrest devices to be used at heights.
- Employees working at height must be trained on the latest approved fall protection plan before work commences at height.
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11. MEDICAL SCREENING REQUIREMENTS

- The contractor shall ensure that a medical surveillance programme is implemented for all employees.



Document title :	Minimum SHE Requirements for Construction Related RFQ projects		
Revision	00	Author:	OHS: Projects
Effective Date	January 2017	Pages:	01

- 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
 - Vaccinations (Hepatitis A & Typhoid)

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.
- 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



Document title :	Minimum SHE Requirements for Construction Related RFQ projects		
Revision	00	Author:	OHS: Projects
Effective Date	January 2017	Pages:	01

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. COMPLIANCE MONITORING

- Weekly inspections and monthly audits will be conducted on site.

19. PROJECT COMPLETION

- Upon completion of the project the SHE file shall be returned to the Client for retention and close out.



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Revision	00	Author:	OHS: Projects
Effective Date	January 2017	Pages:	01

Project details

Project Scope: Supply, replace and installation of the new lights

Depot / Site / Department: NWWTW
Estimated duration: TBC

Documents required

Letter of Good Standing	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
SHE plan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Risk Assessment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Safe working Procedures	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Notification of Construction work	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Inspection registers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Items required before starting

Medicals	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Vaccinations	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
PPE (boots, hard hats, overall)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Induction	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Approval from OHS	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

APPOINTMENTS AND COMPETENCIES

Construction Supervisor

Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Safety Officer

Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

NB* Other appointments will be based on the number of employees on site as required by law.



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RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES

CONTRACTOR:	
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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



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

PROJECT NUMBER:	RFQ
PROJECT LOCATION:	Northern Works Diepsloot
PROJECT DESCR:	Supply, replace and installation of the new lights

POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
Supply and installation of the lights	✓ Manual handling	✓ Lifting of heavy Objects	✓ Back pains	M	✓ Follow proper lifting techniques
	✓ Electricity	✓ Improper maintenance	✓ Shock/ Burns	M	✓ Always switch off electricity before working
	✓ Use of faulty cables	✓ Fire ignition	✓ Burns/ damages	M	✓ Visual inspection of cable before use
	✓ Incompetent employees	✓ Wrong connections	✓ Burning of equipment	L	✓ Use only competent employees
	✓ Use of Drill	✓ Not following the procedure	✓ Injuries and property damage	H	✓ Only the right competent personnel to perform the task
	✓ Electrical safety	<ul style="list-style-type: none"> ✓ Electrical shock or burns ✓ Damaged portable electrical appliances, cables, plugs 	<ul style="list-style-type: none"> ✓ Injuries ✓ Properties damage 	M	<ul style="list-style-type: none"> ✓ All portable electrical equipment should be tested for electrical safety at correct interval ✓ Electrical cables and plugs should be regularly visually inspected by the user for damage

Removal/Replacement and Installation of the new lights using the Crane	✓ Crane	✓ Incompetent personnel	✓ Injuries ✓ Property damages	H	✓ Operator must be well trained and certified to operate the crane
Working at Height	✓ Falling from height	✓ Falling from height when retrieving items stored at height ✓ Dropping items onto others when stored at height.	✓ Fatality ✓ Injuries ✓ Property damages	M	✓ Chairs/Desks must not be used for reaching heights, step tools must be used ✓ Heavy materials or items must not be stored on upper shelves, they must be stored at the waist height
Cutting using the Grinder	✓ Grinder	✓ Untrained staff	✓ Injuries ✓ Fatal ✓ Property damage	H	✓ Only the right competent personnel to operate the grinder.
	✓ Fire	✓ inhalation of fumes	✓ Injuries ✓ damages	M	✓ Fire extinguishers should be in place at all times
	✓ Working at height	✓ Falling from ✓ Tools falling	✓ Injuries/ Death	M	✓ Chairs or desks must not be used for reaching heights; step stools should be used instead
	✓ Unit activation	✓ Auto start	✓ Electric shock	M	✓ Tag out
Drill	✓ Incompetent personnel	✓ Incorrect operation	✓ Injuries ✓ Property damages	M	✓
	✓ Poor house keeping	✓ Trip and fall	✓ injuries	M	✓ Good housekeeping to be maintained
	✓ Combustible materials	✓ Fire/ burning of property	✓ Damages/ Death	M	✓ The storage of empty cardboard boxes should

					be kept to an absolute minimum
	✓ Lone working	✓ Staff unable to promptly summon emergency	✓ Damage/ Injuries	M	✓ conduct a generic LOOH Risk Assessment
	✓ Working environment	✓ May feel too hot/cold	✓ Fatigue ✓ Discomfort	M	✓ Temperature must always be kept within a comfortable range. ✓
	✓ Use of hand tools	✓ Improper use of hand tools	✓ Abrasions and cuts.	M	✓ All tools must be visually inspected before use for any defects
Mounting/installation of the new lights	✓ Apollo Light	✓ Incorrect lifting of Apollo Light	✓ Injuries ✓ Property damages	H	✓ Employees must follow the correct way of lifting the Apollo Light ✓ Ensure that safe working procedure is documented and discussed with the employees and followed ✓ Ensure there is sufficient and proper lifting equipment
	✓ Waste Disposal	✓ Injuries or property damaged	✓ Injuries	M	✓ Waste should be removed daily and placed in the correct waste disposal system
	✓ Ladder	✓ Fall from ladder	✓ Injuries	M	✓ SOP when using ladder must always be adhered to

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