

17 Harrison Street  
Marshalltown

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



**REQUEST FOR QUOTATION**

QUOTATION VALIDITY PERIOD  
60 DAYS

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 JW077KP	
QUOTATION REQUESTED FROM	

**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**  
**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
	<b>Supply and Installation of Lights in Online Tower Building</b>					
1	Removal of all defective lights from the building		sum	1		
2	Supply and installation of new LED light fittings with lamps (1. Foyer / Entrance = replace 2 x light fittings; 2. Ground Floor Online Room = replace 10 x 5 ft (2 lamp) LED fittings water and dust proof; 3. Staircase = replace 5 x light fittings; 4. Online Manager's Office = Replace 18 x 2 ft lamps; Online Operators Office = Replace 16 x 2ft lapms; Kitchen = Replace 3 x fittings and Penthouse = replace 12 x 2 ft lamps)		Light fittings (Normal) 5ft LED with 2 x lamps water & Dust proof Fittings 2 ft lamps	7 10 46		
3	CoC for the installation & Safety File		sum	1		
4	<b>Unit 4 Online House:</b> Supply and installation of new LED light fittings with lamps (Inside Online Room = replace 3 x 5 ft (2 lamp) LED fittings water and dust proof; Outside Online Room = Install 2 x 150 W LED IP 65/66 fittings with Day Night Switch; Install 15 Amps Breaker + 6 sqmm cable x 20 meter)		150W LED fittings IP65 / 66 proof Fittings 6 sqmm Cable	2 3 20 Meters		
	<b>NB:Site visit is compulsory for verification of specifications, equipments and ensuring Health and Safety. Northern WWTW (Google Maps), 388JR, Diepsloot, 2069</b>					
	<b>NB: Site Visit details: 09 September 2020 @ 11h30am, for more information Contact: Bonginkosi Kunene on 066 487 9530</b>					

<b>OFFICIAL STAMP</b>	AUTHORISED BY: .....
	SIGNATURE:.....
	DATE:.....

**CONDITIONS**  
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 :	<b>Minimum SHE Requirements for Construction Related RFQ projects</b>		
Revision	00	Author:	OHS: Projects
Effective Date	January 2017	Pages:	01

### 1. SCOPE OF WORK:

**Supply and installation of the light fittings, new lights and pole lights at various areas within NWWTW**

### 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.



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

Once labourers are appointed JW will conduct an induction on SHE requirements, and the contractor is also required to conduct their company specific induction

**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:

- Emergency plan, incident investigation procedure, vehicle procedure, hand tool procedure, portable electrical tools procedure
- Method statement for the entire activities

**11. 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.
-



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

## 12. 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
  - Vaccinations (Hepatitis A & Typhoid)

## 13. 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.



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

- 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. 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.



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

Project details	
<b>Project Scope: Supply and installation of the light fittings, new lights and pole lights at various areas within NWWTW</b>	
<b>Depot / Site / Department:</b>	Northern works
<b>Estimated duration:</b>	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**

<u>Construction Supervisor (Electrical competencies)</u>						
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"/>
<u>Safety Officer</u>						
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"/>
<b>NB* Other appointments will be based on the number of employees on site as required by law.</b>						



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

**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



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

PROJECT NUMBER:	RFQ
PROJECT LOCATION:	Northern Works Diepsloot
PROJECT DESCR:	Supply and installation of the light fittings, new lights and pole lights at various areas within NWWTW

**POSSIBLE RISKS FOR THIS PROJECT**

Task	Hazard	Risk	Consequence	Rating	Controls
<b>Supply and installation of the light fittings, new lights</b>	✓ Manual handling	✓ Lifting of heavy Objects	✓ Back pains	<b>M</b>	✓ Follow proper lifting techniques
	✓ Electricity	✓ Improper maintenance	✓ Shock/ Burns	<b>M</b>	✓ Always switch off electricity before working
	✓ Use of faulty cables	✓ Fire ignition	✓ Burns/ damages	<b>M</b>	✓ Visual inspection of cable before use
	✓ Incompetent employees	✓ Wrong connections	✓ Burning of equipment	<b>L</b>	✓ Use only competent employees ✓ Employees to be trained on safe work procedure
	✓ Use of Drill	✓ Not following the procedure	✓ Injuries and property damage	<b>H</b>	✓ Only the right competent personnel to perform the task
	✓ Electrical safety	✓ Electrical shock or burns ✓ Damaged portable electrical appliances, cables, plugs	✓ Injuries ✓ Properties damage	<b>M</b>	✓ 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

<b>Pole installation</b>	<ul style="list-style-type: none"> <li>✓ Lifting mechanism</li> <li>✓ Excavation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unsafe lifting tackle</li> <li>✓ Improper lifting method</li> <li>✓ Underground services</li> </ul>	<ul style="list-style-type: none"> <li>✓ Head injuries</li> <li>✓ Damage to JW property</li> <li>✓ Work stoppage</li> <li>✓ Project delays</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ All lifting equipment must be certified safe for use</li> <li>✓ Competent person to supervise the lifting</li> <li>✓ No employee/person must be under suspended load</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Fire</li> </ul>	<ul style="list-style-type: none"> <li>✓ inhalation of fumes</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ damages</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Fire extinguishers should be in place at all times</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Working at height</li> <li>✓ Unsafe scaffold, Skyjack, Cherri picker</li> </ul>	<ul style="list-style-type: none"> <li>✓ Falling from</li> <li>✓ Tools falling</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries/Death</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Chairs or desks must not be used for reaching heights; step stools should be used instead</li> </ul>
Testing and commission of new installation	<ul style="list-style-type: none"> <li>✓ Live electrical cables</li> <li>✓ Employees</li> </ul>	<ul style="list-style-type: none"> <li>✓ Explosion</li> <li>✓ Incorrect installation done</li> <li>✓ Improper testing method</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Fatality</li> <li>✓ Property damage</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Testing must be done by competent person</li> <li>✓ Lock out must be done prior to connecting to old system</li> <li>✓ Proper PPE must be worn</li> </ul>
<b>Housekeeping</b>	<ul style="list-style-type: none"> <li>✓ Sharp object</li> <li>✓ Waste material</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employees not wearing gloves when handling waste</li> <li>✓ Improper disposal of waste material</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injury</li> <li>✓ Environmental pollution</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Employees must be given gloves</li> <li>✓ Waste management plan must be developed and implemented</li> <li>✓ All waste must be disposed of correctly</li> </ul>

### 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