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Johannesburg Water

ESS METERING - FENNELL ROAD

V. MOODLEY

22 May 2019

12:00

QUANTITY  
60 DAYS

**REQUEST FOR QUOTATION**

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 e-mail address:nompumezo.mramba@jw**

**TELEPHONE NUMBER:011 688 1656,FAX NO:086 611 8167**

	Supply and install Retractable Security Gate and Burglar Bars at ESS Workshop at Fennell Road Depot, Cnr Fennell and Rosettenville Road, Village Main, Johannesburg		
1	Supply and install Retractable Security Gate of dimension Length 2540mm and Height 2400mm	1	
2	Supply and install Burglar Bars of dimensions Length 880mm and Height 1180mm	2	
3	Put on one-way Lexan 2 Ply Premium Carbon privacy tint for Sliding Glass of 2540mm x 2400mm and two windows off 880mm X 1180mm with the following specifications: Scratch resistant Blocks 99 percent of UV Rays It must not interfere with radio signals Must offer Heat Rejection and color stability Trellidoor/Maxidoor or equivalent for items 1 and 2	1	
	For technical queries contact Vasu on 082 496 9182		
	Quotations should be valid for 60 days		
	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.		

**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 AUTHORIZED SIGNATURE WILL NOT BE ACCEPTED.
5. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY

**OFFICIAL STAMP**

AUTHORISED BY: .....

SIGNATURE .....

DATE .....

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



PROJECT NUMBER:  
PROJECT LOCATION:  
PROJECT DESCR:

Ffnell Lab  
Installation of retractable security gate and burglar bars

POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
✓ Driving onsite	✓ Vehicle use	<ul style="list-style-type: none"> <li>✓ Incompetent driver</li> <li>✓ Un-roadworthy vehicle</li> <li>✓ Speeding</li> <li>✓ Vehicle accident</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Fatalities</li> <li>✓ Traffic fine</li> <li>✓ Damage to third party property</li> </ul>		<ul style="list-style-type: none"> <li>✓ Development of vehicle use procedure</li> <li>✓ Appointment of the construction driver and inspector</li> <li>✓ Vehicle to be inspected prior to use</li> <li>✓ Vehicle driver must have licence for the type of vehicle to be driven.</li> <li>✓ Driver to follow road signs at all times.</li> </ul>
✓ Working at heights	✓ Ladder	<ul style="list-style-type: none"> <li>✓ Elevated position</li> <li>✓ Falling tools</li> <li>✓ Employees falling from height</li> <li>✓ Unfit employees to be working at heights</li> <li>✓ Unsafe ladder</li> <li>✓ No fall arrest system used by employees working at heights</li> <li>✓ Unsafe ladder</li> <li>✓ Ladder not inspected</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injury to personnel working or walking below</li> <li>✓ Legislation non-compliance</li> <li>✓ Injury or fatality</li> </ul>		<ul style="list-style-type: none"> <li>✓ Development of fall protection plan for all activities which will be done at heights</li> <li>✓ Employees who will be working at heights must be declared fit for working at heights</li> <li>✓ Barricading of area and placement of warning signs</li> <li>✓ Lanyards to be used on tools</li> <li>✓ Ladder to be suitable for the type of work to be done at heights.</li> <li>✓ Pre-use inspection of the ladder before use by appointed ladder</li> </ul>

		<ul style="list-style-type: none"> <li>✓ Unsuitable ladder for the job.</li> </ul>		<ul style="list-style-type: none"> <li>✓ All ladders to be used must be on the ladder register</li> <li>✓ Ladder use safe work procedure to be developed and implemented.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Use of hand tools and portable electrical tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unsafe tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Damage tools</li> <li>✓ Uninspected tools</li> <li>✓ Incompetent tools used for the job</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hand injuries</li> <li>✓ Electrocutation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hand tool and portable electrical tool procedure to be developed and implemented</li> <li>✓ Specific hand tool inspection to be developed and utilized</li> <li>✓ Tools to be inspected prior to use</li> <li>✓ Tools to be used according to the manufacture specification</li> <li>✓ All tools to be on tools register and inspected as per the inspection plan</li> <li>✓ Only competent personnel to use hand tools</li> </ul>

<ul style="list-style-type: none"> <li>✓ Housekeeping</li> </ul>	<ul style="list-style-type: none"> <li>✓ Poor housekeeping</li> </ul>	<ul style="list-style-type: none"> <li>✓ Sharp objects</li> <li>✓ Complaints from JW representatives</li> <li>✓ Possible mercury containing bulbs/florescent tubes</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Project delays</li> </ul>	<ul style="list-style-type: none"> <li>✓ Development of waste management plan</li> <li>✓ Supervisor to ensure site is clean when work is taking place</li> <li>✓ All waste to be disposed off in legal landfill site.</li> <li>✓ Proof of waste disposal must be put on the safety file.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Installation of burglars and retractable security gate</li> </ul>	<ul style="list-style-type: none"> <li>✓ Drilling</li> <li>✓ Dust</li> </ul>	<ul style="list-style-type: none"> <li>✓ Noise emission from machine whilst drilling</li> <li>✓ Vibration when operating machine</li> <li>✓ Incompetent drill operator</li> <li>✓ Incorrect drill usage</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hearing lose</li> <li>✓ Respiratory illnesses</li> <li>✓ Injuries</li> <li>✓ Damage to drill</li> </ul>	<ul style="list-style-type: none"> <li>✓ Drill to be inspected prior to use</li> <li>✓ Suitable drill to be utilized for the job.</li> <li>✓ Operator of drill to be competent to use the drill</li> <li>✓ Drill operator to follow manufacture specification on the correct and safe use.</li> </ul>

<ul style="list-style-type: none"> <li>✓ Installation of dry wall partition</li> </ul>	<ul style="list-style-type: none"> <li>✓ Partition material</li> <li>✓ Portable electrical tools</li> <li>✓ Hand tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Carrying heavy material</li> <li>✓ Unsafe portable electrical equipment</li> <li>✓ Un-inspected electrical equipment</li> <li>✓ Incorrect use of tools</li> <li>✓ Inappropriate tool for the job</li> </ul>	<ul style="list-style-type: none"> <li>✓ Back injuries</li> <li>✓ Dropping of heavy load</li> <li>✓ Electrocutation</li> <li>✓ Electrical fire</li> <li>✓ Hand injuries</li> </ul>	<ul style="list-style-type: none"> <li>✓ Sufficient number of employees to carry heavy material</li> <li>✓ Method statement to be developed for the entire job with appropriate risk assessment</li> <li>✓ Only safe portable electrical tools to be used.</li> <li>✓ Correct selection of tools for the job must be done by the supervisor</li> </ul>
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### 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)					
Likely (between 50-90%)	Moderate				
Moderate (between 10-50%)		Moderate			
Unlikely (between 3-10%)			Moderate		
Rare (<3%)				Moderate	



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

**1. SCOPE OF WORK:**

Installation of retractable security gate and burglar bars

**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 JW will conduct an induction on SHE requirements, and the contractor is also required to conduct their company specific induction



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

**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:

- Working at heights
- Installation of burglars and blind spot mirror
- Tile removal and installation of carpets
- Installation of dry wall

**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.



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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.



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<b>Project details</b>						
<b>Project Scope:</b> Installation of retractable security gate and burglar bars						
<b>Depot / Site / Department:</b> Fnell Depot, Electro-Mechanical						
<b>Estimated duration:</b> TBC						
<b>Documents required</b>						
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 type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Inspection registers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Items required before starting</b>						
Medicals	Yes	<input type="checkbox"/>	No	<input checked="" 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"/>
<b>APPOINTMENTS AND COMPETENCIES</b>						
<u>Construction Supervisor</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 type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
CV (and/ certificates)	Yes	<input type="checkbox"/>	No	<input checked="" 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>						



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**RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES**

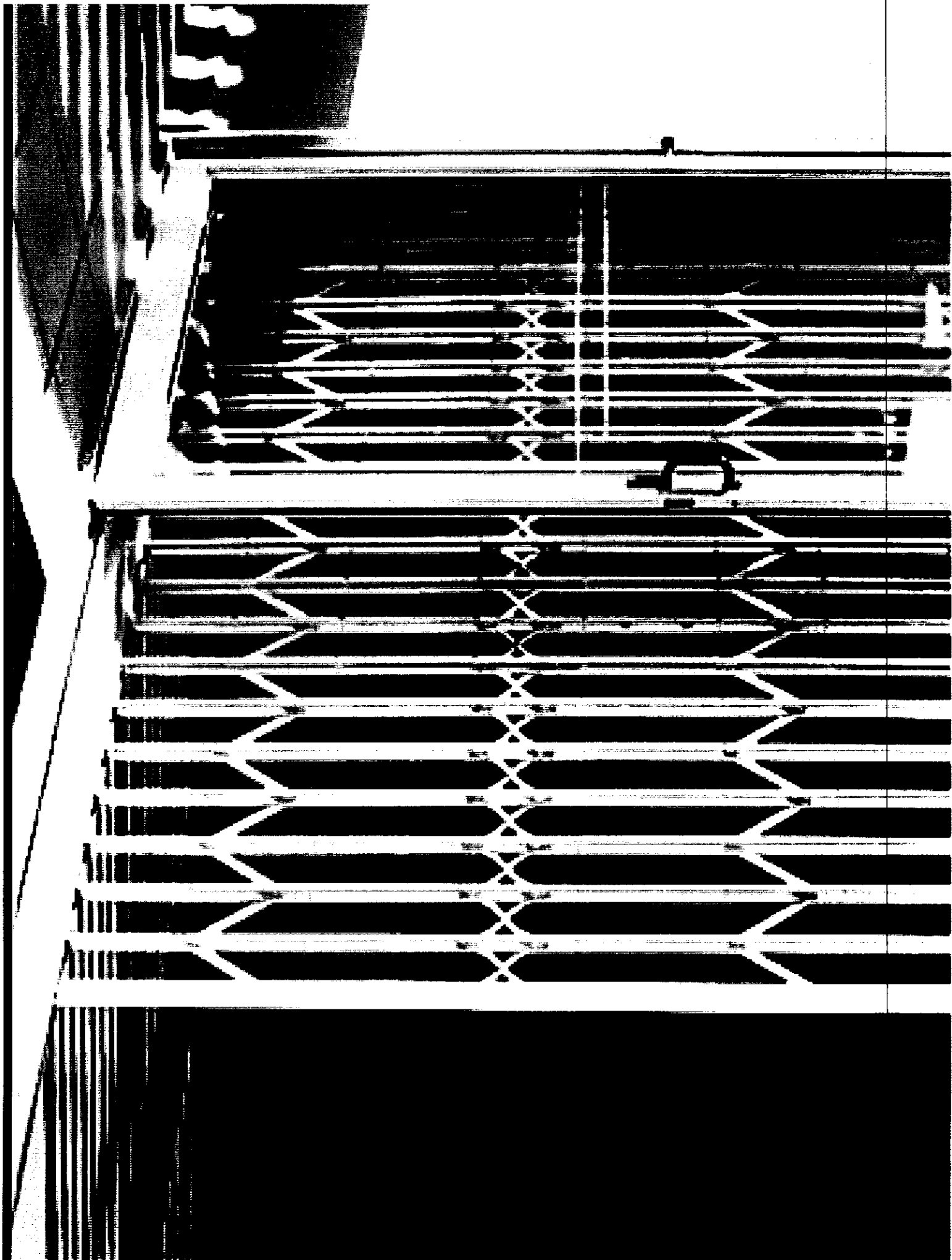
<b>CONTRACTOR:</b>	
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I, the undersigned, hereby acknowledge that I have obtained copies of the following listed documentation and confirm that I fully understand the contents thereof and the consequences of non-compliance. The Contractor furthermore 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





**Pirmlar Para**

