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Johannesburg Water

REQUEST FOR QUOTATION

QUOTATION DATE

PAGE NO.	
1 of 1	
CLOSING DATE AND TIME	
4-Dec-20	12:00
Date of Issue	
25 November 2020	
VALIDITY	
	: DAYS

INITIATING DEPARTMENT	INITIATOR
Northern Works	D. Kosi-Mabuza
QUOTATION REFERENCE	COLLECTIVE NO.
RFQ JW169KP	
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 ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE(CSD)

JW CONTACT PERSON:Kakaretso email: 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 INSTALL A SECURITY BUGLAR DOOR AND STEEL HANGERS AT HOW &U3					
1	Supply and install a steel security buglar door			x1		
2	Supply steel reinforcers (long and medium)			x8		
3	Install a steel hanger			x2		
4	Install a tool shelf for brooms			x2		
	NB: A compulsory site visit on the 27 NOVEMBER 2020 at 10h00am @ Northern Works Safety PPE to be worn.					
	Quote 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:	1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED.
	SIGNATURE:.....	2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED
	DATE:.....	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



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

PROJECT NUMBER:	-
PROJECT LOCATION:	NWWTW
PROJECT DESCR:	Installation of bugler door, steel hangers, steel reinforce, and tool shelf

POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
✓ Driving onsite	✓ Vehicle use	<ul style="list-style-type: none"> ✓ Incompetent driver ✓ Un-roadworthy vehicle ✓ Speeding ✓ Vehicle accident 	<ul style="list-style-type: none"> ✓ Injuries ✓ Fatalities ✓ Traffic fine ✓ Damage to third party property 	L	<ul style="list-style-type: none"> ✓ Development of vehicle use procedure ✓ Appointment of the construction driver and inspector ✓ Vehicle to be inspected prior to use ✓ Vehicle driver must have licence for the type of vehicle to be driven. ✓ Driver to follow road signs at all times.
✓ Use of hand tools and portable electrical tools	✓ Unsafe tools	<ul style="list-style-type: none"> ✓ Damage tools ✓ Uninspected tools ✓ Incompetent tools used for the job 	<ul style="list-style-type: none"> ✓ Hand injuries ✓ Electrocutation 	L	<ul style="list-style-type: none"> ✓ Hand tool and portable electrical tool procedure to be developed and implemented ✓ Specific hand tool inspection to be developed and utilized ✓ Tools to be inspected prior to use ✓ Tools to be used according to the manufacture specification ✓ All tools to be on tools register and inspected as per the inspection plan ✓ Only competent personnel to use hand tools

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

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



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

1. SCOPE OF WORK:

Installation of bugler door, steel hangers, steel reinforce, and tool shelf .

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



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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, incident investigation, waste management plan, PPE procedure, hand tool procedure.
- Installation of burglar (Method statement)

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.

12. MEDICAL SCREENING REQUIREMENTS

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



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- 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.
- NO SHORTS OR DRESSES WILL BE ALLOWED ON SITE



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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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Project details

Project Scope: Installation of bugler door, steel hangers, steel reinforce, and tool shelf

Depot / Site / Department: Northern works

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 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"/>

APPOINTMENTS AND COMPETENCIES

<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 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