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INITIATING DEPARTMENT	INITIATOR
BUSHKOPPIE WORKS	INNOCENT MADUBANYA
QUOTATION REFERENCE	COLLECTIVE NO.
JW118 ML RFQ2021 SITE VISIT FOR URMOURED CABLE	
QUOTATION REQUESTED FROM	
For more infor contact Innocent 082 373 2008	

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: Mmakoena Leepile Email: mmakoena.leepile@jwater.co.za  
TELEPHONE NUMBER:...011...688 1457...

REQUEST FOR QUOTATION

QUOTATION VALIDITY
60 DAYS

PAGE NO.
CLOSING DATE AND TIME
20-May-21 16:00:00 PM
Date of Issue
11 May 2021
VALIDITY
7: DAYS

ITEM NO.	DESCRIPTION	BRAND NAME OFFERED	UOM	QTY REQUIRED	PRICE QUOTED EXCL OF V.A.T.	DIS
	Kindly quote on the following items :-					
1	Supply and lay 10mm <sup>2</sup> x 4 core urmoured cable + 2 Glands at H.O.W.					
2	Supply and lay 4mm <sup>2</sup> x 3 core urmoured cable + 2 Glands at WAS terace					
3	Tranch, lift slabs / Paving and re-insteid.					
4	COC					
5	Safety file					
	<b>COMPULSARY SITE MEETING DETAILS</b>					
	Date: 13 May 2021					
	Time: 13:30					
	Venue: 117 stockwell AVE off Golden Highway Bushkoppies					
	<b>N:B QUOTATIONS MUST BE SUMITTED IN PDF ( NOT IN WORD, EXCEL AND NO PICTURES)</b>					
	<b>QUOTES MUST BE VALID FOR 60 DAYS</b>					
	<b>NB: All Suppliers responding to RFQs should use their own Company letter head not JW Template and make sure their email address is visible on their quotation</b>					
	Quotes to be sent to mmakoena.leepile@jwater.co.za					
	<b>FILL IN THE SHE REQUIREMENT FORMS ATTACHED</b>					

OFFICIAL STAMP	SUPPLIER DETAILS
	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:	08

### 1. SCOPE OF WORK:

Supply and lay 10mm<sup>2</sup> x 4 core armoured cable + 2 Glands at H.O.W. 2 Glands at WAS terrace

### 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.

- Site Supervisor (Technician)
- First Aider (if more than 10 employees will be on site)
- SHE Representative (if more than 10 employees will be on site)
- Incident investigator
- Risk Assessor
- Hand tools inspector

### 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



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## 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.

## 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:

- Cable installation
- Lockout
- Emergency preparedness

## 11. 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.

## 12. 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.



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Revision	00	Author:	OHS: Projects
Effective Date	January 2017	Pages:	08

- 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

All employees shall, as a minimum, be required to wear the following personal protective equipment on any of Johannesburg Water SOC Ltd's projects:

- Protective overalls;
- Protective footwear;
- Protective headwear; and
- Eye, face and ear protection.

### 13. 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.

### 14. 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.

### 15. NOTIFICATION OF CONSTRUCTION WORK

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

### 16. PUBLIC HEALTH AND SAFETY



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Effective Date	January 2017	Pages:	08

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.

#### **17. ACCOMMODATION ON SITE**

No employees shall be accommodated on site.

#### **18. 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

#### **19. 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.



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Effective Date	January 2017	Pages:	08

- 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

## 20. ELECTRICAL WORK

- The storage, transportation, handling and laying of the cables shall be according to first class practice, and the contractor shall have adequate and suitable equipment and labour to ensure that no damage is done to cables during such operations.
- The cable-trenches shall be excavated to an acceptable depth deep below ground level and shall be 450mm wide for one to three cables, and the width shall be increased where more than three cables are laid together so that the cables may be placed at least two cable diameters apart throughout the run.
- The bottom of the trench shall be level and clean and the bottom and sites free from rocks or stones liable to cause damage to the cable.
- The Contractor must take all necessary precautions to prevent the trenching work being in any way a hazard to the personnel and public and to safeguard all structures, roads, sewage works or other property on the site from any risk of subsidence and damage.
- Where cables are cut and not immediately made off, the ends are to be sealed without delay.
- Backfilling (after bedding) of the trenches is to be carried out with a proper grading of the material to ensure settling without voids, and the material is to be tamped down after the addition of every 150mm. The surface is to be made good as required.
- No cable is to be laid before the cable trench is approved and the soil qualification of the excavation is agreed upon by the Contractor and Project Manager.
- After the cable has been laid and before the cable trench is back-filled the inspector must ensure that the cable is properly bedded and that there is no undesirable material included in the bedding layer.
- All cable jointing and the making off of the cables must only be carried out by qualified experienced cable jointers. Helpers of the jointers may not saw, strip, cut, solder, etc. The cable and other work undertaken by them must be carried out under the strict and constant



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supervision of the jointer.

**21. COMPLIANCE MONITORING**

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

**22. 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 Scope:</b>	<b>Supply and lay 10mm<sup>2</sup> x 4 core armoured cable + 2 Glands at H.O.W. 2 Glands at WAS terrace</b>
<b>Depot / Site / Department:</b>	<b>Bushkoppie Wastewater Treatment Works</b>
<b>Estimated duration:</b>	<b>TBC</b>

**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**

<b><u>Construction Supervisor</u></b>						
Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
CV (and/ certificates) <i>Electrical</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b><u>Safety Officer</u></b>						
Appointment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
CV (and/ certificates)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" 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:	Bushkoppie works
PROJECT DESCR:	Supply and lay 10mm <sup>2</sup> x 4 core armoured cable + 2 Glands at H.O.W. 2 Glands at WAS terrace

**POSSIBLE RISKS FOR THIS PROJECT**

Task	Hazard	Risk	Consequence	Rating	Controls
Installing cables	✓ Work on electrical equipment with high-V or other stored energy (cables, trays, electrical outlets, breakers)	<ul style="list-style-type: none"> <li>✓ Electric shock ;</li> <li>✓ Arc flash;</li> <li>✓ Flying objects;</li> <li>✓ High-temperatures</li> </ul>	<ul style="list-style-type: none"> <li>✓ Serious injuries</li> <li>✓ Fires</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Good housekeeping;</li> <li>✓ Implement lockout system</li> <li>✓ Use equipment only according to manufacturer's requirements;</li> <li>✓ Avoid energized electrical work when possible;</li> <li>✓ Use sufficient lighting during work ;</li> <li>✓ Use safety screen/ gloves /mats/goggles and/or glasses accordingly</li> </ul>
	✓ Opening a trench using hand tools	<ul style="list-style-type: none"> <li>✓ Loss of grip;</li> <li>✓ Hitting other employees</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Employees to be trained in the correct use of tools</li> <li>✓ Ensure proper distancing between employees</li> </ul>
	✓ Open trench	<ul style="list-style-type: none"> <li>✓ Falling into</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries/damages</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ All trenches must be barricaded.</li> </ul>
	✓ Working at wet areas	<ul style="list-style-type: none"> <li>✓ Electric shock</li> </ul>	<ul style="list-style-type: none"> <li>✓ Serious injuries / fatalities</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Avoid doing electrical work at wet areas</li> <li>✓ Ensure that cables are protected from wet surfaces</li> </ul>

	✓ Live electric cables	✓ Electric Shock	✓ Serious injuries	H	<ul style="list-style-type: none"> <li>✓ Ensure that electricity supply is switched off during installation</li> <li>✓ Implement lockout procedures</li> </ul>
	✓ Inadequate wiring	<ul style="list-style-type: none"> <li>✓ Electric fault</li> <li>✓ Fire</li> </ul>	<ul style="list-style-type: none"> <li>✓ Serious injuries</li> <li>✓ Property damages</li> </ul>	H	<ul style="list-style-type: none"> <li>✓ Only competent persons to do the electrical work</li> </ul>
	✓ Use of faulty cables	✓ Fire ignition	✓ Burns/ damages	M	<ul style="list-style-type: none"> <li>✓ Visual inspection of cable before use</li> </ul>
Electrical installation	<ul style="list-style-type: none"> <li>✓ Electricity</li> <li>✓ Incompetent personnel</li> <li>✓ Wrong tools</li> <li>✓ Damaged cables</li> </ul>	<ul style="list-style-type: none"> <li>✓ Contact with live electricity</li> <li>✓ Electric shocks</li> </ul>	<ul style="list-style-type: none"> <li>✓ Electrocution</li> <li>✓ Serious injuries</li> </ul>	H	<ul style="list-style-type: none"> <li>✓ Follow lock out procedure</li> <li>✓ Ensure that equipment are earthed to an approved earthing point</li> <li>✓ Ensure a zero potential test is performed for electricity is isolated</li> <li>✓ Inspect all tools</li> <li>✓ Use correct tools for the job</li> <li>✓ Appoint a competent electrician/ technician</li> <li>✓ Wear task specific PPE</li> <li>✓ Ensure that there are no exposed wires on the cables</li> </ul>
	✓ Unit activation	✓ Auto start	✓ Electric shock	M	<ul style="list-style-type: none"> <li>✓ Implement lock out procedure</li> </ul>
Use of hand tools	✓ Damaged tools	<ul style="list-style-type: none"> <li>✓ Using the wrong tool for the job</li> <li>✓ Using damaged tools</li> <li>✓ Lack of skill</li> </ul>	✓ Injuries	L	<ul style="list-style-type: none"> <li>✓ All tools must be visually inspected before use.</li> <li>✓ Faulty tools must be replaced.</li> <li>✓ Use the right tool for the job</li> <li>✓ Use tools according to manufacturer's specifications.</li> </ul>

General work on site	✓ Combustible materials	✓ Fire/ burning of property	✓ Damages/ Death	<b>M</b>	✓ Combustible materials must be removed
	✓ Lone working	✓ Medical conditions ✓ Electrocutation	✓ Damage/ Injuries	<b>M</b>	✓ No employee to work alone ✓ Prompt supervision at all times

### 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

