



BID DOCUMENT

FOR

**TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE
SECURE LANDSIDE PARKING PROJECT AT GEORGE
AIRPORT, FOR A PERIOD OF 6 MONTHS**

Bid Reference Number: GRJ7501/2024/RFP

January 2025

Issued by
Airports Company South Africa
George Airport

Note:

Upon Acceptance of the Offer by the Employer, this Tender Document becomes the Contract Document, subsequent to which, all references to the term "Tenderer(s)" then become synonymous with the term "Contractor".

VOLUME 1

NAME OF BIDDER:

BIDDER'S DETAILS

1	NAME OF TENDERER (BIDDING ENTITY)	
		(FULL NAME, i.e. CC, (Pty) Ltd, JV, SOLE PROPRIETOR)
2	TEL NUMBER	
3	FAX NUMBER	
4	EMAIL	
5	NAME OF CONTACT	
6	NATIONAL TREASURY CSD REGISTRATION NUMBER	MAAA
7	TENDER AMOUNT (VAT Incl) This should be the same as the Combined C1.1 Offer and Acceptance in the GCC2015 Contract	

RFP Timelines

Bid Invitation	20th January 2025
Compulsory Briefing Session	Wednesday 05th February 2025 @ 12h00
Compulsory Date and Site Inspection Requirements	<p>Bidders should visit the permit office at least one hour prior to the Briefing Session to obtain visitor access cards / temporary permits required for attending the Site Inspection. Every bidder must come to the site with the following:</p> <ul style="list-style-type: none"> (a) Reflective jacket (b) Identity Document and a copy of your ID (not driver's license) <p>PLEASE NOTE THAT NO PERMITS WILL BE ISSUED AFTER 10h00 AM</p> <p>Bidders are to arrive earlier to accommodate the permit / administration process. Refer T1.1.2 below.</p>
Enquiries closing Date and time	Friday 14th February 2025 @ 12h00 COB
RFP submission closing Date and time	Monday 24th February 2025 @ 12h00 (Mid-day)
HARD COPY Bid Proposals to be delivered to :	<p>ADDRESS: George Airport ACSA Offices, GEORGE Tender Box (Size of tender box is on page 10)</p>

SBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE AIRPORTS COMPANY SOUTH AFRICA					
BID NUMBER:	GRJ7501/2024/RFP	CLOSING DATE:	Monday 24th February 2025	CLOSING TIME:	12h00 mid-day
DESCRIPTION	TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD FOR A PERIOD OF 6 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
George Airport					
Reception - ACSA Offices					
George					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Graham Mitchell		CONTACT PERSON	Graham Mitchell	
TELEPHONE NUMBER	021-934 4325		TELEPHONE NUMBER		
E-MAIL ADDRESS	ctiatender.admin@airports.co.za		E-MAIL ADDRESS	ctiatender.admin@airports.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		AND	CENTRAL SUPPLIER DATABASE No:	MAAA

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
--	--	---	--

<p>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</p>	
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? DOES THE ENTITY HAVE A BRANCH IN THE RSA? DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

PART B

TERMS AND CONDITIONS FOR BIDDING

<p>1. BID SUBMISSION:</p>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
<p>2. TAX COMPLIANCE REQUIREMENTS</p>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>



NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

CONTENTS

Number Heading

The Tender

Part T1: Tendering procedures

- T1.1 Tender Notice and Invitation to Tender
- T1.2 Tender Data
- T1.3 CIDB Standard Conditions of Tender

Part T2: Returnable documents

- T2.1 List of Returnable Documents
- T2.2 Returnable Schedules and documents

The Contract

Part C1: Agreement and Contract Data

- C1.1 Form of Offer and Acceptance
- C1.2 Contract Data
- C1.3 **Pro forma Performance Guarantee**
- C1.4 Pro forma or bond for unused material on site
- C1.5 **Occupational Health and Safety Agreement**

Part C2: Pricing Data

- C2.1 Pricing Assumptions/Instructions
- C2.2 Bill of Quantities

Part C3: Scope of Work Information

Part C4: Site information

- Part C4.1 Drawings

ANNEXURES IMBEDDED IN CONTRACT DOCUMENT:

Annexure AA: Project Electrical & Electronic Specifications

Annexure BB: Fencing specification

Annexure CC: Construction Industry Development Board Standard for Developing Skills through Infrastructure Contracts.

Annex D: Volume 5: Manual of procedures for working airside (where applicable)

Annexure EE: Health and Safety Compliance



T1.1 Tender Notice and Invitation to Tender

Airports Company South Africa SOC Limited **invites tenders for** Supply and Install Bollards, Fencing and Boom Facilities for the Secure Landside Parking Project at George Airport, Airports Company South Africa SOC Ltd. for the period of 6 months. (6 months construction period and 12 months defects liability and maintenance period)

Only Tenderers who are a CIDB contractor grading of 6CE or higher as stated on the Tender Data may submit tender offers.

Mandatory Criteria:

All bidders are to comply with the following Mandatory requirements:

1. Attendance of Compulsory **Briefing Session AND**
2. Attendance of Compulsory **Site Inspection** Session
3. Complete and signed Form of Offer and Acceptance – C1.1 (**Found in the GCC Contract document**)
4. Only active CIDB contractor grading of 6CE **or higher** are eligible to bid on this initiative.
5. Bidders must fully complete and Sign the Bidder Disclosure form SBD 4.
6. Bidders must provide proof of COIDA (Compensation for Occupational Injuries and Diseases Act) (Letter of good standing with the Workers Compensation Commissioner or proof of application) with the Department of Labour, FEM or RMA.

NB: No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD).

NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.

NB: The contract will not be signed without a valid insurance. (Proof of insurance – On award ONLY)

NB: The Contract will not be signed without a valid letter of good standing with the workers Compensation commissioner (COIDA).

1.1.1 TENDER DOCUMENT AVAILABILITY

Tender document is available from **20th January 2025** for free download from National Treasury's e-Tender Publication Portal (<http://www.etenders.gov.za>) and ACSA Tender Bulletin website

<http://www.airports.co.za/business/tender-bulletin/current-and-future-tenders>

Please print and complete.



1.1.2. COMPULSORY BRIEFING SESSION AND SITE VISIT

The Compulsory Meeting will take place on **05th February 2025 at 12:00 (mid-day)** at:

George Airport
ACSA George, Management Offices Reception
Outeniqua Boardroom

Requirements for Site Visit:

- Original ID / Passport (Original Driver's Licence will not be accepted)
- Reflective Jacket
- Safety Shoes
- Completion of the 1st half of form A1 prior to the meeting will assist with saving time.

The compulsory Briefing and Site Inspection will have the following program (estimated duration):

1. Permits, signing of attendance register & Certificate of Attendance Form at ACSA, George Management Offices Reception Ground Floor, Reception Area.	10h00-12h00
2. Briefing session – George Airport	12h00-13h30
3. Site Inspection (after briefing session)	13h30-15h00
4. Roll Call at the end of site meeting to ensure all are still present	15h00 -15h15

NB: Those who are not present at the end of the site meeting – will result in the bidding entity/company they are representing, being disqualified.

Protocol for site inspection:

- a) While on site bidders shall always adhere to ACSA safety protocol.
- b) Protective gear (PPE) shall be worn before entering Airside.ie. retroreflective safety jacket. See the picture below of an acceptable retro-reflective vest. Bidders will not be able to access airside if the reflective jacket is not to specification (must be lime green and have reflective tape).
Specification Style:
High visibility, lime, waistcoat with zip closure and reflective tape. No other colours will be accepted.
- c) The bidder's representatives are required to bring a certified copy of their identity document, not older than 3 months, or an original ID document. Failure to bring this document to the site will result in the bidder not being able to access Airside.



1.1.3 QUERIES, CLARIFICATION AND COMMUNICATION

Queries relating to the issue of these documents may be addressed to E-mail address:
ctiatender.admin@airports.co.za

Closing date for Enquiries is Friday 14th February 2025 – Close of Business



1.1.4 TENDER CLOSING DATE AND TIME :

Tenders must be submitted on or before **Monday 24th February 2025 - 12h00 mid-day** (South African Time)

1.1.5 SUBMISSION OF BID DOCUMENTS

- **The bidder must submit bids in Printed and Electronic format.**

Printed format (1 **Original and 1 Copy**) and **Electronic** format using a virus free USB Flash Drive (NO CD's or DVD's).

Bids must be sealed in clearly marked envelopes/package indicating which is "Original" and which is "Copy" and marked with Tenderer's name and contact details, Tender Reference Number and Tender Description and delivered to the following address:

- **George Airport**
 - **ACSA George Management Offices Reception**
 - **Ground floor**
 - **Tender Box**
-
- Submit bids during working hours Monday to Friday (09h00-16h00) as there may not be anyone available to receive bids outside working hours.
 - Tender Box Slot Size: 300mm wide x 100mm height
Submission package must be able to fit into the slot of the tender box.
 - Bidders must complete the Bid Submission Register which will be on the table next to the Tender Box. Where 3rd party companies are used to submit the bid, please ensure that they complete the register.

1.1.6 LATE BIDS

Bids which are submitted after the closing date and time **will not** be accepted. Bidders must ensure that bid envelopes have the bidder's return address on the outside which ACSA may use to return late bids.

Airports Company South Africa SOC Limited will not be liable for any late bids.

Telephonic, telegraphic, telex, facsimile, and e-mailed tenders **will not** be accepted.

Tenders may only be submitted on the tender documentation that is issued.



T1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Construction Procurement (8 August 2019) as published in Government Gazette 42622, Board Notice 423 of 2019 of 8 August 2019. (See www.cidb.org.za).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

The contractor shall achieve in the performance of the contract the Contract Skills Development Goal (CSDG) established in the **Standard for Developing Skills through Infrastructure Contracts** (published in GN 43495 or 20 March 2020). Refer to form C12 for the returnable document.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause Number	Tender Data
C.1	GENERAL
C.1.1	The Employer is AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED
C.1.2	<p>The Tender Documents issued by the Employer comprise:</p> <p>Part T1: Tendering Procedures</p> <p style="padding-left: 20px;">T1.1 Tender notice and invitation to tender</p> <p style="padding-left: 20px;">T1.2 Tender data</p> <p style="padding-left: 20px;">T1.3 CIDB Standard conditions of tender</p> <p>Part T2: Returnable Document</p> <p style="padding-left: 20px;">T2.1 List of returnable documents</p> <p style="padding-left: 20px;">T2.2 Returnable schedule</p> <p>Part C1: Agreements and Contract Data</p> <p style="padding-left: 20px;">C1.1 Form of offer and acceptance</p> <p style="padding-left: 20px;">C1.2 Contract data</p> <p>Part C2: Pricing Schedule</p> <p style="padding-left: 20px;">C2.1 Pricing instructions</p> <p style="padding-left: 20px;">C2.2 ACSA Service Level Agreement – GCC2015 3rd Edition</p> <p style="padding-left: 20px;">C2.3 Bills of Quantities</p> <p style="padding-left: 40px;">Section 1 - Preliminaries</p> <p>Part C3: Scope of work</p> <p>Part C4: Site information</p> <p>Part C5: Annexures</p>



C.1.4	<p>The Employer's Agent is: GRAHAM MITCHELL (ACSA SCM Representative)</p> <p>Email address: <u>ctiatender.admin@airports.co.za</u></p> <p>All communication during the Tender period shall not be made to the Principal Agent but to ACSA's Supply Chain Management Department (SCM).</p>
C.1.5	<p>C1.5 Cancellation and Re-Invitation of Tenders</p> <p>C1.5.1 An employer may, prior to the award of the tender, cancel a tender if-</p> <ol style="list-style-type: none"> a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation. b) funds are no longer available to cover the total envisaged expenditure; or c) no acceptable tenders are received. d) there is a material irregularity in the tender process. <p>C.1.5.2 The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised</p> <p>C.1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.</p>
C.1.6	<p>Procurement procedures</p> <p>C.1.6.1 General</p> <p>Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the Tenderer who in terms of C.3.11 is the highest ranked or the Tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.</p> <p>C.1.6.2 Competitive negotiation procedure</p> <p>C.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, Tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the Tenderers who submit. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of Tenderers shall not apply.</p> <p>C.1.6.2.2 All responsive Tenderers or at least a minimum of not less than three responsive Tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.</p> <p>Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a Tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.</p>



	<p>C.1.6.2.3 At the conclusion of each round of negotiations, Tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.</p> <p>C.1.6.2.4 The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after Tenderers have been requested to submit their best and final offer.</p>
C.2	TENDERER'S OBLIGATIONS
C.2.1	<p>Eligibility</p> <p>C.2.1.1 Submit a tender offer only if the Tenderer satisfies the criteria stated in the tender data and the Tenderer, or any of his principals, is not under any restriction to do business with employer.</p> <p>C.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria that formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the Tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.</p>
C.2.2	<p>Cost of tendering</p> <p>C.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the Tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements.</p>
C.2.3	<p>Check documents</p> <p>Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
C.2.4	<p>Confidentiality and copyright of documents</p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.</p>
C.2.6	<p>Acknowledge addenda</p> <p>Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.</p>
C.2.7	<p>Clarification meeting</p> <p>Compulsory Briefing Session and Site Visit on 05th February 2025 @ 12h00 (mid-day) at George Airport Please allow for sufficient time for Temporary Permit application process (refer time slots above) Registration begins at 10h00am (refer 1.1.2 above)</p>



	<p>The arrangements for a compulsory briefing session are as stated in the Tender Notice and Invitation to Tender (T1.1).</p> <p>Tenderers must sign the attendance list in the name of the tendering entity. An addenda will be issued and tenders will be received only from those tendering entities appearing on the attendance list.</p>
C.2.8	<p>Seek clarification</p> <p>Request clarification of the tender documents, if necessary, by notifying the employer by the Query Closure date of Friday 14th February 2025 at Close of Business.</p>
C.2.9	<p>Insurance</p> <p>Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The Tenderer is advised to seek qualified advice regarding insurance.</p>
C.2.10.3	<p>This contract shall not be subject to Contract Price Adjustments, foreign fluctuations, etc and all rates and prices shall remain FIXED, final and binding for the full duration of this contract.</p>
C.2.11	<p>Alterations to documents</p> <p>Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the Tenderer. All signatories to the tender offer shall initial all such alterations.</p>
C.2.12	<p>Alternative bids will not be considered.</p>
C.2.13	<p>Submitting a tender offer</p> <p>C.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.</p> <p>C.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.</p> <p>C.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.</p> <p>C.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the Tenderer. Signatories for Tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.</p> <p>C.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the Tenderer's name and contact address.</p>



C.2.14	<p>Information and data to be completed in all respects</p> <p>Accept that tender offers, that do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.</p>
C.2.15	<p>Closing time</p> <p>The Employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:</p> <p>Location of tender box: George Airport ACSA George Management Offices Reception Tender Box</p> <p>Identification details: Bid Ref. No: GRJ7501/2024/RFP</p> <p>Title: TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 months (and 12 months defects liability & Maintenance period)</p> <p>Closing Date: Monday 24th February 2025 at 12h00 (mid-day)</p>
C.2.16	<p>Tender offer validity</p> <p>C.2.16.1 Hold the tender offer(s) valid for twelve (12) weeks for acceptance by the employer at any time during the validity period stated after the closing time stated in the tender data.</p> <p>C.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.</p> <p>C.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).</p>



	C.2.16.4 Where a tender submission is to be substituted, a Tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as “SUBSTITUTE”.
C.2.17	<p>Clarification of tender offer after submission</p> <p>Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of Tenderers or substance of the tender offer is sought, offered, or permitted.</p>
C.2.20	<p>Submit securities, bonds and policies</p> <p>If requested, submit for the employer’s acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.</p>
C.3	EMPLOYER’S UNDERTAKINGS
C.3.1	<p>Respond to requests from the Tenderer</p> <p>The Employer will respond to requests for clarification received up to five (5) working days before the tender closing time.</p>
C.3.2	<p>Issue Addenda</p> <p>Addenda will be issued until three (3) working days before the tender closing time.</p>
C.3.3	<p>Return late tender offers</p> <p>Tender offers received after the closing time stated in the Tender Data will be returned, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the Tenderer concerned.</p>
C.3.4	<p>Opening of tender submissions</p> <p>There will be a public opening of tenders after the closing date and time at George Airport, ACSA George Management Offices Reception. A tender opening register will be made available to all bidders who submitted a bid.</p>
C.3.7	<p>Grounds for rejection and disqualification</p> <p>Determine whether there has been any effort by a Tenderer to influence the processing of tender offers and instantly disqualify a Tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.</p>



	<p>ACSA may reject and disqualify a bid if the bidder altered any part of this document from its original form. In addition, ACSA may cancel the contract if after the award, it is discovered that any part of this bid document was altered in any way.</p>
C.3.8	<p>Test for Responsiveness</p> <p>C.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:</p> <ul style="list-style-type: none"> a) Complies with the requirements of these Conditions of Tender, (scope work, pricing, proposed amendments and qualifications, cover letters must be considered) b) Has been properly and fully completed and signed, and c) Is responsive to the other requirements of the tender documents (check certificates if attached, e.g. Qualifications, etc / allow bidder reasonable time to submit.) <p>C.3.8.2 A responsive tender conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:</p> <ul style="list-style-type: none"> a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work, b) significantly change the Employer's or the Tenderer's risks and responsibilities under the contract, or c) affect the competitive position of other Tenderers presenting responsive tenders, if it were to be rectified. <p>Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.</p>
C.3.9	<p>Arithmetical errors, omissions and discrepancies.</p> <p>C.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.</p> <p>C.3.9.2 Check the highest ranked tender or Tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:</p> <ul style="list-style-type: none"> a) the gross misplacement of the decimal point in any unit rate; b) omissions made in completing the pricing schedule or bills of quantities; or c) arithmetic errors in: <ul style="list-style-type: none"> (i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or (ii) the summation of the prices.



AIRPORTS COMPANY
SOUTH AFRICA

	<p>C.3.9.3 Notify the Tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.</p> <p>C.3.9.4 Where the Tenderer elects to confirm the tender offer as tendered, correct the errors as follows:</p> <p>a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.</p> <p>b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the Tenderer's addition of prices, the total of the prices shall govern, and the Tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.</p>
C.3.10	<p>Clarification of a tender offer</p> <p>Obtain clarification from a Tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.</p>



C.3.11

A staged approach will be used to evaluate tenders**Table 1 of T1.2**

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7
Test for Responsiveness As per Clause C3.8	Mandatory Requirements	Evaluate on functionality or the technical aspect of the bid.	Evaluate price and Preference	Objective Criteria N/A	Post tender negotiations, if applicable.	Security Vetting, if deemed necessary

Post tender negotiations and/or Security Vetting may be carried out if required.

Stage 1 Test for responsiveness as outlined by the clause C3.8 above.

Documents outside the detailed evaluation stages will be checked in this stage.

Documents relating to the Mandatory, Functionality and Price/Preference will be checked in those stages and evaluated accordingly.

Stage 2 Mandatory Criteria

All bidders are to comply with the following Mandatory requirements:

1. Attendance of Compulsory **Briefing Session AND**
2. Attendance of Compulsory **Site Inspection Session**
3. Complete and signed Form of Offer and Acceptance – C1.1 (**Found in the GCC Contract document.**)
4. Only active CIDB contractor grading of **6CE or higher** are eligible to bid on this initiative.
5. Bidders must fully complete and Sign the Bidder Disclosure form SBD 4.
6. Bidders must provide proof of COIDA (Compensation for Occupational Injuries and Diseases Act) (Letter of good standing with the Workers Compensation Commissioner or proof of application) with the Department of Labour, FEM or RMA

NB: No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD).

NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.

NB: The contract will not be signed without a valid insurance. (Proof of insurance – On award ONLY)

NB: The Contract will not be signed without a valid letter of good standing with the workers Compensation commissioner (COIDA).



Stage 3 Functionality Criteria Functionality is the terminology used to define the technical ability of the Tenderer, based on experience to deliver the required product in accordance with the specialised quality, reliability and functionality.

The functionality evaluation will be conducted by the Evaluation Committee which comprises of various skilled and experienced members from diverse professional disciplines. The evaluation process will be based on functionality criteria.

Points allocated for Functionality shall be evaluated in accordance with the criteria listed below.

Bidders who **fail to achieve the Minimum Threshold Points Per Criterion AND a Total Minimum of 70/100 points** on the functional/technical stage **will be disqualified and not be considered for further evaluation.**

Table 2 of T1.2

Functionality Criteria	Minimum	Maximum	BIDDERS SELF SCORE
Relevant Company Experience	20 Points	30 Points	
Contracts Manager Qualifications	10 Points	10 Points	
Contracts Manager: Relevant Project Experience	20 Points	30 Points	
Construction Manager: Relevant Project Experience	20 Points	30 Points	
Total	70 Points	100 Points	

FUNCTIONALITY EVALUATION CRITERIA BREAKDOWN

- (a) **RELEVANT COMPANY PROJECT EXPERIENCE** (20 Minimum Points and 30 Maximum Points)
- (b) In Returnable Schedule A5 in Part T2.2, Tenderers shall list only those projects relevant to this bid, that have been successfully completed.
- (c) Contactable client reference letters AND Certificates of Completion are required for the stated projects – If a project listed does not have a certificate of completion and a reference letter, the listed project will not be allocated points.
- (d) Reference letters can be from clients/project lead etc
- (e) Ensure referees are contactable – ACSA may contact them.
- (f) Complete Forms A5.
- (g) **Project / Contract Award letters and Contract Agreements will NOT be accepted as proof of project completion.**



Points will be allocated per project as follows:

No.	Criteria and Sub- Criteria	Min Points	Max Points	Bidders self-score
1.	<p>COMPANY EXPERIENCE:</p> <ul style="list-style-type: none"> Bidder to provide proof of completed relevant Civil Engineering infrastructure projects within the last 10 years. <p>Completed relevant civil engineering infrastructure projects is defined as successfully completed civil projects that may include one or more or all of the following elements: Precast concrete elements reinforced pre-cast concrete / in-situ concrete elements, in-situ / pre-cast stormwater culverts and roadworks.</p> <ul style="list-style-type: none"> Construction cost of each completed project must be a minimum of R5 million (Incl VAT). <p>Refer to Form A5 for schedule of tenderers experience</p> <p>Points per qualifying completed project will be allocated as below:</p> <ul style="list-style-type: none"> ▪ 4 or more Projects - 30 points (Max) ▪ 3 Projects - 20 points (Min) ▪ Less than 3 projects - 0 points 	20	30	

- Copy of project completion certificate for each project to be attached.

No.	Criteria and Sub- Criteria	Min Points	Max Points	Bidders self-score
2.1	<p>CONTRACTS MANAGER:</p>			
2.1.1	<p>Contracts Manager must be in possession of an N6 certificate or / and diploma(s) or / and B-Tech or / and Honors degree or / and Master's degree or / and Doctorate.in Civil Engineering or Building that is SAQA accredited.</p> <p>Refer to Table 8.2 for scoring of qualifications.</p>	10	10	
2.1.2	<p>Projects work Experience:</p> <ul style="list-style-type: none"> Provide proof of completed relevant projects. <p>Completed relevant civil engineering infrastructure projects experience is defined as successfully completed civil projects that may include one or more or all of the following elements:</p>			



AIRPORTS COMPANY
SOUTH AFRICA

	<p>Precast concrete elements reinforced pre-cast concrete / in-situ concrete elements, in-situ / pre-cast stormwater culverts and roadworks.</p> <ul style="list-style-type: none"> Construction cost of each completed project must be a minimum of R5 million (Incl VAT). <p>Points per qualifying project will be allocated as below:</p> <ul style="list-style-type: none"> 4 or more projects : 30 points 3 projects : 20 points Less than 3 projects : 0 points 	20	30	
No.	Criteria and Sub-Criteria	Min Points	Max Points	
2.2	<p>CONSTRUCTION MANAGER</p> <p>Relevant Project Experience</p> <ul style="list-style-type: none"> Provide proof of completed relevant projects. Completed relevant civil engineering infrastructure projects experience is defined as successfully completed civil projects that may include one or more or all of the following elements: Precast concrete elements reinforced pre-cast concrete / in-situ concrete elements, in-situ / pre-cast stormwater culverts and roadworks. Construction cost of each completed project must be a minimum of R5 million (Incl VAT). <p>Points per qualifying project will be allocated as below:</p> <ul style="list-style-type: none"> 4 or more projects : 30 points 3 projects : 20 points Less than 3 projects : 0 points 	20	30	
	TOTAL SCORE	70	100	



Stage 4 Price and Preference

This is the final stage of the evaluation process, unless prescribed Objective Criteria are used, and will be based on the PPPFA preference point system. Bidders will be ranked by applying the preferential point scoring 80/20 for bids with the rand value below R50 million. A maximum of 80 points is allocated for price based on the following formula:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

Evaluation of Preference

ACSA will score specific goals out of 20 in accordance with the PPP Regulations 2022/2023. If a bidder fails to meet the specific goals as outlined in the table below and submits proof, the bidder will score zero (0) out of 20. ACSA will not disqualify the bidder. See below Specific goals that must be achieved for this bid:

Category	Specific Goals	Score	BIDDERS SCORE
		20	
Construction	51% owned by Black males, Black women, Black youth and People living with disabilities	20	
	51% owned by Black males or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	15	
	51% owned by Black males or Black women or Black youth or People living with disabilities	10	
	Less than 51% owned by Black males, Black women, Black youth, People living with disabilities	5	
	Other	0	

Bidder to provide proof to support The Preference Points being Claimed.

- a) Provide an original or certified copy of Valid Sworn Affidavit (Construction) OR
- b) Valid B-BBEE Certificate from a SANAS accredited rating agency (together with B-BBEE report)
 - (h) If bidder is a Joint Venture (JV) – a consolidated B-BBEE certificate from a SANAS accredited agency must be provided (together with B-BBEE report)
 - as prescribed by the B-BBEE Act and its relevant/most recent Codes of Good Practice
 - (i) Any other supporting information.



IN ORDER TO SCORE FOR PREFERENCE POINTS, BIDDER MUST PROVIDE SUPPORTING INFORMATION (PROOF) THAT IS RELEVANT TO THE SPECIFIC GOALS.

Stage 5 Objective Criteria

In line with the PPPFA, the tender must be awarded to the bidder who scores the highest points, unless objective criteria in addition to those contemplated in the specific goals (Preference) justify the award to another bidder or ACSA splits the award or cancels the bid, or commercial risks *etcetera*. After price and Preference evaluation, the Bids must be checked to determine compliance with prescribed objective criteria. Objective criteria that will be used in the evaluation of this Bid must be disclosed in the published Bid document and evaluated, failing which ACSA will be bound to award the Bid to the highest points earner on Price and Preference.

Prescribed objective criteria for this bid. N/A

Determine the acceptability of the preferred Tenderer:

Perform a risk analysis on the preferred Tenderer to ascertain if any of the following might present an unacceptable commercial risk to the employer:

- Unduly high or unduly low tendered rates or amounts in the tender offer;
- Contract data provided by the Tenderer; or
- The contents of the tender returnable which are to be included in the contract.

C.3.12 **Insurance provided by the employer - Refer to Contract Data**

C.3.13 C.3.13 Acceptance of tender offer

Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the Tenderer:

- a. is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement;
- b. can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract;
- c. has the legal capacity to enter into the contract;
- d. is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;
- e. complies with the legal requirements, if any, stated in the tender data; and
- f. is able, in the opinion of the employer, to perform the contract free of conflicts of interest.



Standard Conditions of Tender

C.1 GENERAL

C.1.1 Actions

C.1.1.1 The employer and each Tenderer submitting a tender offer shall comply with these conditions of the tender. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

C.1.1.2 The employer and the Tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.

2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

C.1.1.3 The employer shall not seek and a Tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

C.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

C.1.3 Interpretation

C.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

C.1.3.2 These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.

C.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

a) **conflict of interest** means any situation in which:



- i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially;
 - ii) an individual or Tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
 - iii) incompatibility or contradictory interests exist between an employee and the Tenderer who employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;

C.1.4 Communication and employer's agent

Each communication between the employer and a Tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a Tenderer. The name and contact details of the employer's agent are stated in the tender data.

C.1.5 Cancellation and Re-Invitation of Tenders

C.1.5.1 An employer may, prior to the award of the tender, cancel a tender if-

- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;
- b) funds are no longer available to cover the total envisaged expenditure; or
- c) no acceptable tenders are received.
- d) there is a material irregularity in the tender process.

C.1.5.2 The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised.

C.1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

C.1.6 Procurement procedures

C.1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the Tenderer who in terms of C.3.11 is the highest ranked or the Tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

C.1.6.2 Competitive negotiation procedure

C.1.6.2.1 Where the tender data requires that the competitive negotiation procedure is to be followed, Tenderers shall submit tender offers in response to the proposed contract in the first



round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the Tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of Tenderers shall not apply.

C.1.6.2.2 All responsive Tenderers or at least a minimum of not less than three responsive Tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.

Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a Tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

C.1.6.2.3 At the conclusion of each round of negotiations, Tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

C.1.6.2.4 The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after Tenderers have been requested to submit their best and final offer.

C.1.6.3 Proposal procedure using the two stage-system.

C.1.6.3.1 Option 1

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the Tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

C.1.6.3.2 Option 2 – NOT APPLICABLE TO THIS TENDER

C.1.6.3.2.1 Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive Tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

C.1.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of these conditions of tender.

C.2 Tenderer's obligations

C.2.1 Eligibility

C.2.1.1 Submit a tender offer only if the Tenderer satisfies the criteria stated in the tender data and the Tenderer, or any of his principals, is not under any restriction to do business with employer.

C.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the Tenderer to



submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

C.2.2 Cost of tendering

C.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the Tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

C.2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

C.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

C.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

C.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

C.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

C.2.7 Clarification meeting

Attend, where required, a clarification meeting at which Tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

C.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.

C.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The Tenderer is advised to seek qualified advice regarding insurance.



C.2.10 Pricing the tender offer

C.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes except Value Added Tax (VAT), and other levies payable by the successful Tenderer, such duties, taxes and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

C.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

C.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

C.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

C.2.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the Tenderer. All signatories to the tender offer shall initial all such alterations.

C.2.12 Alternative tender offers – NOT APPLICABLE TO THIS TENDER

C.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

C.2.12.2 Accept that an alternative tender offer must be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

C.2.12.3 An alternative tender offer must only be considered if the main tender offer is the winning tender.

C.2.13 Submitting a tender offer

C.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

C.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

C.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.



C.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the Tenderer. Signatories for Tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

C.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the Tenderer's name and contact address.

C.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the Tenderer's name and contact address.

C.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

C.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

C.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

C.2.14 Information and data to be completed in all respects

Accept that tender offers, that do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

C.2.15 Closing time

C.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

C.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

C.2.16 Tender offer validity

C.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

C.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

C.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluates the tender, the contractor reserves the right to review the price based on the Consumer Price Index (CPI).



C.2.16.4 Where a tender submission is to be substituted, a Tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as "SUBSTITUTE".

C.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of Tenderers or substance of the tender offer is sought, offered, or permitted.

Note: *Sub-clause C.2.17 does not preclude the negotiation of the final terms of the contract with a preferred Tenderer following a competitive selection process, should the Employer elect to do so.*

C.2.18 Provide other material

C.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the Tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.

Should the Tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

C.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

C.2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

C.2.20 Submit securities, bonds and policies

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

C.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

C.2.22 Return of other tender documents

If so, instructed by the employer, return all retained tender documents within twenty-eight (28) days after the expiry of the validity period stated in the tender data.

C.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.



C.3 The employer's undertakings

C.3.1 Respond to requests from the Tenderer

C.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all Tenderers who collected tender documents.

C.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a Tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

C.3.2 Issue Addenda

If necessary, issue an addenda that may amend or amplify the tender documents to each Tenderer during the period from the date that tender documents are available until three (3) working days before the tender closing time stated in the Tender Data. If, as a result a Tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all Tenderers who collected tender documents.

C.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the Tenderer concerned.

C.3.4 Opening of tender submissions

C.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of Tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

C.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each Tenderer whose tender offer is opened and, where

applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

C.3.4.3 Make available the record outlined in C.3.4.2 to all interested persons upon request.

C.3.5 Two-envelope system

C.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of Tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each Tenderer



whose technical proposal is opened.

C.3.5.2 Evaluate the functionality of the technical proposals offered by Tenderers, then advise Tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of Tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to Tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

C.3.6 Non-disclosure

Not disclose to Tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful Tenderer.

C.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a Tenderer to influence the processing of tender offers and instantly disqualify a Tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

C.3.8 Test for responsiveness

C.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

C.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the Tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other Tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

C.3.9 Arithmetical errors, omissions and discrepancies

C.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.



C.3.9.2 Check the highest ranked tender or Tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
 - (i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - (ii) the summation of the prices.

C.3.9.3 Notify the Tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

C.3.9.4 Where the Tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obvious gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the Tenderer's addition of prices, the total of the prices shall govern and the Tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

C.3.10 Clarification of a tender offer

Obtain clarification from a Tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

C.3.11 Evaluation of tender offers

The Standard Conditions of Tender standardize the procurement processes, methods and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project-specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are by definition the document that establishes a Tenderer's obligations in submitting a tender and the employer's undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.

The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:	
Requirement	Qualitative interpretation of the goal
Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.



Transparent	The only grounds for not awarding a contract to a Tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments and conflicts of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.
Cost effective	The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing and price, and least resources to effectively manage and control procurement processes.

The activities associated with evaluating tender offers are as follows:

- a) Open and record tender offers received
- b) Determine whether or not tender offers are complete
- c) Determine whether or not tender offers are responsive
- d) Evaluate tender offers
- e) Determine if there are any grounds for disqualification
- f) Determine the acceptability of preferred Tenderer
- g) Prepare a tender evaluation report
- h) Confirm the recommendation contained in the tender evaluation report

C.3.11.1 General

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

C.3.12 Insurance provided by the employer

If requested by the proposed successful Tenderer, submit for the Tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

C.3.13 Acceptance of tender offer

Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the Tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement;
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract;
- c) has the legal capacity to enter into the contract;
- d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;
- e) complies with the legal requirements, if any, stated in the tender data; and



- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

C.3.14 Prepare contract documents

C.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents and
- c) other revisions agreed between the employer and the successful Tenderer.

C.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

C.3.15 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

C.3.16 Registration of the award

An employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the CIDB Register of Projects.

C.3.17 Provide copies of the contracts

Provide to the successful Tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

C.3.18 Provide written reasons for actions taken

Provide upon request written reasons to Tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of Tenderers or might prejudice fair competition between Tenderers.



**AIRPORTS COMPANY SOUTH AFRICA
GEORGE AIRPORT**

BID REF. No: GRJ7501/2024/RFP

TITLE: TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

Part T2: Returnable Documents

T2.1: LIST OF RETURNABLE DOCUMENTS AND SCHEDULES

The Tenderer must complete the following returnable documents:		Completed (tick)
1	Returnable Schedules required for tender evaluation purposes	
	A1: Certificate of Attendance at Compulsory Briefing Session (NB: Bidder must also sign the attendance register at the meeting)	
	A2: Record of Addenda to Tender Documents	
	A3: Certificate of Authority for Signatory	
	A4: Certificate of Authority for Joint Ventures (<i>where applicable</i>)	
	A5: Schedule of the Tenderer's Recent Experience related to this Project	
	A6: Completion Certificates of Previous Projects Completed	
	A7: Client/Trade Reference Letters of Previous Projects Completed	
	A8: Proof of Contract Values of Previous Projects Completed	Must be in A6 and/or A7
	A9: Schedule of Current Commitments	
	A10: SBD 4: Bidder's Disclosure Form	
	A11: SBD 6.1: Preference points claim form in terms of Preferential Procurement Regulations	
	A12: SBD 6.2 Declaration for local content and production for PPPFA designated sectors (<i>if applicable</i>)	N/A
	A13: Confidentiality and Non-Disclosure Agreement.	
	A14: Declaration of Interest Form and Politically Exposed Person	



Continuation of List of Returnable Documents and Schedules

The Tenderer must complete the following returnable documents:	Completed (tick)
2 Other documents required for tender evaluation purposes	
B1: Valid Letter of Good Standing issued in accordance with the Compensation for Occupational Injuries and Diseases Act (COIDA).	
B2: Certificate of Contractor Registration issued by the Construction Industry Development Board (CIDB)	
B3: SARS Pin issued by the South African Revenue Services.	
B4: Bank Letter: Letter of Good Standing from Bidder's Bank preferably with bank rating for tender sum.	
B5: Central Supplier Database (CSD) proof of registration (CSD Report). If bidder is a JV, must provide a CSD report for the JV.	
B6: Letter of Solvency: Bidder to provide a Letter of Solvency from auditors or accountants	
B7: CIPC Registration documents, Partnership Agreement, JV Agreement and/or Registered Trust Document	
B8: Identity documents of all Shareholders, Directors, Members, Trustees or Partners	

The Tenderer must complete the following returnable documents:	Completed (tick)
3 Returnable Schedules & Documents required for tender evaluation purposes that will be incorporated into the contract	
C1: Compulsory Enterprise Questionnaire	
C2: Schedule of Proposed Domestic Subcontractors	
C3: Subcontractor's Supporting Documents	
C4. Plant and Equipment	
C5: B-BBEE Verification Certificate and B-BBEE Report OR Sworn Affidavit	
C6: CV's of Key Personnel (Contract and Construction Managers)	
C7: Proof of Professional Registration, Qualification and other supporting documents	
C8: Summary CV Schedule – Contract Manager	
C9: Summary CV Schedule – Construction Manager	
C10: Occupational Health and Safety Questionnaire	
C11: ACSA Project Portfolio Management Contract Participation Goals	N/A
C12: B.U.I.L.D Contract Skills Development Goals (CSDG)	
C13: Environmental Terms and Conditions to Commence Work	
C14: Insurance Commitment (on award only)	
C15: Protection of Personal Information (POPI)	
C16: VAT Questionnaire	
In Contract Doc :	
C1.1 Form of Offer and Acceptance	
C2.2 Pricing Schedules	
All other information and returnables required in contract doc.	



T2.2: RETURNABLE SCHEDULES AND DOCUMENTS

FORM A1. Certificate of Attendance of the Compulsory Briefing Session

CONTRACTOR APPOINTMENT TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

Bidder to bring this form to the meeting – consider completing the first portion before coming to meeting, unless a virtual briefing is arranged.

<p>This is to certify that I,</p> <p>Representative of (Tenderer/company name) </p> <p>.....</p> <p>of (address)..... </p> <p>.....</p> <p>E-mail</p> <p>Telephone number</p> <p>Cell number.....</p> <p>visited the compulsory brief session held on date.....</p>

Bidder to consider completing the above portion before attending meeting – will assist with saving time.

Signed		Date	
Name		Position	
Tenderer			
Signed by ACSA Representative:			
Name:	(ACSA-SCM)		



FORM A2. Record of Addenda to Tender Documents

We confirm that the following communications received from the Employer before the submission of this response for Tenders, amending the Tenders documents, have been taken into account in this response:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			



Form A3: Certificate of Authority for Signatory

- (1) Signatories for close corporations and companies shall confirm their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.
- (2) In the event that the Tenderer is a joint venture, a certificate of authority for signatories (Form A4) is required from all members of the joint venture and the designated lead member shall be clearly identified as requested by tender condition C2.13.4.

An example is shown below for inclusion on bidder's letterhead:-

"By resolution of the board of directors taken on 2025.....

Mr/Ms

whose signature appear below, has been duly authorized to sign all documents in connection with this tender for Tender number GRJ7501/2024/RFP and any contract which may arise there from on behalf of

(block capitals)

.....

Signed on behalf of Company:

In his/her capacity as:

Date:..... Signatory of Authority:

Witnesses:

.....
Signature

.....
Signature

.....
Name (print)

.....
Name (print)

Signed		Date	
Name		Position	
Tenderer			



FORM A4. Certificate of Authority of Joint Ventures (where applicable)

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms . . .
 , authorised signatory of the company
 , acting in the capacity of lead partner,
 to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

Please attach JV agreement stipulation % share of each JV

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:

Signed		Date	
Name		Position	
Tenderer			



FORM A5. Schedule of the Tenderer's Recent Experience

Note: When completing the schedule below, Tenderer must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause C.3.11 – Functionality Criteria

Bidders are requested to submit a comprehensive portfolio of relevant projects (value and complexity) successfully completed.

As a minimum, the bidder is to have successfully completed 3 Relevant projects, each project with a contract value of minimum **R 5 million (inclusive of VAT)** or more.

To score maximum points the bidder must provide 4 fully completed projects.

The description should be put in tabular form with the following headings:

No.	Project Name	Project Description	Client Reference Contact Details (Name, Position, Contact Number and Contact E-Mail Address)	Project Duration (dd/mm/year) TO (dd/mm/year)	Construction Rand value (inclusive of VAT)	Value of works related to this tender's scope (min. R5m Incl. VAT)	Completion Certificate attached (yes or no)
1			Name:				
			Position:				
			Contact Number:				
			Contact Email Adress:				



2			Name:				
			Position:				
			Contact Number:				
			Contact Email Adress:				
3			Name:				
			Position:				
			Contact Number:				
			Contact Email Adress:				
4			Name:				
			Position:				
			Contact Number:				



			Contact Email Adress:				
--	--	--	-----------------------	--	--	--	--

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Tenderer			



FORM A6 CERTIFIED COPIES OF CERTIFICATES OF COMPLETION OF PROJECTS LISTED IN FORM A5

Note: Tenderers must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause C.3.11 – Functionality Criteria

Please attach Certificates of Completion of Previous Projects Completed as listed under Form A5 above to this page.

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Tenderer			



FORM A7 Certified Copies of Client Reference Letters of Previous Projects Completed

Note: Tenderers must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause C.3.11 – Functionality Criteria

Please attach copies of Client Reference Letters of Previous Projects Completed as listed under Form A5 above to this page.

Ensure referees are contactable.

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Tenderer			



FORM A8 PROOF OF CONTRACT VALUES OF PREVIOUS PROJECTS COMPLETED

Please attach proof of Contract Values of Previous Projects Completed as listed under Form A5 above to this page.

Note: Tenderers must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause C.3.11 – Functionality Criteria

THIS INFORMATION MUST EITHER BE CONTAINED IN THE CLIENT REFERENCE LETTERS OR COMPLETION CERTIFICATES (MIN R5M INCLUSIVE OF VAT)

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Tenderer			



Form A9: Schedule of Current Project Commitments

1. The Tenderer shall list below all projects with which the proposed key personnel are currently involved.
2. In the event of a joint venture enterprise, details of all the members of the joint venture shall similarly be attached to this form.

Employer, contact person and telephone number	Consultant/ Principal Agent, contact person and telephone number	Description of contract	Value of work inclusive of VAT (rand)	Completion Date

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Tenderer			



SBD 4

A10. Bidder’s Disclosure

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder’s declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**
- 2.2.1 If so, furnish particulars:
- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SBD 6.1****A11. Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022 SBD 6.1**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The applicable preference point system for this tender is the **80/20** preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals / Preference.
- 1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS / PREFERENCE	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a Tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a Tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.



2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$
Where		

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$
Where		

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the Tenderer will be allocated points based on the goals stated in table 1 below as



may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

The 80/20 preference point system is applicable for this tender.

Note to Tenderers: The Tenderer must indicate how they claim points for each preference point system.

Category	Specific Goals	Score	BIDDERS SCORE
		20	
Construction	51% owned by Black male and Black women and Black youth and People living with disabilities	20	
	51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	15	
	51% owned by Black male or Black women or Black youth or People living with disabilities	10	
	Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5	
	Other	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number:



4.5 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the Tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and



(e) forward the matter for criminal prosecution, if deemed necessary.

	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:



SBD 6.2

A12 Declaration Certificate for Local Production and Content for Designated Sectors = Not applicable



Form A13: Confidentiality and Non-Disclosure Agreement

Between

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED
 (Registration No. 1993/004149/30)
 (“Airports Company”)

of
 Western Precinct, Aviation Park
 O.R. Tambo International Airport
 1 Jones Road
 Kempton Park
 1632

AND

[NAME OF SERVICE PROVIDER]

(Registration No: _____)

(“_____”)

of

[Service Providers Address]

1. **INTERPRETATION**

In this agreement -

- 1.1 "confidential Information" – is information which is confidential to the disclosing party, and includes whether in written, graphic, oral, proprietary, tangible, intangible, electronic or other form, and, -
 - 1.1.1 any information in respect of know-how, formulae, statistics, processes, systems, business methods, marketing, trading and merchandising methods and information, promotional and advertising plans and strategies, pricing, financial plans and models, inventions, long-term plans, research and development data, user or consumer/ customer data and profiles, ideas, computer programmes, drawings and any other information of a confidential nature of the disclosing party, in whatever form it may be;
 - 1.1.2 the contractual business and financial arrangements of the disclosing party and others with whom it has business arrangements of whatever nature;



- 1.1.3 all information peculiar to the business of the disclosing party which is not readily available to a competitor of the disclosing party in the ordinary course of business;
 - 1.1.4 the fact of and content of any discussions between the disclosing party and the receiving party as well as the existence and content of any agreement, which may be concluded between the disclosing party and the receiving party;
 - 1.1.5 all other matters of a confidential nature which relate to the disclosing party's business;
 - 1.1.6 generally, information which is disclosed in circumstances of confidence or would be understood by the parties, exercising reasonable business judgement, to be confidential;
 - 1.1.7 all information of whatsoever nature relating to the disclosing party as contemplated in 2.1 below; but does not include information which -
 - 1.1.8 is or hereafter becomes part of the public domain, otherwise than as a result of a breach or default of the receiving party or of a representative or affiliate of the receiving party;
 - 1.1.9 can be shown to have been lawfully in the possession of the receiving party or its affiliates or consultants prior to its disclosure and is not subject to an existing agreement between the disclosing party and the receiving party;
 - 1.1.10 is acquired by the receiving party independently from a third party who lawfully acquired such information without restriction and who had not previously obtained the confidential information directly or indirectly under a confidentiality obligation from the disclosing party;
 - 1.1.11 is acquired or developed by the receiving party independently of the disclosing party and in circumstances which do not amount to a breach of the provisions of this agreement;
 - 1.1.12 is disclosed or released by the receiving party to satisfy an order of a court of competent jurisdiction or to otherwise comply with the provisions of any law or regulation in force at the time or the requirements of any recognised stock exchange; provided that, in these circumstances, the receiving party shall inform the disclosing party of the requirement to disclose prior to making the disclosure and provided further that the receiving party will disclose only that portion of the confidential information which it is legally required to so disclose; and the receiving party will use its reasonable endeavours to protect the confidentiality of such information to the widest extent lawfully possible in the circumstances (and shall co-operate with the disclosing party if it elects to contest any such disclosure);
- 1.2 For the purposes of this agreement the party, which discloses confidential information, shall be referred to as "the disclosing party" and the party, which receives the confidential information, shall be referred to as "the receiving party".
- 1.3 "affiliate" –of a Party means any person, now or hereafter existing, who directly or indirectly controls, (*holding company*) or is controlled or is under common control of such Party (subsidiary company); a Person "controls" another person if it holds



or is beneficially entitled to hold , directly or indirectly, other than by way of security interest only, more than 50% of its voting , income or capital;

- 1.4 “disclosing party” – the party disclosing confidential information in terms of this agreement and being Airports Company;
- 1.5 “receiving party” – the party receiving confidential information in terms of this agreement;
- 1.6 “the parties” – the Airports Company and _____.

2. **INTRODUCTION**

- 2.1 The parties intend to provide each other with certain information pertaining to their operations and the parties are in the process of discussing certain matters with a view to concluding an agreement (“the potential agreement”), which discussions have required and will require the disclosure to one another of information of a proprietary, secret and confidential nature. Whether or not the parties conclude the potential agreement will not affect the validity of this agreement.
- 2.2 If the confidential information so disclosed is used by the receiving party for any purpose other than that for which its use is authorised in terms of this agreement or is disclosed or disseminated by the receiving party to another person or entity which is not a party to this agreement, this may cause the disclosing party to suffer damages and material financial loss.
- 2.3 This agreement shall also bind the parties, notwithstanding the date of signature hereof, in the event that either party shall have disclosed any confidential information to the other party prior to date of signature hereof.
- 2.4 The parties wish to record the terms and conditions upon which each shall disclose confidential information to the other, which terms and conditions shall constitute a binding and enforceable agreement between the parties and their agents.

3. **USE OF CONFIDENTIAL INFORMATION**

Any confidential information disclosed by the disclosing party shall be received and used by the receiving party only for the limited purpose described in 2.1 above and for no other purpose.

4. **NON-DISCLOSURE**

- 4.1 THE RECEIVING PARTY undertakes that -
- 4.1.1 it will treat the disclosing party’s confidential information as private and confidential and safeguard it accordingly;
- 4.1.2 it will not use (except as permitted in 3 above) or disclose or release or copy or reproduce or publish or circulate or reverse or engineer and/or decompile or otherwise transfer, whether directly or indirectly, the confidential information of the disclosing party to any other person or entity; and the receiving party shall take all such steps as may be reasonably necessary to prevent the disclosing party’s confidential information falling into the hands of unauthorised persons or entities;



- 4.1.3 it shall not disclose the confidential information of the disclosing party to any employee, consultant, professional adviser, contractor or sub-contractor or agent of the receiving party (collectively referred to herein as "representative") or an affiliate of the receiving party, nor shall they be given access thereto by the receiving party -
- 4.1.3.1 unless it is strictly necessary for the purposes referred to in 2.1 above;
and
- 4.1.3.2 the receiving party shall have procured that the representative, affiliate or consultant to whom or to which such information is disclosed or made available shall have agreed to be bound by all the terms of this agreement,

and, in such event, the receiving party hereby indemnifies the disclosing party against any loss, harm or damage which it may suffer as a result of the unauthorised disclosure of confidential information by a representative, affiliate or consultant.

- 4.2 Any documentation or written record or other material containing confidential information (in whatsoever form) which comes into the possession of the receiving party shall itself be deemed to form part of the confidential information of the disclosing party. The receiving party shall, on request, and in any event if the discussions referred to in 2.1 above should not result in an agreement, return to the disclosing party all of its confidential information which is in physical form (including all copies) and shall destroy any other records (including, without limitation, those in machine readable form) as far as they contain the disclosing party's confidential information. The receiving party will, upon written or oral request from the disclosing party and within five (5) business days of the disclosing party's request, provide the disclosing party with written confirmation that all such records have been destroyed.

5. **COPIES**

- 5.1 The receiving party may only make such copies of the disclosing party's confidential information as are strictly necessary for the purpose and the disclosures which are not in breach of this agreement and authorised in terms of this agreement. The receiving party shall clearly mark all such copies as "Confidential".
- 5.2 At the written request of the disclosing party, the receiving party shall supply to the disclosing party a list showing, to the extent practical –
- 5.2.1 where copies of the confidential Information are held;
- 5.2.2 copies that have been made by the receiving party (except where they contain insignificant extracts from or references to confidential information) and where they are held;
- and
- 5.2.3 the names and addresses of the persons to whom confidential information has been disclosed
and, if applicable, a copy of the confidentiality undertaking signed by such persons complying with the provisions of this agreement.

6. **THE USE OF THE COMPANY'S INTELLECTUAL PROPERTY**

- 6.1 The receiving party shall not use any intellectual property of the Company (including trademarks, service marks, logos, slogans, trade names, brand names and other indicia of origin) (collectively, the "Company IP") for any reason whatsoever without first obtaining the Company's prior written consent which consent the Company shall be entitled to grant solely at its own discretion.
- 6.2 If the receiving party requires the use of such Company IP, a request must be sent to the Brand Custodians Office, via email to brandcustodian@airports.co.za. Each single request by the same receiving party shall be treated as a new request.



- 6.3 Should the Company provide its consent, the receiving party shall comply with the Company's policies and standards with regard to the use of the Company IP. Such policies and standards shall be communicated to the receiving party at the time the Company grants the consent to the receiving party.
- 6.4 Failure to adhere to the provisions of this clause 6 or the policies, brand requirements and protocols that will be communicated by the Brand Custodians Office to the receiving party, shall result in the penalty equal to the value of 2% (two per cent) of the receiving party's annual turnover in the financial year in which the aforesaid failure occurred.

7. **DURATION**

- 7.1 Subject to Clause 2.3 this agreement shall commence or shall be deemed to have commenced on the date of signature of this agreement by the last party to sign the agreement.
- 7.2 This agreement shall remain in force for a period of **5** years ("the term"), or for a period of one (1) year from the date of the last disclosure of confidential information to the receiving party, whichever is the longer period, whether or not the parties continue to have any relationship for that period of time.

8. **Title**

- 8.1 All confidential information disclosed by the disclosing party to the receiving party is acknowledged by the receiving party:
- 8.1.1 to be proprietary to the disclosing party; and
- 8.1.2 not to confer any rights to the receiving party of whatever nature in the confidential information.

9. **RELATIONSHIP BETWEEN THE PARTIES**

- 9.1 The disclosing party is not obliged, by reason of this agreement, to disclose any of its confidential information to the receiving party or to enter into any further agreement or business relationship with the receiving party. Nothing herein shall imply or create any exclusive relationship between the Parties or otherwise restrict either Party from pursuing any business opportunities provided it complies at all times with the non-disclosure obligations set forth herein
- 9.2 The disclosing party retains the sole and exclusive ownership of intellectual property rights to its confidential information and no license or any other interest in such confidential information is granted in terms hereof or by reason of its disclosure.
- 9.3 The termination of the discussions referred to in 2.1 above shall not release the parties from the obligations set out in this agreement.

10. **ENFORCEMENT, GOVERNING LAWS AND JURISDICTION**

- 10.1 This agreement shall be governed by and interpreted according to the laws of the Republic of South Africa, without reference to the choice of laws' provisions of the Republic of South Africa. In the event of a conflict between or inconsistency in the laws applicable in the various provinces of the Republic of South Africa, the law as applied and interpreted in the Gauteng Province shall prevail.
- 10.2 The parties irrevocably submit to the exclusive jurisdiction of the High Court of South Africa, Witwatersrand Local Division, in respect of any action or proceeding arising from this agreement.



10.3 The parties agree that, in the event of a breach of this agreement, monetary damages would not be an adequate remedy. In the event of a breach or threatened breach of any provisions of this agreement by the receiving party, the disclosing party (and/or its relevant affiliate) shall be entitled to injunctive relief in any court of competent jurisdiction and the receiving party shall reimburse the disclosing party for any costs, claims, demands or liabilities arising directly or indirectly out of a breach. Nothing contained in this agreement shall be construed as prohibiting a party or its affiliate from pursuing any other remedies available to it for a breach or threatened breach.

10.4 The failure by the disclosing party to enforce or to require the performance at any time of any of the provisions of this agreement shall not be construed to be a waiver of such provision, and shall not affect either the validity of this agreement or any part hereof or the right of the disclosing party to enforce the provisions of this agreement.

11. **DOMICILIUM**

11.1 The parties choose as their *domicilium* the addresses indicated in the heading to this agreement for the purposes of giving any notice, the payment of any sum, the serving of any process and for any other purpose arising from this agreement.

11.2 Each of the parties shall be entitled from time to time, by written notice to the other, to vary its domicilium to any other address which is not a post office box or poste restante.

11.3 Any notice required or permitted to be given in terms of this agreement shall be valid and effective only if in writing.

11.4 Any notice given and any payment made by one party to the other ("the addressee") which:

11.4.1 is delivered by hand during the normal business hours of the addressee at the addressee's domicilium for the time being shall be presumed, until the contrary is proved, to have been received by the addressee at the time of delivery;

11.4.2 is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's domicilium for the time being shall be presumed, until the contrary is proved, to have been received by the addressee on the fourth day after the date of posting;

11.4.3 is transmitted by facsimile to the addressee's receiving machine shall be presumed, until the contrary is proved, to have been received within one (1) hour of transmission where it is transmitted during normal business hours or, if transmitted outside normal business hours, within one (1) hour of the resumption of normal business hours on the next normal business day.

12. **GENERAL**

12.1 No party shall be bound by any representation, warranty, undertaking, promise or the like not recorded in this agreement.

12.2 No addition to, variation or agreed cancellation of this agreement shall be of any force or effect unless in writing and signed by or on behalf of the parties.

12.3 Any indulgence which either party may show to the other in terms of or pursuant to the provisions contained in this agreement shall not constitute a waiver of any of the rights of the party which granted such indulgence.



- 12.4 The parties acknowledge that this agreement and the undertakings given by it in terms hereof are fair and reasonable in regard to their nature, extent and period and go no further than is reasonably necessary to protect the interests of the parties.
- 12.5 The parties hereby confirm that they have entered into this agreement with full and clear understanding of the nature, significance and effect thereof and freely and voluntarily and without duress.
- 12.6 Neither party shall have the right to assign or otherwise transfer any of its rights or obligations under this agreement.
- 12.7 This agreement may be executed in several counterparts that together shall constitute one and the same instrument.
- 12.8 In this agreement, clause headings are for convenience and shall not be used in its interpretation.
- 12.9 Each clause of this agreement is severable, the one from the other and if any one or more clauses are found to be invalid or unenforceable, that clause shall not affect the balance of the clauses which shall remain in full force and effect.

SIGNED at _____ on _____ day of _____ 2025

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED
the signatory warranting that he is duly authorised thereto.

Name: _____

Designation: _____

AS WITNESSES

1. _____

2. _____

SIGNED at _____ on _____ day of _____ 2025



[NAME OF SERVICE PROVIDER]
the signatory warranting that s/he is duly authorised thereto.

Name: _____

Designation: _____

AS WITNESSES

1. _____
2. _____



Form A14. Declaration Of Interest and Politically Exposed Person

Making a Declaration

Any legal person or persons having a relationship with persons employed by ACSA, including a blood relationship, may submit a bid in terms of this tender document. In view of possible allegations of unfairness, should the resulting bid, or part thereof, be awarded to persons connected with or related to ACSA employees, it is required that the bidder or his/her authorised representative declare his/her position in relation to ACSA employees or any member of the evaluation or adjudication committee which will consider bids.

ACSA requires all bidders to declare that they have not acted in any manner inconsistent with the law, policy, or fairness. Furthermore, ACSA requires bidders to declare if they have Politically Exposed Persons (PEP) also known as Domestic Prominent Influential Persons (DPIP) in their organisation. See below definition of PEP/DPIP.

Politically Exposed Persons or DPIP are individuals who are or have been entrusted with prominent public functions in the country or a foreign country, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state-owned corporations, important political party officials. Business relationships with family members or close associates of PEPs involve reputational risks similar to those with PEPs themselves. PEP status in the following areas shall be declared:

- Current or former senior official in the executive, legislative, administrative, military, or judicial branch of government or foreign government (elected or not)
- A senior official of a major political party or major foreign political party;
- A senior executive of government owned commercial enterprise
- or a foreign government owned commercial enterprise, being a corporation, business or other entity formed by or for the benefit of any such individual;
- A related and or inter-related immediate member of such individual; meaning spouse, parents, siblings, children, and spouse's parents or siblings etc

All bidders must complete a declaration of interest form below:

Full name of the bidder or representative of the bidding entity _____

Identity Number _____

Position held in the bidding entity _____

Registration number of the bidding entity _____

Tax Reference number of the bidding entity _____

VAT Registration number of the bidding entity _____

I/We certify that there is / no PEP/DPIP conflict of interest/ no relationship between the bidding entity or any of its shareholders / directors / owner / member / partner/ senior management with any ACSA employee or official.

Where a relationship or PEP/DPIP conflict of interest exists, please provide details of the ACSA employee or official and the extent of the relationship below:



PEP/DPIP Declaration

DPIP/PEP Declaration for self/family member or close associate:

Nature of Political Exposure	Term of the office	Description of activities relating to political exposure

Full Names of Directors / Trustees / Members / Shareholders/ Senior Management of the bidding entity

Full Name	Identity Number	Personal Income Tax Reference Number

5.1.2.I/We declare that we have not acted in any manner which promotes unfairness, contravenes any law or is against public morals. We further certify that we will in full compliance of this tender terms and conditions as well as ACSA policies in the event that we are successful in this tender.

Declaration:

I/We the undersigned _____

(Name) herby certify that the information furnished in this tender document is true and correct.

We further certify that we understand that where it is found that we have made a false declaration or statement in this tender, ACSA may disqualify our bid or terminate a contract we may have with ACSA where we are successful in this tender.

Signature

Date

Position

Name of bidder



RETURNABLE FORMS B1 to B8:

Attach the following here:

B1: Valid Letter of Good Standing issued in accordance with the Compensation for Occupational Injuries and Diseases Act (COIDA).
B2: Certificate of Contractor Registration issued by the Construction Industry Development Board (CIDB)
B3: SARS Pin issued by the South African Revenue Services.
B4: Bank Letter: Letter of Good Standing from Bidder's Bank preferably with bank rating for tender sum.
B5: Central Supplier Database (CSD) proof of registration. Include CSD Registration Report
B6: Letter of Solvency: Bidder to provide a Letter of Solvency from auditors or accountants
B7: CIPC Registration documents, Partnership Agreement, JV Agreement or Registered Trust Document
B8: Identity documents of all Shareholders, Directors, Members, Trustees or Partners



Form C1. Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: CSD number:

Section 5: Particulars of sole proprietors and partners in partnerships:

Name*	Identity Number*	Personal Income Tax Number*

** Complete only if sole proprietor or partnership and attach separate page if more than 3 partners*

Section 6: Particulars of companies and close corporations

Company registration number:

Close corporation number:

Tax reference number:

Section 7: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

Section 8: SBD 6 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the employer to verify the Tenderers tax clearance status from the South African Revenue Services that it is in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the Tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed		Date	
Name		Position	
Enterprise name			



Form C2: Proposed Domestic Subcontractors

Note: Tenderers must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause C.3.11 – Objective Criteria.

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

Should we be awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments.

	Name and address of proposed Subcontractor	Nature and extent of work	Previous experience with Subcontractor.	Percentage and value of works to be subcontracted
1.				
2.				
3.				



4.				
	Name and address of proposed Subcontractor	Nature and extent of work	Previous experience with Subcontractor.	Percentage and value of works to be subcontracted
5.				
6.				

Signed		Date	
Name		Position	
Tenderer			



Form C3 Subcontractor Supporting Documents

Provide the following documents:

- a) Intent to Sub-contract document/s or Subcontracting Agreement/s between Main Contractor and Subcontractor/s specifying percentage that will be set aside for the subcontract and the scope of work that will be executed by the subcontractor.
- b) Proof of registration with Central Supplier Database (CSD) – provide CSD report.
- c) Valid B-BBEE Certificate or Certified sworn affidavit
- d) Proof of Active CIDB registration status (1CE to 2CE)
- e) Proof of Address, Municipal Rates Account, Lease agreement with proof of rent payment for a minimum of three months in the Western Province.

Signed		Date	
Name		Position	
Tenderer			



Form C4. Plant and Equipment

The following are lists of major items of relevant equipment that we (bidder/contractor) presently own or lease and will have available for this contract or will acquire or hire for this contract if my/our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my/our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			



FORM C5. B-BBEE – PREFERENCE POINTS

Bidder to provide proof to support The Preference Points being Claimed.

- a) Provide original or certified copy of Valid Sworn Affidavit OR
 - b) B-BBEE Certificate from a SANAS accredited rating agency (together with B-BBEE report where necessary)
 - If bidder is a Joint Venture (JV) – a consolidated B-BBEE certificate from a SANAS accredited agency must be provided (together with B-BBEE report)
- as prescribed by the B-BBEE Act and its relevant/most recent Codes of Good Practice
- a) Any other supporting information..

IN ORDER TO SCORE FOR PREFERENCE POINTS, BIDDER MUST PROVIDE PROOF/SUPPORTING INFORMATION THAT IS RELEVANT TO THE FOLLOWING SPECIFIC GOALS.

Category	Specific Goals	Score	BIDDERS SCORE
		20	
Construction	51% owned by Black male and Black women and Black youth and People living with disabilities	20	
	51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	15	
	51% owned by Black male or Black women or Black youth or People living with disabilities	10	
	Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5	
	Other	0	

Signed		Date	
Name		Position	
Tenderer			



FORM C6. DETAILED CVs of KEY PERSONNEL

Note: Tenderers must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause C.3.11 – Functionality Criteria

Attach here detailed CVs of:

- 1. CONTRACTS MANAGER**
- 2. CONSTRUCTION MANAGER.**



FORM C7: PROOF OF, QUALIFICATIONS AND ANY OTHER SUPPORTING DOCUMENTS FOR :

Note: Tenderers must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause C.3.11 – Functionality Criteria

1. CONTRACTS MANAGER

- a. Please attach certified copies of the Qualifications of Key Personnel as listed under Forms C8.2. for evaluation purposes.



FORM C8.1 The Summary CV of key personnel: CONTRACTS MANAGER

Name of Contracts Manager: _____

Note: When completing the schedule below, Tenderer must be cognisant of the evaluation criteria as described in the Tender Data, Clause C3.11 Functionality Criteria

No.	Project Name	Project Scope of Works	Client Contactable Reference (Name, Position, Contact number and company e-mail address)	Project Duration (dd/mm/year) TO (dd/mm/year)	Construction Rand value (inclusive of VAT)	Value of works related to this tender's scope (min. R5m Incl. VAT)
1			Name:			
			Position:			
			Contact Number:			
			Company e-mail address:			
2			Name:			
			Position:			
			Contact Number:			



			Company e-mail address:			
3			Name:			
			Position:			
			Contact Number:			
			Company e-mail address:			
4			Name:			
			Position:			
			Contact Number:			
			Company e-mail address:			
5						



Commitment to the Project

The undersigned commits himself / herself to the overall project. He/she does not intend to cancel his/her contract or to leave the company which employs him/her within the overall duration of this project. Should the person stated above not be available for the Contract (for a *bona fide* reason), a person of at least the same experience and qualifications will need to be submitted for approval prior to taking up the position.

Signed		Date	
Name		Position	
Tenderer			



FORM C8.2 Technical Qualifications: CONTRACTS MANAGER

Name of Contracts Manager: _____

Guidelines for 'Relevant Tertiary Qualification' for scoring on Form 1.8

Description for tertiary qualification(s)	Scoring for tertiary qualification
The Contracts Manager does not have an N6 certificate or / and diploma(s) or / and B-Tech or / and Honors degree or / and Masters degree or / and Doctorate.	(Score 0)
The Contracts Manager has an N6 certificate or / and diploma(s) or / and B-Tech or / and Honors degree or / and Masters degree or / and Doctorate.	(Score 10)



FORM C9. The Summary of CV of key personnel: CONSTRUCTION MANAGER

Name of Construction Manager: _____

Note: When completing the schedule below, Tenderer must be cognisant of the evaluation criteria as described in the Tender Data, Clause C3.11
Functionality Criteria

No.	Project Name	Project Scope of Works	Client Contactable Reference (Name, Position, Contact number and company e-mail address)	Project Duration (dd/mm/year) TO (dd/mm/year)	Construction Rand value (inclusive of VAT)	Value of works related to this tender's scope (min. R5m Incl. VAT)
1			Name:			
			Position:			
			Contact Number:			
			Company e-mail address:			
2			Name:			
			Position:			
			Contact Number:			



			Company e-mail address:			
3			Name:			
			Position:			
			Contact Number:			
			Company e-mail address:			
4			Name:			
			Position:			
			Contact Number:			
			Company e-mail address:			



Commitment to the Project

The undersigned commits himself / herself to the overall project. He/she does not intend to cancel his/her contract or to leave the company which employs him/her within the overall duration of this project. Should the person stated above not be available for the Contract (for a *bona fide* reason), a person of at least the same experience and qualifications will need to be submitted for approval prior to taking up the position.

Signed		Date	
Name		Position	
Tenderer			



FORM C10. Occupational Health and Safety Questionnaire

1.	SHE POLICY, ORGANISATION AND MANAGEMENT INVOLVEMENT	YES	NO
1.1	Do you have a SHE Policy?		
	Is this signed by the senior executive?		
	Please supply copy of this policy		
1.2	Does a She structure exist in your company?		
	Please provide details		
1.3	Are senior and middle management actively involved in the promotions of SHE?		
	Please provide details e.g.		
	<ul style="list-style-type: none"> • Periodical work area inspection • Regular Health and Safety meetings with personnel 		
1.4	Are the SHE responsibilities of managers clearly defined?		
	Please provide details		
1.5	Are annual SHE objectives included in your business plan?		
	Please provide example		
1.6	Is your company registered with the Compensation Commissioner? (COID Act)?		
	If so, please provide registration number		
1.7	Do you have a copy of good standing certificate, confirming that your registration is paid up?		
	If so, please provide copy thereof		
2.	SHE TRAINING	YES	NO
2.1	Is training provided to employees at the following stages?		
	<ul style="list-style-type: none"> • When joining the company • When changing jobs within the company • When new plant or equipment needs to be operated 		
	As a result of experience of and feedback from an accident/ incident reports		
	Are you able to provide proof of specialist training provided?		
	Please state how this can be achieved		
2.2	What formal SHE training is provided specifically to		
	<ul style="list-style-type: none"> • First line supervisors 		
	Middle and top management		
	Please describe		
2.3	Are all employees (including sub-contractors) instructed as to the application of rules and regulations?		
	When is this done and how is it achieved?		
2.4	Does this training include the selection, use and care of personal protective equipment?		



2.5	What refresher training is provided and at what intervals?				
	Please list examples				
	Course Title	Target audience	Interval		
2.6	Has the person(s) allocated as your SHE advisor followed specific SHE training?				
	Please list most recent courses				
	Does this include refresher training?				
3.	PURCHASE OF GOODS, MATERIALS AND SERVICES			YES	NO
3.1	Do you have a system for establishing SHE specifications as part of the assessment of goods, materials and services?				
	Please describe				
3.2	Do you have a system which ensures that all statutory inspection of plant and equipment are carried out?				
	Please give examples of plant /equipment covered				
3.3	Is there record of inspection?				
	Where is it kept?				
	Are you able to supply copies of these inspection records if required?				
3.4	How is plant and equipment, which has been inspected identifies as being safe to use?				
3.5	Do you evaluate the SHE competence of all sub-contractors?				
	Please describe how this is achieved and how the results are monitored				
4.	SHE INSPECTIONS			YES	NO
4.1	Are periodic work inspections carried out by first line supervisors or your General Safety Regulation 11(1) appointee?				
4.2	Are records of these inspections kept and available?				
4.3	During the inspections are supervisors required to check that safety rules and regulations (including personal protective equipment) are adhered to?				
4.4	Are unsafe acts and conditions reported and remedial actions formally monitored?				
	Please provide examples of the above				
5.	RULES AND REGULATIONS			YES	NO
5.1	Do health and safety rules and regulations exist for personnel and sub-contractors?				
	Do these cover				
	<ul style="list-style-type: none"> • General rules 				
	<ul style="list-style-type: none"> • Project rules 				



	<ul style="list-style-type: none"> • Specific task rules 						
5.2	Do these rules include permit to work system (as applicable)						
5.3	Do you have experience of project SHE plans? Please give examples of where these have been used						
5.4	Do you have a formal company guideline for holding pre-contract health and safety meetings with the client?						
6	RISK MANAGEMENT	YES	NO				
6.1	Have the following, involved in the execution of your work, been identified? <ul style="list-style-type: none"> • Hazards affecting health and safety? • The groups of people who might be affected? • An evaluation of the risk from each significant hazard? • Whether the risks arising are adequately controlled? 						
6.2	Are these findings and assessments recorded?						
6.3	How often are they reviewed? Please list the time frame e.g. years						
6.4	For what processes/risk is personal protective equipment issued?						
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Process/Risk</td> <td style="width: 50%;">Type of PPE</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Process/Risk	Type of PPE				
Process/Risk	Type of PPE						
	Do you have a copy of the issue lists for PPE available on request?						
7	EMERGENCY ARRANGEMENTS	YES	NO				
7.1	How do you manage your arrangements for dealing with emergencies? Are these communicated to your sub-contractors?						
7.2	What provision have you made for first aid? E.g. Trained First Aiders						
7.3	What training do you provide to employees in Safety/Fire Fighting? Please list institutions used for these training						
8	RECRUITMENT OF PERSONNEL	YES	NO				
8.1	Are health and Safety factors considered when hiring personnel?						
8.2	Are medical examinations carried prior to employment? In all cases Where type of work requires medical examination						
8.3	Do you cover exit medical examination?						



8.4	How do you assess the competence of staff before an appointment is made? E.g. Via trade testing, reference checks		
9.	REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS AND DANGEROUS CONDITIONS	YES	NO
9.1	Do you have a procedure for reporting, investigating and recording accidents and incidents? Please supply a copy		
9.2	Is there a standard report/investigation form used? Please supply a copy		
9.3	Do you have a formal system for reporting situations/near misses etc.? Please provide a copy		
9.4	Please provide the following statistic for the last five years		
		YEAR 1	YEAR 2
		YEAR 3	YEAR 4
		YEAR 5	
	Lost time accidents per 100 employees		
	Major/ Reportable injuries per 100 employees		
	Number of dangerous occurrences		
	Lost man day due to accidents		
10	HEALTH AND SAFETY COMMUNICATION AND CONSULTATION	YES	NO
10.1	Are Health and Safety Committee meetings held between management and appointed Health and Safety representatives?		
10.2	Are the results of these meetings communicated to all employees? If Yes please describe method		
10.3	Are Health and Safety meetings held? At what frequency? Chaired by whom?		
10.4	Do you carry out SHE promotions / campaigns? If Yes please provide examples		



**C10: OCCUPATIONAL HEALTH AND SAFETY MANDATORY AGREEMENT
 AGREEMENT IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH & SAFETY ACT
 (ACT 85 OF 1993), AS AMENDED & CONSTRUCTION REGULATION 5.1(k)**

OBJECTIVES

To assist Airport Company South Africa SOC Limited in order to comply with the requirements of:

1. The Occupational Health & Safety (Act 85 of 1993), as amended and its regulations and
2. The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1993) also known as the (COID Act).
3. Construction Regulations 2014

To this end an Agreement must be concluded before any contractor/ subcontracted work may commence

The parties to this Agreement are:

<p>Name of Organisation:</p> <p style="text-align: center;">AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED</p>
<p style="text-align: center;">Physical Address:</p> <p style="text-align: center;">Airport Company South Africa South Africa SOC Limited Western Precinct, Aviation Park, O.R. Tambo International Airport Kempton Park, Johannesburg, 1632</p>

Hereinafter referred to as “Client”

<p>Name of organisation:</p>
<p>Physical Address</p>

Hereinafter referred to as “the Mandatary/ Principal Contractor”



1. DEFINITIONS

- 1.1 "Mandatory" is defined as an agent, a principal contractor or a contractor for work, or service provider appointed by the Client to execute a scope of work on its behalf, but WITHOUT DEROGATING FROM HIS/HER STATUS IN HIS/HER RIGHT AS AN EMPLOYER or user of the plant.
- 1.2 "Client" refers to the Company;
- 1.3 "Parties" means the company and the Contractor, and "Party" shall mean either one of them, as the context indicates;
- 1.4 "Services" means the services provided by the Contractor or Stakeholder to the company;
- 1.5 "Stakeholder" refers to companies conducting business at the company premises or within close proximity where there is an interface with company operations;
- 1.6 "The OHS Act" refers to Occupational Health and Safety Act 85 of 1993, as amended;

"The COID Act" refers to Compensation for Occupational Injuries and Diseases Act 61 of 1997, as amended; and

- 1.7 "SHE" means Safety, Health and Environment.

GENERAL INFORMATION FORMING PART OF THIS AGREEMENT

- a) The Occupational Health & Safety Act comprises of SECTION 1-50 and all unrepealed REGULATIONS promulgated in terms of the former Machinery and Occupational Safety Act No.6 of 1983 as amended as well as other REGULATIONS which may be promulgated in terms of the Act and other relevant Acts pertaining to the job in hand.
- b) Section 37 of the Occupational Health & Safety Act potentially punishes Employers for unlawful acts or omissions of Mandatories where a Written Agreement between the parties has not been concluded containing arrangements and procedures to ensure compliance with the said Act BY THE MANDATORY.
- c) All documents attached or refer to in the above Agreement form an integral part of the Agreement.
- d) To perform in terms of this agreement Mandatories must be familiar and conversant with the relevant provisions of the Occupational Health & Safety Act 85 of 1993 (OHS Act) and applicable Regulations.
- e) Mandatories who utilise the services of other contractors must conclude a similar Written Agreement with those companies.
- f) Be advised that this Agreement places the onus on the Mandatory to contact the CLIENT in the event of inability to perform as per this Agreement.
- g) This Agreement shall be binding for all work the Mandatory undertakes for the Client and remains in force for the duration of the contracted period as per Main Contract signed by both parties.
- h) The contractor shall submit all necessary documentation as per SHE File Index to the Client seven days prior to starting with any work.



THE UNDERTAKING

The Mandatory undertakes to comply with:

2. REPORTING

The Mandatory and/or his / her designated person shall report to the Client prior to commencing any work at the airports as well as when the activities change from the original scope of work.

3. WARRANTY OF COMPLIANCE

- 3.1 In terms of this agreement the Mandatory warrants that he / she agrees to the arrangements and procedures as prescribed by the Client and as provided for in terms of Section 37(2) of the OHS Act for the purposes of compliance with the Act.
- 3.2 The Mandatory further warrants that he / she and / or his / her employees undertake to maintain such compliance with the OHS Act. Without derogating from the generality of the above, or from the provisions of the said agreement, the Mandatory shall ensure that the clauses as hereunder described are at all times adhered to by himself / herself and his / her employees.
- 3.3 The Mandatory hereby undertakes to ensure that the health and safety of any other person on the premises is not endangered by the conduct of his / her activities and that of his / her employees.

4. SHE Risk Management

- 4.1 The Mandatory shall ensure that a baseline risk assessment is performed by a competent person before commencement of any work in the Client's premises. A baseline risk assessment document shall include identification of hazards and risk, analysis and evaluation of the risks and hazards identified, a documented plan and safe work procedures to mitigate, reduce or control the risks identified, and a monitoring and review plan of the risks and hazards.
- 4.2 The Mandatory shall review the risk registers as and when the scope of work changes and keep the latest version on the SHE File.

5. MEDICAL EMERGENCY RESPONSE

The Mandatory shall submit a detailed emergency response procedure to the Client OHS Department as part of the SHE File prior to start of work. The procedure shall stipulate how the Mandatory intends to attend to medical emergencies. In the sites where the Client has onsite clinic services, the medical staff can provide first line response and stabilise the patient however the Mandatory shall then activate its own medical response procedure and transport the patient to the medical facilities for further medical attention.

6. APPOINTMENTS AND TRAINING

- 6.1 The Mandatory shall appoint competent persons as per Section 16(2) of the OHS Act. Any such appointed person shall be trained on any occupational health and safety matter and the OHS Act provisions pertinent to the work that is to be performed under his / her responsibility. Copies of any appointments and certificates made by the Mandatory shall immediately be provided to the Client.
- 6.2 The Mandatory shall at the beginning of the project or activities where there are 5 people and more people working appoint a full-time dedicated Health and Safety resource whom shall be dedicated to the project to ensure that Safety, Health and Environmental Requirements are met at all times. The allocated resource shall be based where the project is undertaken for the duration of the project or scope of work execution. The resource shall be trained and qualified on



Occupational Health and Safety matters and the OHS Act provisions pertinent to the work that is to be carried out.

- 6.3 The Mandatary shall further ensure that all his / her employees are trained on the health and safety aspects relating to the work and that they understand the hazards associated with such work being carried out on the airports. Without derogating from the foregoing, the Mandatary shall, in particular, ensure that all his / her users or operators of any materials, machinery or equipment are properly trained in the use of such materials, machinery or equipment.
- 6.4 Notwithstanding the provisions of the above, the Mandatary shall ensure that he / she, his / her appointed responsible persons and his / her employees are at all times familiar with the provisions of the OHS Act, and that they comply with the provisions of the Act.
- 6.5 The Mandatary shall at all material times be responsible for all costs associated with the performance of its own obligations and compliance with the terms of this Agreement, unless otherwise expressly agreed by the Parties in writing.

7. SUPERVISION, DISCIPLINE AND REPORTING

- 7.1 The Mandatary shall ensure that all work performed on the Clients premises is done under strict supervision and that no unsafe or unhealthy work practices are permitted. Discipline regarding health and safety matters shall be strictly enforced against any of his / her employees regarding non-compliance by such employee with any health and safety matters.
- 7.2 The Mandatary shall further ensure that his / her employees report to him / her all unsafe or unhealthy work situations immediately after they become aware of the same and that he / she in turn immediately reports these to the Client within 48 hours with the action taken to mitigate the risk.
- 7.3 Where the hazard or risk identified is the responsibility of the Client to action, the Mandatary shall notify the Client OHS and Safety Department within 24 hours of becoming aware of the hazard or risk for prompt action to mitigate.

8. COOPERATION

- 8.1 The Mandatary and his/her employees shall provide full co-operation and information if and when the Client or his / her representative enquires into occupational health and safety issues concerning the Mandatary. It is hereby recorded that the Client and his / her representative shall at all times be entitled to make such an inquiry.
- 8.2 Without derogating from the generality of the above, the Mandatary and his / her responsible persons shall make available to the Client and his / her representative, on request, all and any checklists and inspection registers required to be kept by him / her in respect of any of his / her materials, machinery or equipment and facilities.

9. WORK PROCEDURES

- 9.1 The Mandatary shall, after having established the dangers associated with the work performed, develop and implement mitigation measures to minimize or eliminate such dangers for the purpose of ensuring a healthy and safe working environment.
- 9.2 The Mandatary shall then ensure that his / her responsible persons and employees are familiar with such mitigation measures. This includes the lock out tag out processes relating to the use of machinery.
- 9.3 The Mandatary shall implement any other safe work practices as prescribed by the Employer and shall ensure that his / her responsible persons and employees are made conversant with and adhere to such safe work practices.
- 9.4 The Mandatary shall ensure that work for which a permit is required by the Employer or any



statute is not performed by his / her employees prior to the obtaining of such a permit.

10. HEALTH AND SAFETY MEETINGS

- 10.1 OHS Act requires that Health and Safety Committees be established in case where employee count exceeds 20 onsite, however due to the duration and the nature of the scope of work executed by the contractors and stakeholders enforces that regardless of employees at the airports. The Mandatary shall establish his / her own health and safety committee(s) and ensure that his / her employees, being the committee members, hold health and safety representatives to attend the Employer's health and safety committee meetings on monthly basis.
- 10.2 The Mandatary Section 16(2) appointed and SHE resource shall attend the Client SHE meetings as per the schedule communicated. In cases where the Mandatary delegated resources are not able to attend the meeting, an apology shall be submitted to the Client OHS Manager 24 hours before the meeting. An alternative representative shall be deployed to attend the meeting on the half of the Mandatary.
- 10.3 The Mandatary appointed Section 16(2) and SHE resource shall not skip more than three SHE Committee meetings a year.

11. COMPENSATION REGISTRATION/INSURANCE

- 11.1 The Mandatary warrants that all their employees and/or their contractor's employees if any are covered in terms of the COID Act, which shall remain in force whilst any such employees are present on the Client's premises. A letter is required prior commencing any work on site confirming that the Principal contractor or contractor or stakeholder is in good standing with the Compensation Fund or Licensed Insurer.
- 11.2 The Mandatary warrants that they are in possession of the following insurance cover, which cover shall remain in force whilst they and /or their employees are present on the Client's premises, or which shall remain in force for that duration of their contractual relationship with the Client, whichever period is the longest.
- 11.3 The Mandatary shall provide the Client with Public Liability Insurance Cover as required by the Main Contract
- 11.4 Any other Insurance cover that shall adequately makes provision for any possible losses and/or claims arising from their and /or their Subcontractors and/or their respective employee's acts and/or omissions on the Client's premises.
- 11.5 The Mandatary shall send updated Letter of Good Standing to the Client as and when the Mandatary receives it to ensure that the most valid version is available.

12. MEDICAL EXAMINATIONS

- 12.1 The Mandatary shall ensure that all his / her employees undergo routine medical examinations and that they are medically fit for the purposes of the work they are to perform.
- 12.2 Copies of such medical fitness certificates shall be made available to Client as part of the SHE file for review to ensure that they have been conducted by a reputable Occupational Health Practitioner registered with Health Professions Council of South Africa (HPCSA) as a doctor and specialist Occupational Medical Practitioner. Any other additional medical assessment shall be conducted in line with risk exposures.
- 12.3 Standard (Basic) medical tests shall constitute the following assessments as minimum:
 - Individual's history of general and previous occupational health
 - Comprehensive physical examination for evaluation of systemic function
 - Blood Pressure Measurement



- Weight, Height and Body Mass Index
- Urine screening
- Drug screening
- Audio screening
- Lung Function Test
- Keystone eye test
- Work at Height Questionnaire
- Muscular skeletal questionnaire

13. INCIDENT REPORTING AND INVESTIGATION

- 13.1 All Safety, Health and Environmental Incidents shall be reported to the Client OHS and Safety Department within two hours from the time of occurrence via a phone call, SMS or email or before end of shift. This shall be followed by a formal report in a form of a preliminary report within forty-eight (48) hours.
- 13.2 All incidents referred to in Section 24 of the OHS Act shall be reported by the Mandatary to the Department of Labour and copies of such reporting to be sent to the Client. The Mandatary shall further be provided with copies of any written documentation and medical reports relating to any incident.
- 13.3 The Client retains an interest in the reporting of any incident as described above as well as in any formal investigation and/or inquiry conducted in terms of section 32 of the OHS-Act into such incident.
- 13.4 The Client reserves a right to hold its own investigation into any incident where it deems it is not satisfied with the incident investigation or where the severity of the incident is fatal or damage beyond a value of 1 million and above.

14. SUB CONTRACTORS

- 14.1 The Mandatary shall notify the Client of any subcontractor he / she may wish to source to perform work on his / her behalf on the Client premises. It is hereby recorded that all the terms and provisions contained in this clause shall be equally binding upon the subcontractor prior to the subcontractor commencing with the work. Without derogating from the generality of this paragraph:
- 14.2 The Mandatary shall ensure that the sub-contractor meets all the requirements and is competent for the scope of work contracted for. This includes that approval of the SHE file, SHE Plans associated with the work.

15. SECURITY AND ACCESS

The Mandatary shall request and familiarise its employees with the Client security rules which is not included in this agreement.

16. FIRE PRECAUTIONS AND FACILITIES

- 16.1 The Mandatary shall ensure that all his / her employees are familiar with fire precautions at the site(s), which includes fire-alarm signals and emergency exits, and that such precautions are adhered to.
- 16.2 This includes participating on planned and unplanned emergency drills organised the Client.



17. FACILITIES

The Mandatary shall have a program to upkeep and maintain the facilities leased out to it /shared with/ by the Client as stipulated on lease agreement.

18. HYGIENE AND CLEANLINESS

The Mandatary shall ensure that the work site, ablution, offices and surround area is at all times maintained to the reasonably practicable level of hygiene and cleanliness. In this regard, no loose materials shall be left lying about unnecessarily and the work site shall be cleared of waste material regularly and on completion of the work.

19. INTOXICATION AND SUBSTANCE ABUSE

- 19.1 Entry to the airside is subjected to Aviation Safety Requirements in line with Client Substance Abuse Policy. No intoxicating substance of any form shall be allowed on site where airside or land side. Any person suspected of being intoxicated shall not be allowed on the site. Any person required to take medication shall notify the relevant responsible person thereof, as well as the potential side effects of the medication.
- 19.2 The Client reserves a right to do substance abuse testing and main entry points for the Mandatary employees.
- 19.3 Intoxication limits shall be adhered to as stipulated on Client Substance Abuse Policy.
- 19.4 Records of substance abuse testing shall be filed on the SHE File and made available to the Employer on request.

20. PERSONAL PROTECTIVE EQUIPMENT

- 20.1 The Mandatary shall ensure that his / her responsible persons and employees are provided with adequate personal protective equipment (PPE) for the work they may perform and in accordance with the requirements of General Safety Regulation 2 (1) of the OHS Act. The Mandatary shall further ensure that his / her responsible persons and employees wear the PPE issued to them at all times.
- 20.2 The Mandatary shall monitor compliance to PPE of his/her own employees at all times, The Client can at its discretion conduct random PPE compliance inspections and these can be recorded officially on the Client non-conformance reporting tool.
- 20.3 The Mandatary shall keep records PPE Control cards of each employee those shall be kept on SHE File.

21. PLANT, MACHINERY AND EQUIPMENT

- 21.1 The Mandatary shall ensure that all the plant, machinery, equipment and/or vehicles he / she may wish to utilize on the Client premises is/are at all times of sound order and fit for the purpose for which it/they is/are attended to, and that it/they complies/comply with the requirements of Section 10 of the OHS Act.
- 21.2 Where the Mandatary equipment's interface to the Client's equipment's, a joint risk assessment shall be conducted by the Mandatary and the Client OHS department in order for the risks to be mitigated prior to the use of such equipment's. It is the responsibility of the Mandatary to notify the Client OHS department of such equipment's and machinery.
- 21.3 In accordance with the provisions of Section 10(4) of the OHS Act, the Mandatary hereby assumes the liability for taking the necessary steps to ensure that any article or substance that it erects or installs at the sites, or manufactures, sells or supplies to or for the Client, complies with all the prescribed requirements and shall be safe and without risks to health and safety when properly used.



22. USAGE OF THE CLIENT'S EQUIPMENT

- 22.1 The Mandatary hereby acknowledge that his / her employees are not permitted to use any materials, machinery or equipment of the Employer unless the prior written consent of the Client has been obtained, in which case the Mandatary shall ensure that only those persons authorized to make use of same, have access thereto.
- 22.2 The Client shall ensure that it isolates and apply LOTO on any equipment's and machinery where there is an unexpected start up or flow of energy. The Mandatary has a responsibility to apply its own LOTO procedures before starting with work and post the use of the equipment and machinery.

23. PERMIT MANAGEMENT

- 23.1 The Mandatary shall ensure that work for which the issuing of permit to work is required shall not be performed prior to the obtaining of a duty completed approved permit by the Client or relevant Authority.
- 23.2 The Mandatary shall notify the Client of any work to be undertaken on site in order for the Permit to Work to be issued.

24. TRANSPORTATION

- 24.1 The Mandatary shall ensure that all road vehicles used on the sites are in a roadworthy condition and are licensed and insured. All drivers shall have relevant and valid driving licenses and vehicle shall carry passengers unless it is specifically designed to do so. All drivers shall adhere to the speed limits and road signs on the premises at all times.
- 24.2 No employees on premises permitted in back of LDV (bakkie) and in front of LDV each driver and passenger must have a separate seat belt.
- 24.3 In the event that any hazardous substances are to be transported on the premises, the Mandatary shall ensure that the requirements of the Hazardous Substances Act 15 of 1973 are complied with fully all times.

25. CLARIFICATION

In the event that the Mandatary requires clarification of any of the terms or provisions of this agreement, he / she should contact the Client OHS Department.

26. DURATION OF AGREEMENT

This agreement shall remain in force for the duration of the work to be performed by the Mandatary and/or while any of the Mandatary's employees are present on the Client site.

27. NON-COMPLIANCE WITH THE AGREEMENT

If Mandatary fails to comply with any provisions of this agreement, the Client shall be entitled to give the Fourteen (14) days' notice in writing to remedy such non compliance and if the Mandatary fails to comply with such notice, then the Client shall forthwith be entitled but not obliged, without prejudice to any other rights or remedies which the Mandatary may have in law,

- Apply penalties as stipulated on the main contract between Mandatary and the Client.
- To claim immediate performance and/or payment of such obligations.
- Should Mandatary continue to breach the contract on three occasions for the same deviation,



then the Client is authorised to suspend the main contract without complying with the condition stated in clause above.

28. INDEMNITY

The Mandatary hereby indemnifies the Client against any liability, loss, claims or proceedings whatsoever, whether arising in Common Law or by Statute; consequent personal injuries or the death of any person whomsoever (including claims by employees of the Mandatary and their dependents); or consequent loss of or damage to any moveable or immoveable property arising out of or caused by or in connection with the execution of the Mandatary’s contract with the Client, unless such liabilities, losses, claims or proceedings whatsoever are attributable to the Client’s faults. The Mandatary or his/her employees is liable to prove without reasonable doubt that the loss is due to the Client’s fault or negligence.

29. COMPLIANCE WITH THE OCCUPATIONAL HEALTH & SAFETY ACT 85 OF 1993

The Mandatary undertakes to ensure that they and/or their subcontractors if any and/or their respective employees shall at all times comply with the following conditions:

- All work performed by the Mandatary on the Client’s premises must be performed under the close supervision of the Mandatary’s employees who are to be trained to understand the hazards associated with any work that the Mandatary performs on the Client’s premises.
- The Mandatary shall be assigned the responsibility in terms of Section 16(1) of the OHS Act 85 of 1993, if the Mandatary assigns any duty in terms of Section 16(2), a copy of such written assignment shall immediately be forwarded to the Client.
- The Mandatary shall ensure that he/she familiarise himself/herself with the requirements of the OHS Act 85 of 1993 and that s/he and his/her employees and any of his subcontractors comply with the requirements.

30. FURTHER UNDERTAKING

Only a duly authorised representative appointed in terms of Section 16.2 of the OHS Act is eligible to sign this agreement on behalf of the Mandatary. The signing power of this representative must be designated in writing. A copy of this letter must be made available to the Client.

The Contract/Project Manager shall sign this agreement as the Client’s representative.

31. ACCEPTANCE OF MANDATARY

In terms of section 37(2) of the Occupational Health & Safety Act 85 of 1993 and section 5.1(k) of the Construction Regulations 2014,

I a duly authorised 16.2 Appointee acting for and on behalf of

.....(company name) undertake to ensure that the requirements and the provision of the OHS Act 85 of 1993 and its regulations are complied with.

Mandatary – WCA/ Federated Employers Mutual No.....

Expiry date



SIGNATURE ON BEHALF OF MANDATARY
(Warrant his authority to sign)

DATE

Witnesses:

- 1. _____
- 2. _____

SIGNATURE ON BEHALF OF THE CLIENT
AIRPORT COMPANY SOUTH AFRICA SOC LIMITED

DATE

Witnesses:

- 3. _____
- 4. _____



Form C11: ACSA Project Portfolio Management Contract Participation Goals - NOT APPLICABLE

TRANSFORMATION FRAMEWORK & SPECIFICATION FORM

Airports Company South Africa aims to contract predominantly with Empowering Suppliers per the definition in P010 004P (ACSA internal transformation policy) were this relates to:

- an increase in local production,
- raw material beneficiation
- retention and employment of black people
- the transfer of skills to black owned EME's and QSE's.

1. Contract Participation Goals (CPG)

CPG refers to the extent to which the contracted resources achieve predetermined transformation objectives, expressed as a percentage (%) of the contract value. Bidders are expected to achieve this target by the end of the project.

2. Bidders are to submit a transformation proposal meeting the CPG target for all contracts over R1m including VAT.

3. CPG for this contract will be at 50% which will consist of the following B-BBEE elements:

- 3.1. Equity (Target 50%): 40% weighting.
- 3.2. Management (Target 50%): 40% weighting
- 3.3. Skills development: 5% weighting
- 3.4. Enterprise and supplier development: 10% weighting
- 3.5. Socio economic development: 5% weighting

4. To facilitate achievement of targets set out in 3, and transfer of skills, the Tenderer **must** subcontract a minimum of 15% of the contract value to local (located in the Western Cape Province) EMEs/QSEs that are at least 51% black owned entities with a CIDB Grade of 3CE to 6CE.

5. In the event that the Contractor/consultant fails to substantiate that any failure to achieve the contract participation goal relating to the granting of a preference was due to quantitative underruns, the elimination of items, or any other reason beyond the Contractor's control which may be acceptable to the Employer, the Contractor/Consultant shall be liable to pay to the Employer a financial penalty calculated in the following manner:

$$P = (0,15 \times (D - Do) \times CA) / 100$$

- where D is the tendered contract participation goal percentage;
- Do is the contract participation goal which the Employer's representative, certifies based on the credits passed, as being achieved upon completion of the contract;
- CA is the contract amount.
- P is the monetary value of penalty payable

No financial award is due for over performance on CPG.



In addition to acknowledging the below, Tenderers must submit a proposal indicating how the targets stated in three (3) and four (4) above will be achieved.

6. Acceptance:

I/We _____ acknowledge that I/we have read and understood the contents of this section and we will further achieve the Contract Participation Targets stated above per clause three 3 of this section by the end of this project.

Signed: Date:

Name: Position:

Tenderer:



Form C12 – B.U.I.L.D Contract Skills Development Goals (CSDG)

The contractor shall achieve in the performance of the contract the Contract Skills Development Goals as stated in the Standard for Developing Skills through Infrastructure Contracts (Published in GN 48491 of 28 April 2023)

CSDG shall be achieved in the performance of a contract in relation to the provision of different types of workplace opportunities linked to work associated with a contract which culminate in or lead to:

- a) **Method 1:** a part- or full occupational qualification registered on the National Qualification Framework;
- b) **Method 2:** a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012);
- c) **Method 3:** a national diploma registered on the National Qualification Framework; and
- d) **Method 4:** registration in a professional category by one of the professional bodies listed in the standard.

Bidders shall commit to achieving the contract skills development goal and are provided with a number of methods for measuring their achievements. Bidders may, if need be, devolve their obligations onto subcontractors.

The Construction Skills Development Goal shall be a minimum of 0.25% of the contract value for this contract. The contractor shall make use of the table below in preparing **a proposal on how the CSDG will be met in this contract.**

By signing this form, the bidder commits to meeting the CSDG goals during the performance of the contract as set out in this form and in the **Standard for Developing Skills through Infrastructure Contracts (Published in GN 48491 of 28 April 2023).** The bidder further understands and accepts the contents of the **Standard for Developing skills through Infrastructure Contracts (Published in GN 48491 of 28 April 2023)**

Signed: Date:

Name: Position:

Tenderer:



Skills Types	Number of Learners	*Notional Cost/ Learner/ Quarter (Rand)	Notional Cost /learner/ year (Rand)	Total Notional Cost over 12 Months Contract (Rand)
Method 1: a part- or full occupational qualification registered on the National Qualification Framework;				
Method 2: a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012);				
Method 3: a national diploma registered on the National Qualification Framework;				
Method 4: registration in a professional category by one of the professional bodies listed in the standard.				
Total Cost (Cost of CSDG)				
CSDG Score % (Total cost of CSDG/Contract value Excluding VAT)				



ACCEPTANCE OF TERMS AND CONDITIONS OF RFP AND BIDDER’S PARTICULARS

TO: Airports Company South Africa SOC Limited (ACSA)

Bid No: GRJ7501/2024/RFP

1. Bidder’s Name and Contract Details

Bidder:	
Physical Address:	
Correspondence to be addressed to:	
Phone numbers:	
Email Address:	
Contact Person:	

2. Proposal Certification

We hereby submit a Proposal in respect of **CONTRACTOR APPOINTMENT TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS** in accordance with Airports Company South Africa’s requirements.

- We acknowledge that Airports Company South Africa’s terms and conditions (as amended and mutually agreed between the parties if necessary) shall apply to the agreement with the successful Bidder,
- We have read, understand and agree to be bound by the content of all the conditions of this bid and documentation provided by Airports Company South Africa in this Request for Proposal.
- We accept that Airports Company South Africa’s Bid Adjudication Committee decision is final and binding.
- We acknowledge that the bidder/s, directors, shareholders and employees may be subjected to security vetting by Airport Company South Africa or its agent.



- We certify that all forms of Proposal as required in the Proposal document are included in our submission.
- We certify that all information provided in our Proposal is true, accurate, complete and correct.
- This Proposal is specific to this bid only.
- The undersigned is/are authorized to submit and sign the Proposal that shall be binding on closure of the Proposal submission.
- The Proposal is binding on this Bidder for a period which lapses after *12 weeks* calculated from the closing date for Proposal submission.

Thus done and signed at		on this the		day of		2025
-------------------------	--	-------------	--	--------	--	------

Signature:	
Name:	

For and behalf of:

Bidding entity name:	
Capacity:	

FORM C13: Environmental Terms and Conditions to Commence Work (EMS 048)

The following Environmental Terms and Conditions shall be strictly adhered to by all contractors when conducting works for Airports Company South Africa SOC Limited. The Company shall audit contractor activities, products and services on an ad hoc basis to ensure compliance to these environmental conditions. Any pollution clean-up costs shall be borne by the contractor.

C.2 ISSUE	REQUIREMENT
Environmental Policy	Environmental Policy shall be communicated, comprehended and implemented by all appointed contractor staff (refer to Environmental Management Policy T010 001P).
Stormwater, Soil and Groundwater Pollution	<ul style="list-style-type: none"> • No solid or liquid material may be permitted to contaminate or potentially contaminate stormwater, soil or groundwater resources. • Any pollution that risks contamination of these resources must be cleaned-up immediately. Spills must be reported to the Company immediately. Contractors shall supply their own suitable clean-up materials where required. • Washing, maintenance and refuelling of equipment shall only be allowed in designated service areas on Company property. It is the contractor's responsibility to determine the location of these areas. • No leaking equipment or vehicles shall be permitted on the airport.
Air Pollution	<ul style="list-style-type: none"> • Dust: Dust resulting from work activities that could cause a nuisance to employees or the public shall be kept to a minimum. • Odours and emissions: All practical measures shall be taken to reduce unpleasant odours and emissions generated from work related activities. • Fires: No open fires shall be permitted on site.
Noise Pollution	<ul style="list-style-type: none"> • All reasonable measures shall be taken to minimise noise generated on site as a result of work operations. • The Contractor shall comply with the applicable regulations with regard to noise.
Waste Management	<ul style="list-style-type: none"> • Waste shall be separated as general or hazardous waste. • General and hazardous waste shall be disposed of appropriately at a permitted landfill site should recycling or re-use of waste not be feasible. • Under no circumstances shall solid or liquid waste be dumped, buried or burnt. • Contractors shall always maintain a tidy, litter free environment in their work area. • Contractors must keep on file: <ol style="list-style-type: none"> 1. The name of the contracting waste company 2. Waste disposal site used 3. Monthly reports on quantities – separated into general, hazardous and recycled 4. Maintained file of all Waste Manifest Documents and Certificates of Safe Disposal 5. Copy of waste permit for disposal site <p>This information must be available during audits and inspections.</p>
Handling & Storage of Hazardous Chemical Substances (HCS)	<ul style="list-style-type: none"> • All HCS shall be clearly labelled, stored and handled in accordance to Materials Safety Data Sheets. • Materials Safety Data Sheets shall be stored with all HCS. • All spillages of HCS must be cleaned-up immediately and disposed of as hazardous waste. (HCS spillages must be reported to the Company immediately).

C.2 ISSUE	REQUIREMENT
	<ul style="list-style-type: none"> All contractors shall be adequately informed with regards to the handling and storage of hazardous substances. Contractors shall comply with all relevant national, regional and local legislation with regard to the transport, storage, use and disposal of hazardous substances.
Water and Energy Consumption	The Company promotes the conservation of water and energy resources. The contractor shall identify and manage those work activities that may result in water and energy wastage.
TRAINING AWARENESS	The conditions outlined in this permit shall be communicated to all contractors and their employees prior to commencing works at the airport.

Penalties

Penalties shall be imposed by the Company on Contractors who are found to be infringing these requirements and/or legislation. The Contractor shall be advised in writing of the nature of the infringement and the amount of the penalty. The Contractor shall take the necessary steps (e.g. training/remediation) to prevent a recurrence of the infringement and shall advise the Company accordingly.

The Contractor is also advised that the imposition of penalties does not replace any legal proceedings, the Council, authorities, land owners and/or members of the public may institute against the Contractor.

Penalties shall be between R200 and R20 000, depending upon the severity of the infringement. The decision on how much to impose will be made by Environmental Management Representative in consultation with the Airport Manager or his/her designate and will be final. In addition to the penalty, the Contractor shall be required to make good any damage caused as a result of the infringement at his/her own expense.

I, _____ (name & surname) of _____ (company)

agree to the above conditions and acknowledge Airports Company South Africa SOC Limited's right to impose penalties should I or any of my employees or sub-contractors fail to comply with these conditions.

Signed: _____ on this date: _____ (dd/mm/yyyy)

at: _____ (airport name).



Form C14. Insurance Commitment (on award)

(Refer insurance requirements in contract document)

Bidder Acknowledgement

- a. The bidder hereby acknowledges that, in the event of their bid being successful, the necessary insurance requirements shall be met prior to signing of the contract.
- b. The bidder/contractor shall ensure that all potential and appointed Sub-Contractors are aware of ACSA's insurance requirements and enforce the compliance by sub-contractors where applicable.
- c. Proof of insurance must be submitted by the bidder to the satisfaction of ACSA, upon award.

Signed		Date	
Name		Position	
Tenderer			

Form C15. Protect of Personal Information Act (POPIA)

POPIA

CONFIDENTIALITY AND DATA PROTECTION

Save as provided in this clause (*Confidentiality and Data Protection*), each Party shall, and shall procure that its Affiliate and their respective officers, directors, employees, agents, auditors and advisors shall, treat as confidential all information relating to the other Party or its Affiliates thereof or relating to their respective businesses that is of a confidential nature and which is obtained by that Party in terms of, or arising from the implementation of this Agreement, which may become known to it by virtue of being a Party, and shall not reveal, disclose or authorise the disclosure of any such information to any third party or use such information for its own purpose or for any purposes other than those related to the implementation of this Agreement.

The obligations of confidentiality in this clause shall not apply in respect of the disclosure or use of such information in the following circumstances:

in respect of any information which is previously known by such Party (other than as a result of any breach or default by any Party or other person of any agreement by which such Confidential Information was obtained by such Party);

in respect of any information which is in the public domain (other than as a result of any breach or default by either Party);

any disclosure to either Party's professional advisors, executive staff, board of directors or similar governing body who (i) such Party believes have a need to know such information, and (ii) are notified of the confidential nature of such information and are bound by a general duty of confidentiality in respect thereof materially similar to that set out herein;

any disclosure required by law or by any court of competent jurisdiction or by any regulatory authority or by the rules or regulations of any stock exchange;

any disclosure made by a Party made in accordance with that Party's pursuit of any legal remedy;

any disclosure by a Party to its shareholders or members pursuant to any reporting obligations that Party may have to its shareholders or members, provided that each such shareholder or member is notified of the confidential nature of such information and is bound by a general duty of confidentiality in respect thereof materially similar to that set out herein;

In the event that a Party is required to disclose confidential information as contemplated in this clause, such Party will:

advise any Party/ies in respect of whom such information relates (the "**Relevant Party/ies**") in writing prior to disclosure, if possible;

take such steps to limit the disclosure to the minimum extent required to satisfy such

requirement and to the extent that it lawfully and reasonably can;

afford the Relevant Party/ies a reasonable opportunity, if possible, to intervene in the proceedings;

comply with the Relevant Party/ies' reasonable requests as to the manner and terms of such disclosure; and

notify the Relevant Party/ies of the recipient of, and the form and extent of, any such disclosure or announcement immediately after it was made.

Either Party may, by notice in writing, be entitled to demand the prompt return of the whole or any part of any confidential information supplied by it to the other Party, and each Party hereby undertakes to comply promptly with any such demand.

In line with the provisions of Protection of Personal Information Act, No 4 of 2013 (POPIA), particularly section 20 and 21, the service provider (referred to as Operator in POPIA) shall observe the following principles when processing personal information on behalf of the Company (referred to as Responsible Party in POPIA):

the Service Provider shall only act on the Company's documented instructions, unless required by law to act without such instructions;

the Service Provider shall ensure that its representatives processing the information are subject to a duty of confidence;

the Service Provider shall take appropriate measures to ensure the security of processing. The Service Provider shall ensure and hereby warrants that they have minimum IT and or physical security safeguard to protect personal information;

the Service Provider shall notify the Company immediately where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person;

the Service Provider shall only engage a sub-operator with the Company's prior authorisation and under a written contract;

the Service Provider shall take appropriate measures to help the Company respond to requests from data subjects to exercise their rights;

taking into account the nature of processing and the information available, the Service Provider shall assist the Company in meeting its POPIA obligations in relation to the security of processing, the notification of personal information breaches and data protection impact assessments;

the Service Provider shall delete or return all personal information to the Company (at the Company's choice) at the end of the contract, and the service provider shall also delete existing personal information unless the law requires its storage; and



the Service Provider shall submit to audits and inspections. The Service Provider shall also give the Company whatever information it needs to ensure that the Parties meet their Section 20(1) obligations.

SIGNATURES:

FOR AIRPORTS COMPANY SOUTH AFRICA

SIGNED AT _____ ON THIS _____ DAY OF _____ 2025

FOR SERVICE PROVIDER

SIGNED AT _____ ON THIS _____ DAY OF _____ 2025

Form C16. VAT (Value-Added Tax) Questionnaire

VAT Questionnaire for entities bidding as a partnership, joint venture or consortium (i.e. Body of Persons). The following form is required to be completed by the winning bidder at contracting stage.

1. Are you bidding as a partnership/ joint venture or consortium? **Yes/No (Mark with X below)**

Yes	No
------------	-----------

2. If you have answered yes to the above question, please provide the following:
 2.1 A VAT registration certificate in the name of the joint venture, partnership or consortium which includes the VAT registration number of the partnership/joint venture.

Name of the Body of Persons	VAT Number of Body of Persons	Valid registration certificate attached? Yes/No
1.		

ACSA management will use the following link to check your registration. [VendorExactSearch\ 1.0.4 \(sarsefiling.co.za\)](http://VendorExactSearch\ 1.0.4 (sarsefiling.co.za))

3. We recommend that the supplier warrants and represents that, where applicable, it is duly registered for VAT under the VAT Act.
4. Failure to comply with the VAT Act in supplying a valid VAT invoice relating to the Body of Persons will result in Airports Company South Africa SOC Limited being entitled to recover any losses, penalties and interest suffered. Failure includes but is not limited to the invoice having a VAT number that is not registered to the Joint Venture/partnership/consortium i.e. if the VAT number supplied relates to one party of the Body of Persons.

The below definitions are in relation to the above requirement.

1. Definitions

1.1 **Person**, as defined in section1(1) of the Value Added Tax Act No 89 of 1991("the VAT Act") – includes a public authority, any municipality, any company, any body of persons (corporate or unincorporated), the estate of any deceased estate or any insolvent person and any trust fund.

The below terms are not defined in the VAT Act and as such, the ordinary meaning has been taken into account:

- 1.2 **Consortium or Joint Venture** - an arrangement between two or more persons based on an agreement to generally operate a single, limited or defined project. The parties to such an agreement will generally share control of the arrangement and share the product or output of the venture
- 1.3 **Partnership** - an arrangement between two or more persons based on an agreement. The parties to that arrangement should have the intention to be partners and the essential elements for a partnership being the partners' contributions, a profit objective and joint benefit for the partners must be evident from the agreement.

2. The Law

Section 51 of the VAT Act states that:

- (1) *Subject to the provisions of section 46, where any body of persons, whether corporate or unincorporate (other than a company), carries on or is to carry on any enterprise-*
- (a) such body shall be deemed to carry on such enterprise as a person separate from the members of such body;*
 - (b) registration of that body as a vendor shall be effected separately from any registration of any of its members in respect of any other enterprise;*
 - (c) liability for tax in respect of supplies by that body shall be determined and calculated in respect of the enterprise carried on by it as an enterprise carried on independently of any enterprise carried on by any of its members, and any refund relating to that body's enterprise which is payable in terms of section 44 shall be made to that body; and*
 - (d) the duties and obligations imposed by this Act on any vendor or other person shall, as respects the enterprise carried on by that body, be performed by it separately from the duties and obligations imposed on any of its members.*

3. Application of the Law

When a body of persons forms a joint venture, partnership or consortium, such a body is treated as a separate legal person for VAT purposes and, is in terms of section 51(1) of the VAT Act, required to register for VAT with the South African Revenue Services ("SARS") where the body's taxable supplies exceed the registration threshold.

Should the joint venture or partnership or consortium not be registered for VAT, **VAT cannot be levied on any invoice** that will be issued out to Airports Company South Africa for services rendered.



AIRPORTS COMPANY SOUTH AFRICA

GEORGE AIRPORT

TENDER NO.: GRJ7501/2024/RFP

AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED

PROJECT NAME AND NUMBER.

TITLE OF PROJECT: CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

TENDER REFERENCE NUMBER: GRJ7501/2024/RFP

GCC: GENERAL CONDITIONS OF CONTRACT FOR CONSTRUCTION WORKS (Third Edition) 2015

**Between AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED
Applicable at George Airport**

(Registration Number: 1993/004149/30)

and

(Registration Number: _____)

for **CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Contents:	No of pages
Part C1 Agreements & Contract Data	[•To be updated
Part C2 Pricing Data	[•]
Part C3 Scope of Works	[•]
Part C4 Site Information	[•]

VOLUME 2

NAME OF BIDDER.....

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

THE CONTRACT

C1.	Agreement and Contract Data.....	114
	C1.1 Form of Offer and Acceptance – Agreement	114
	C1.2 Contract Data	119
	C1.3 Pro forma Performance Guarantee.....	139
	C1.4 Pro forma or bond for unused material on site	142
	C1.5 Occupational Health and Safety Agreement.....	144
	C1.6 Retention Money Guarantee (Pro Forma)	145
	C1.7 Adjudicator's Agreement	147
C2.	Pricing Data	153
	C2.1 Pricing Instructions.....	153
	C2.2 Bill of Quantities	156
C3.	Scope of Work	
	C3.1 Description of the Works.....	158
	C3.2 Engineering	162
	C3.3 Procurement.....	164
	C3.4 Construction	165
	C3.5 Management	169
	C3.6 Particular (Project) Specifications: Civil	173
	C7 Generic Specifications	201
C4.	Site information.....	263

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C1. AGREEMENT AND CONTRACT DATA

C1.1 Form of Offer and Acceptance – Agreement

OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

TENDER NO. GRJ7501/2024/RFP: CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 months (and 12 months defects liability and Maintenance period)

The Tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED ALL INCLUSIVE TOTAL (CARRIED FORWARD FROM THE CALCULATION OF CONTRACT SUM IN PART C2.2) IS:		
		Rand/s (in words)
R		(in figures)

This offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the conditions of contract identified in the Contract Data.

For the Tenderer:	
Signature(s)	
Name(s)	
Date	
Capacity	
Organisation name	
Organisation address	
Witness:	
Signature	
Name	
Date	

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS,
FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT,
AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS****ACCEPTANCE**

By signing this C1.1.2 Acceptance part of this Form of Offer and Acceptance - Agreement, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the successful Tenderer the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract, are contained in:

- (i) Part C1: Agreement and contract data, (which includes this agreement)
- (ii) Part C2: Pricing data
- (iii) Part C3: Scope of work
- (iv) Part C4: Site information
- (v) and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in C1.1.3 the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorized representative(s) of both parties.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the successful Tenderer receives a fully completed signed Contract Document inclusive of this Agreement consisting of parts C1.1.1 Offer, C1.1.2 Acceptance, C1.1.3 Schedule of Deviations and C1.1.4 Confirmation of Receipt and acknowledges receipt thereof by completing and signing the C1.1.4 Confirmation of Receipt part of the Agreement.

Unless, the successful Tenderer within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties and the date on which it was received as recorded on the Confirmation of Receipt part, will be the Commencement Date.

The successful Tenderer (now Contractor) shall within 2 weeks after receiving the fully completed and signed Contract Document, submit to the Employer's Agent (whose details are given in the Contract Data) bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

The Employer's Agent shall issue a written instruction to commence the execution of the Works, or to resubmit documentation, within 7 days from the actual date of submission of these required documentation.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and Addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the Parties arising from this Agreement.

For the Tenderer:	
Signature(s)	
Name(s)	
Date	
Capacity	
Organisation name	
Organisation address	
Witness:	
Signature	
Name	
Date	

For the employer:	
Signature	
Name	
Date	
Capacity	

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

Organisation name	
Organisation address	
Witness:	
Signature	
Name	
Date	

CONFIRMATION OF RECEIPT

The Tenderer, (now Contractor), identified in the Offer part of this Agreement hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed and signed Contract Document inclusive of this Agreement today, the Commencement Date of the Contract:

COMMENCEMENT DATE		
		(day)
		(month)
		(year)
		(place)

For the Contractor:	
Signature(s)	
Name(s)	
Date	
Capacity	
Organisation name	
Organisation address	
Witness:	
Signature	
Name	
Date	

C1.2 Contract Data

GENERAL CONDITIONS OF CONTRACT

The following standardized General Conditions of Contract:

General Conditions of Contract for Construction Works (Third Edition) 2015 (hereinafter referred to as the General Conditions of Contract),

as prepared by the South African Institution of Civil Engineering (SAICE) shall apply to and form the General Conditions of Contract for this contract. Copies of these conditions of contract are obtainable from the South African Institution of Civil Engineering (SAICE), Private Bag X200, Halfway House 1685, Tel: (011) 805 5947, Fax: (011) 805 5971, e-mail: civilinfo@saice.org.za.

The General Conditions of Contract are available for inspection and scrutiny at the offices of the Employer and Employers Agent.

The Pro-Forma pages referred to as Appendix 1, Appendix 2 and Appendix 3 in General Conditions of Contract, shall not apply to this Contract and shall be replaced with the relevant documentation bound into this Contract Document.

SPECIAL CONDITIONS OF CONTRACT

Variations, amendments and additions to the General Conditions of Contract as Special Conditions of Contract prescribed by the Employer are set out below. Each item of the Special Conditions of Contract given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.

The following Special Conditions of Contract as prescribed by the Employer, referring to the General Conditions of Contract are applicable to this Contract:

1.1 Definitions

Add the following to Clause 1.1.1.16:

"Where reference is made to the term 'Engineer' in the Project Specifications or anywhere in the contract document, the terms 'Engineer and Employer's Agent' shall have the same meaning."

Replace Clause 1.1.1.28 with the following:

"1.1.1.28 "Scope of Work" means the document(s) containing the Standard Specifications, the Project Specifications and the Drawings, that specifies and describes the Works, which are to be provided, and any other requirements and constraints relating to the manner in which the work is to be carried out."

Add the following clause after Clause 1.1.1.34:

“1.1.1.35 “Drawings” means all drawings, calculations and technical information forming part of the Contract Documents and any modifications thereof or additions thereto from time to time approved in writing by the Employer’s Agent or delivered to the Contractor by the Employer’s Agent.”

1.2 Interpretations

Add the following after Clause 1.2.1.2

“1.2.1.3 A printed copy of all correspondence between the Contractor and the Employer shall be delivered to the other party’s physical address.

1.2.1.4 Where communication is delivered by electronic mail – excluding electronic social media platforms and messaging services – it shall be deemed delivered on the date on which it is can be proven to have entered the Addressee’s network server or two working days before a hand-written, typed or printed copy has been delivered to the Addressee’s physical address – whichever is the later. ”

1.3 General Provisions

Add the following at the end of Clause 1.3.1

“Any failure or omission by any party to enforce any provision of this agreement shall not constitute a waiver of such provision or affect such party’s rights to require the performance of such provision in the future.”

Insert the following clause after Clause 1.3.6

“1.3.7 The Contractor shall treat the details of the Works comprised in this Contract as private and confidential (save in so far as may be necessary for the purposes hereof) and shall not publish or disclose the same or any particulars thereof in any trade or technical paper elsewhere without the prior written consent of the Employer’s Agent.”

2.4 Ambiguity or Discrepancy

Add the following clause after Clause 2.4.2

“2.4.3 The documents forming the Contract are to be taken as mutually explanatory of one another. For the purpose of interpretation, the priority of the documents shall be in accordance with the following sequence:

1. Form of Offer and Acceptance, including Schedule of Deviations
2. Special Conditions of Contract
3. General Conditions of Contract
4. Scope of Works including project specifications
5. General Specifications and special specifications
6. Drawings
7. All schedules and any other documents forming part of the Contract.”

4.3 Legal provisions

Add the following clause after Clause 4.3.2:

“4.3.3 The Employer and the Contractor shall enter into an agreement to complete the work required for the construction of the works in terms of the provisions of Section 37(2) of the Occupational Health and Safety Act (Act 85 of 1993) and the Construction Regulations promulgated thereunder.

An agreement, in the form provided by the Employer, shall be completed and submitted to the Employer together with a letter of good standing from the Compensation Commissioner or a Licensed Compensation Insurer within fourteen (14) days after signing the Confirmation of Receipt. The Contractor shall ensure that the letter of good standing shall be timeously renewed in order that it remains in full force for the duration of the Contract. Failure to have a valid letter of good standing shall be sufficient cause to terminate the contract”

4.4 Subcontracting

Add the following clause after Clause 4.4.7

“4.4.8 Except where otherwise provided in the Contract, the Contractor shall not subcontract any part of the Contract without the prior written consent of the Employer’s Agent, which consent shall not be unreasonably withheld.”

****Also note the following:**

Sub-Contracting (As per contractor's proposal/commitment)

The promotion of sub-contractors located in the Western Cape Province for work to be done or services to be rendered in that province.

5.1 Time calculations

Replace Clause 5.1.1 with the following:

“5.1.1 Except for the time-spans as defined in Clauses 1.1.1.13 and 1.1.1.14 and where otherwise provided by the Contract, where a specific time-span is stipulated in the Contract for carrying out any task or for the termination of any right or the duration of any event or circumstance,”

5.4 Access to the Site

Add the following to Clause 5.4.2:

“Access to and possession of the site shall not be exclusive to the Contractor insofar as the provisions of Clause 4.8 apply, and where on-going use by the airport operations is required.”

Add the following to Clause 5.4.3:

“The Contractor shall bear all costs and charges for special and temporary rights of way required by him in connection with access to the Site.”

5.7 Progress of the Works

Replace the first sentence of the first paragraph of Clause 5.7.1 with the following:

“If the rate of progress of the Works, or any part thereof has fallen behind the approved programme **by a period of more than 14 days**, the Employer’s Agent may notify the Contractor in writing, with specific reference to this Clause.”

5.13 Penalty for delay

Replace Clauses 5.13.2, 5.13.2.1 and 5.13.2.2 with the following:

“5.13.2 No reduction in the penalty for delay will be made before the issuing of the Certificate of Practical Completion of the whole of the Works, even if a Certificate of Practical Completion has been issued for part of the Works or the Employer, his agents, employees or other contractors (not employed by the Contractor) have occupied part of the Works.”

6.2 Security

Delete Clause 6.2.2 in its entirety.

6.8 Adjustments in rates and/or prices

Add the following to Clause 6.8.3:

“Details of special materials are indicated in Part 2: Contract Data provided by the Contractor in C1.2: Contract Data. Price adjustments for variations in the costs of special materials (such as bitumen-based products) shall only be considered with supporting documentary evidence.”

Add the following to Clause 6.8.4:

“Notwithstanding the above, in the event that a public holiday is proclaimed after 28 days before the closing date for tenders, no costs other than those that can be claimed under Clause 5.12.3 shall be added to the contract price.”

6.10 Payments

In the second paragraph of Clause 6.10.1.5 after the phrase “an indemnity,” insert “in the form of a suitable bond for materials on site”.

Add the following after the second paragraph of Clause 6.10.2:

“The total valuation of materials brought onto site to be included in interim payments pursuant to Clause 6.10.1.5 shall at all times be limited to the value of the bond for materials on site provided by the Contractor in terms of Clause 6.10.1.5.”

Add the following to Clause 6.10.4:

“Notwithstanding the above, the Employer’s Agent shall be empowered to withhold the delivery of the payment certificate until the Contractor has complied with his obligations to report in terms of Clause 4.10.2 and as described in the Scope of Work.”

6.11 Variations exceeding 15 per cent

Amend Clause 6.11 as follows:

Replace "15 per cent" in the heading, the marginal heading and in Clause 6.11.1.3 with "20 per cent".

7. Quality and related matters

7.2.1 Add the following to this sub-clause:

“The onus rests with the Contractor to produce work which conforms in quality and accuracy of detail to all the requirements of the specifications and drawings, and the Contractor shall, at his own expense, institute a quality-control system and provide experienced personnel, together with all transport, instruments and equipment, to ensure adequate supervision and positive control of the works at all times.”

7.4.1 Add the following to this sub-clause:

“The Contractor shall conduct tests or have them conducted continually on a regular basis, to check the properties of natural materials and processed natural materials and of products manufactured on site, such as concrete and asphalt. Although not a requirement for the Contractor to conduct regular tests on any commercially produced products such as cement, bitumen, steel and pipes, the Contractor shall remain fully responsible for any defective material or equipment provided by him.

Similarly, the quality of all elements of the works shall be checked on a regular basis so as to ensure compliance with the specified requirements.

The intensity of control and of tests to be conducted by the Contractor in terms of these obligations is not specified but shall be adequate to ensure that proper control is being exercised to the satisfaction of the Employer’s Agent.

Where any natural materials or products made from natural materials are supplied, upon completion of each element of the construction works, the Contractor shall test and check such materials, products and or elements for compliance with the specified requirements and shall submit his results to the Employer’s Agent for approval. Such submission shall include all his measurements and test results and shall furnish adequate proof of compliance with the specified requirements.”

7.6.3.3 Add the following new Clause:

“To stop any contractor from executing construction work, which is not in accordance with, the Contractor’s health and safety plan for the Site or which poses a threat to the health and safety of persons and to implement the required health and safety measures before continuing.”

8.3. Expected risks

8.3.1.4 Delete and replace with the following:

“Risk arising from political riot and malicious damage, unless these risks are insurable with the South African Special Risk Insurance Association at the time of tendering and it is stipulated in the Contract Data that the Contractor is to effect insurance against these risks.”

8.4 Indemnifications

8.4.1.1 Delete and replace with the following:

“hereby indemnifies the Employer, the Employer’s Agent and all consultants against any liability in respect of damage to or physical loss of the property of any person, including any employee of the Contractor, or injury to or death of any person, including any employee of the Contractor and”

8.6 Insurances

8.6.1 INSURANCE CLAUSES FOR AIRSIDE CONSTRUCTION CONTRACTS WHERE THE AWARDED CONTRACT VALUE DOES NOT EXCEED R150 MILLION, AND THE CONSTRUCTION PERIOD DOES NOT EXCEED 36 MONTHS, AND THE DEFECTS LIABILITY PERIOD DOES NOT EXCEED 24 MONTHS

Each Party shall be responsible for effecting and maintaining the relevant insurances as specified below and to the extent relevant to the Contract.

1. Insurance Effected By The Employer (Principle Controlled Insurance (“PCI”))

- 1.1 Notwithstanding anything elsewhere contained in this Contract and without limiting the obligations, liabilities or responsibilities of the Contractor in anyway whatsoever (including but not limited to any requirement for the provision by the Contractor of any other insurances) the **Employer** shall effect and maintain for the duration of the construction and maintenance periods of the Contract - as appropriate in the joint names of the Employer, the Contractor and where relevant Sub-Contractors the following insurances which are subject to the terms, limits, exceptions and conditions of the Policy:

a) Contract Works/Contractors Public Liability/ Removal Of Lateral Support Liability

Section 1 Of The Policy – Contract Works

Contract Works Insurance for the full value of the Works to provide cover against accidental physical loss of or damage to the Works, Temporary Works and materials intended for incorporation in the Works all being the subject matter of this Contract including to the extent provided for in the policy whilst in transit or temporarily stored at any premises en route to or from the Site (other than where this is a continuation of Marine Transit) within the territorial limits of the policy.

This insurance may specifically exclude any cost necessary to replace or rectify any of the property insured, which is in a defective condition due to defect in design, plan specification, material or workmanship.

This insurance contains the following limitations and warranties ;

Open Trench Limitation

In respect of loss or damage to open trenches and pipes, conduits or cables laid therein, caused directly or indirectly by rain, inundation or flood, Insurers liability shall be limited in respect of the aggregate length of open trenches at any one time to ~~2,500~~ 30 meters.

Exposed Layer Works (applicable to works involving paving, roadways, bulk earthworks and runways and taxiways)

In respect of loss or damage to Exposed Layer Works relating to paving, roadways and runways (including taxiways) caused directly or indirectly by rain, inundation or flood, Insurers liability shall be limited in respect of the aggregate length of Exposed Layer Works at any one time to ~~2,500~~ 30 meters.

Section II of the Policy – Contractors Public Liability

Public Liability Insurance which provides indemnity against legal liability in the event of accidental death of or injury to persons and/or loss of or damage to property (other than the Works the subject matter of this Contract) arising from the execution of the Contract with a limit of indemnity of **R100,000,000** in respect of any one occurrence or series of occurrences consequent on or attributable to one source or original cause.

Section III of the Policy – Removal Of Lateral Support Liability

Removal Of Lateral Support Liability which provides indemnity against legal liability in the event of accidental death of or injury to persons and/or loss of or damage to property (other than the Works the subject matter of this Contract) arising out of or in connection with shock or vibration or the removal or weakening of or interference with support to property in the vicinity of the Contract Site and arising out of or in connection with the Insured Contract (but not in respect of tunneling works) and occurring during the Period of Insurance.

The Limit of Indemnity being limited to R13,500,000 attributable to one source or original cause

- b. **Contract Works SASRIA** – Providing physical loss of or damage to the Works, Temporary Works and materials intended for incorporation in the Works as covered by the underlying Contract Works policy as noted in (a) above due to perils as covered in terms of the SASRIA Contract Works wording as issued by SASRIA SOC.

The Contract Works SASRIA cover excludes consequential or indirect loss or damage of any kind or description whatsoever.

The SASRIA Contract Works policy is limited to **R13,500,000,000 (Incl VAT)** in the aggregate during the policy period of insurance.

The Contract Works SASRIA policy wording can be obtained from the SASRIA website <http://www.sasria.co.za/> which notes the covers and policy exclusions.

- c) **Aviation Liability Insurance** which provides indemnity against legal liability in the event of accidental death of or injury to persons and/or loss of or damage to property (other than the Works the subject matter of this Contract) arising from the execution of the Contract with a limit of indemnity of **R2,000,000,000** in respect of any one occurrence or series of occurrences consequent on or to one source or original cause.

This insurance is in respect of liability relating to aircrafts.

- d) **Design & Construct Professional Indemnity Insurance** which provides indemnity against legal liability to pay compensation as a result of any actual or alleged negligent act, error or omission in the performance of the Professional Duties of the insured and arising from the execution of this project. The limit of indemnity under this insurance shall be ***R25,000,000 in the aggregate during the annual policy period of insurance that ACSA effect such cover during the policy period from 1 April to 31 March during each policy period of insurance.**

****The limits of indemnity applies to all ACSA contracts as a whole and does not apply specifically to this contract. The aggregate limit could be exhausted by claims under other ACSA contracts and there is no guarantee that this insurance cover will provide sufficient cover to this specific contract should the aggregate limit be exhausted.***

The Policy only covers the rectification of the works and excludes all consequential losses.

Professional Duties do not include:

- a) Labour and construction work which would normally be the responsibility of the building or engineering contractor.
- b) Supervision of the construction works usually undertaken by a building or engineering contractor.

- 1.2 The **Contractor** shall familiarise itself fully with the details of such insurance effected by the Employer. The Contractor shall comply to all the terms and conditions of the Employer arranged policies and the Contractor shall be deemed to be fully aware of all the conditions, limits, limitations, exclusions/exceptions and deductibles that are contained in the Employer arranged policies. Copies of the Employer arranged policies are obtainable on request from the Employer and if the Contractor is of the opinion that additional insurance is required, such shall be for the Contractors account.
- 1.3 The Employer shall pay the premium in connection with the insurances effected by the Employer. The Employer is entitled to all return premiums, dividends, discounts, or adjustments in connection with the insurances effected by the Employer.
- 1.4 The Contractor shall not include any premium charges for this insurance except to the extent, which he may deem necessary in his own interests to effect supplementary insurance to the insurance effected by the Employer. The Employer reserves the right to call for full information regarding insurance costs included by the Contractor.

In the event that the Contractor purchases any insurances in addition to those indicated above, the premium and taxes, duties, etc. shall be borne entirely by the contractor.

- 1.5 Any further clarification of the scope of cover provided by the Policies arranged by the Employer should be obtained from the Employer.
- 1.6 The Contractor and/or any other party who obtains indemnity under the policies effected under 1.1 shall become liable for the deductibles (first amount payable) which are applicable in respect of each and every occurrence or series of occurrences attributable to one source or cause giving rise to loss or damage or indemnifiable liability. The deductibles applicable to the policies effected under 1.1 are as follows:

a) Contract Works/Contractors Public Liability/ Removal Of Lateral Support Liability

Unless stated otherwise in the Policy Extensions the Deductibles shall be as follows which will apply in respect of each and every occurrence or series of occurrences arising out of or in connection with any one event giving rise to loss or damage:

Section 1 Of The Policy – Contract Works

In respect of all loss or damage **R150,000** but increased to **R250,000** in respect of loss or damage arising out of or in connection with testing and commissioning.

Section 2 Of The Policy – Contractors Public Liability

R75,000 each and every claim in respect of Property Damage.

Section 3 Of The Policy – Removal Of Lateral Support Liability

R75,000 each and every claim.

b) Contract Works SASRIA:

In respect of theft as a result of the SASRIA perils insured - **R25,000** each and every occurrence.

c) Aviation Liability Insurance:

In respect of each and every loss or damage or injury – **R300 000**

d) Design & Construct Professional Indemnity Insurance

- a) In respect of contracts under R50 million at award – R5,000,000.
- b) In respect of contracts over R50 million at award – R10,000,000

1.7 In the event of any occurrence which is likely to give rise to a claim under the insurance arranged by the Employer, the Contractor shall:

- a) In addition to any statutory requirement or other requirements contained in the Contract immediately notify the Employer and the Employer's Insurance Brokers by telephone, mobile phone or email giving the circumstances, nature and an estimate of the loss or damage or liability. The Contractor must also complete the Claim Advice Form (Appendix "A") included in the insurance clauses.

The following persons/insurers must be advised immediately on the occurrence of a claim on site or even a possibility of a claim arising due to an incident occurring on site:

Airports Company South Africa:
Nokulunga Masiza
Tel: +27 (0)11 723 1400
M: +27 (0)79 512 0532
Nokulunga.Masiza@airports.co.za

Buhle Mnguni
D: +27 (0)11 723 1400
M: +27 (0)74 535 9075
Buhle.Mnguni@airports.co.za

- b) Preserve damage and make it available for inspection by a representative of the Insurers.
- c) Wherever possible, photographs of damage should be taken.
- d) Inform the police authorities promptly in the event of loss or damage by theft, burglary or any malicious persons(s) for the purpose of recovering any property so lost, discovering the guilty person or persons, and having him, her or them duly prosecuted.
- e) Advise the Insurers of any other insurance(s) which may cover the same loss, damage or injury, or any part thereof.
- f) Give to the Insurers every assistance to enable the Insurers to settle or resist any claim against the Insured, or institute any proceedings:
- g) On completion the Claims Advice Form, the form must be sent to the Employers Insurance Brokers for further action (the original may be emailed to the Employers Insurance Broker). (Please do not remove the Claims Advice Form out of this document. Rather photocopy the form and send the copy to the Employers Insurance Brokers).
- h) The Employer and the employer's Insurance brokers / Insurers or their appointed loss adjusters shall have the right to make all and any inquiry on the Site of the Works or elsewhere

as to the cause and results of any such occurrence and the Contractor shall co-operate in carrying out such inquiry's.

- i) The Contractor, Project Managers and Consultants must allow free access to Insurers' assessors for the purpose of investigating and assessing the loss or damage.
- j) The Contractor must not proceed with making good any off the loss without the prior authorisation of the Insurers.**
- k) The Contractor must keep separate records of the costs involved in making good any loss or damage and these records should be available at all times for inspection by Insurers. Such records should include inter alia the entire cost of labour, materials, transport and equipment.
- l) Where required by the Employer, negotiate the settlement of claims with the Insurer or their appointed loss adjusters through the Employer's Insurance Brokers and shall obtain the Employer's approval of such settlement.
- m) Once the amount of a claim is agreed by the Insurers and the Contractor, an "Agreement of Loss" form must be signed by the Contractor and if required this shall be counter signed by the Employer or the Project Managers.
- n) The proceeds of such claim will, if required by the Employer, be paid net of any Deductible applicable under the policy by the Insurers to the Employer who on receipt thereof will arrange for payment to be made in terms of the Conditions of Contract. In the event that it is agreed by the Employer that such claims payment be made directly to the Contractor, the Contractor shall arrange for the Employer to endorse the "Agreement of Loss" to this effect.

8.6.2 Insurance Effected by the Contractor.

In addition to Clause 1.1 in respect of the insurances effected by the Employer the following Insurances to be effected by the Contractor:

2.1 Without limiting the Contractor's obligations, responsibilities and liabilities, the Contractor and Sub-contractor shall maintain at the Contractor's and Subcontractor's expense and where applicable provide as a minimum the following insurances:

- a) **Insurance of Construction Plant and Equipment** (including tools offices and other temporary structures and contents) and other things (except those intended for incorporation into the Works) brought onto the site for a sum sufficient to provide for their replacement.

The Employer shall be named as additional insured and a waiver of subrogation shall be provided to the Employer.

- b) **Contractor's Common Law Liability/ Worker's Compensation Insurance**

The Contractor shall take out and maintain employer's liability insurance with a limit of indemnity of not less than **R20,000,000** and/or workmen's compensation insurance covering personal injury to or death of the employees of the Contractor engaged in connection with the Works to the minimum value required by applicable law.

The Contractor shall procure that its Subcontractors take out and maintain similar insurance in respect of its Subcontractor's personnel performing the Works.

In the event that a claim is made against the Employer in connection with such insurance, the Contractor shall indemnify and hold harmless the Employer against any such claim. The Employer shall be named as additional insured and a waiver of subrogation shall be provided to the Employer.

- c) **Motor Vehicle Liability Insurance** comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability indemnity with a limit of indemnity of not less than **R5000 000** for all owned, non-owned, leased and hired vehicles.

d) **Insurance For Buy-Down Cover Of Employer's Deductibles**

Should the Contractor believe that the Employer effected Contract Works, Public Liability and Design & Construct Professional Indemnity deductibles as noted in Clause 1.6 (a),(c) and (d) be considered to be unacceptable to the Contractor, then the Contractor must obtain Buy Down cover for these deductibles to a deductible considered by the Contractor as being acceptable in respect of the works being undertaken.

- e) Where the Contract involves manufacturing and/or fabrication of the Works or parts thereof at premises other than at the Contract Site the Contractor shall satisfy the Employer that all materials and equipment for incorporation in the Works are adequately insured during manufacture and/or fabrication. In the event of the Employer having an insurable interest in such Works during manufacture or fabrication then such interest shall be noted by endorsement to the relevant Policies of Insurance.

Such insurance shall name Employer as an additional insured, and shall be primary to any insurance maintained by the Employer.

- f) **Public Liability** insurances in excess of the Employers Public Liability insurances as stated under clause 1.1(a).
- g) **Aviation Liability** insurances in excess of the Employers Aviation Liability insurances as stated under clause 1.1(c).
- h) **Contractor's Professional Indemnity Insurance** in excess of the Employers Design & Construct Professional Indemnity insurances as stated under clause 1.1(d) and if applicable to cover the deductible that applies to the Employer effected insurance.

i) **Marine Cargo Insurance (If Applicable)**

Cover : Imports of cargo, equipment, goods, plant, machinery and materials ("**Insured Property**") to the site where the Permanent Works will be constructed.

Sum Insured: Not less than the value of the largest single cargo shipment, conveyance or the value in storage, whichever is the greater (CIF plus 10%).

Marine / Air Cargo Insurance covering the Insured Property against all risks of physical loss or damage while in transit by land, sea or air from country of origin anywhere in the world to the site where the Permanent Works will be constructed including loading, or vice versa, from the commencement of the time the insured items are loaded prior leaving the warehouse or factory for shipment to the said site.

The insured parties are the Employer, the Contractor and its Subcontractors, and all their personnel involved in the execution of any Works on the construction site.

j) **Miscellaneous Insurance**

Other insurance as is customary, desirable or necessary to comply with applicable Laws in the Country.

2.2 The insurances to be provided by the Contractor and his Sub-contractor shall be effected with Insurers and on terms approved by the Employer (which approval shall not be unreasonably withheld) and shall be maintained in force for the duration required (including any period of maintenance/defects liability period). The Contractor shall within twenty eight (28) days of commencement of the contract produce to the Employer the relevant Policy or Policies of Insurance.

2.3 In the event that the Contractor or his Sub-contractor receives any notice of cancellation or restrictive modification to the insurance provided to them they shall immediately notify the Employer in writing of such cancellation or restriction and shall advise what action the Contractor or his Sub-contractor will take to remedy such action.

If the Contractor fails to effect and keep in force the insurances referred to then the Employer may effect and keep in force any such insurances and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount paid by the Employer from any monies due or which may become due to the Contractor or recover same as a debt from the Contractor.

2.4 **Sub-Contractors.**

The Contractor shall:

- a) ensure that all potential and appointed Sub-contractors are aware of the whole contents of these Insurance Clauses, and
- b) enforce the compliance by sub contract agreement between the Contractor and Sub-Contractor and where applicable that the Sub Contractor effect similar insurance relating to the insurances required to be effected by the Contractor under Clause 2 (Contractor effected insurances).

APPENDIX A

CONTRACTORS CLAIMS ADVICE FORM - FOR ACSA INSURED CONTRACTS UNDER THE ANNUAL POLICY

Send to : Airports Company South Africa

E-Mail The Following People :

Nokulunga.Masiza@airports.co.za

Buhle.Mnguni@airports.co.za

*

.....

.....

.....

.....

.....

* (Please provide name of contracting company, site address, telephone numbers and e-mail address).

RE :ACSA CONTRACTORS : CAR/PL/PI : CLAIM

Date of loss : _____

Reported to site agent by : _____ Date : _____

Reported to Insurance Broker by : _____ Date : _____

Locality of Incident _____

How did the loss occur (cause) ? _____

Details and nature of loss or damage to Contract Works _____

Details of other property damaged _____

Names and address of witnesses _____

Estimated cost of repairs (Separate records of all costs must be kept) R_____

Person whom assessor should contact _____

Telephone/Mobile Numbers Of Contact Person_____

Email Address of Contact Person _____

Sub-Clause (2)

If required, the Contractor shall provide proof that he has paid all contributions required in terms of the Compensation for Occupational Injuries and Diseases Act, No 130 of 1993, and that he has complied with the provisions of the Occupational Health and Safety Act, No 85 of 1993 and, in respect of the later Act, shall when called upon to do so, enter into and execute an Agreement as provided under Section 37(2) of said Act. The Agreement shall be in the form included elsewhere in this document.”

Add the following new Clause:

“Has failed to execute construction work in accordance with the Contractor’s Health and Safety Plan or without a threat to the health and safety of persons within fourteen (14) days after receiving from the Employer’s Agent written notice of the same. “

9.2 Termination by Employer

Add the following after Clause 9.2.1.3.8:

“9.2.1.3.9 The Contractor committed a corrupt or fraudulent act during the procurement process or the execution of the contract, or;

9.2.1.3.10 An official or other role player committed any corrupt or fraudulent act during the procurement process or in the execution of the contract that benefited the Contractor, unless such act has occurred without the Contractor’s knowledge.”

Add the following new contractual clause:

“10.1.6 Early warning – A Party shall notify the other as soon as he is aware of any circumstance which may delay or disrupt the Works, or which may give rise to a claim for additional payment. The Contractor shall take all reasonable steps to minimise these effects.

The Contractor’s entitlement to extension of the Time for Completion or additional payment shall be limited to the time and payment which would have been due if he had given prompt notice and had taken all reasonable steps.”

CONTRACT PRICE ADJUSTMENT SCHEDULE

- In Clause 1 replace the descriptions of the indices with the following:

C.2.10.3	This contract shall not be subject to Contract Price Adjustments, foreign fluctuations, etc and all rates and prices shall remain FIXED, final and binding for the full duration of this contract.
----------	--

CONTRACT SPECIFIC DATA

(a) Part 1: Contract Data provided by the Employer

The General Conditions of Contract make several references to the Contract Data for specific data, which together with the General and Special conditions collectively describe the risks, liabilities and obligations of the contracting parties and the procedures for the administration of the Contract. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.

The General Conditions of Contract shall be read in conjunction with the variations, amendments and additions set out in the Contract Specific Data below. Each item of data given below is cross-referenced to the clause in the General Conditions of Contract to which it mainly applies.

The Contract Data and General Conditions of Contract shall have precedence over the Scope of Work, as contained in Part C3, in the interpretation of any ambiguity or inconsistency between these documents.

The following contract specific data are applicable to this Contract:

Clause number	Contract Specific Data
1.1.1.13	<p>Defects Liability Period</p> <p>The Defects Liability Period is 12 months inclusive of non-working days, and special non-working days referred to in Clause 5.8.1 below.</p>
1.1.1.14	<p>Due Completion Date (end of construction)</p> <p>The time for achieving Completion is 6 months after acceptance of the construction programme, inclusive of non-working days, and special non-working days referred to in Clause 5.8.1 below.</p>
1.1.1.15	<p>Employer</p> <p>The Employer is the Airports Company South Africa (ACSA), represented by any such other person or persons duly authorised thereto by the Employer in writing and is referred to in this Contract Document by the terms "Employer", as the context provides.</p>
1.1.1.16	<p>Employer's Agent (Combined)</p> <p>The Employer's Agent, referred to in the documents, is as follows:</p> <p><u>Lead Employer's Agent:</u></p> <p>Rudi Beeslaar of the organisation V3 Consulting Engineers (Pty)Ltd.</p> <p><u>Support Employer's Agent:</u></p> <p>Danie Wessels of the organisation V3 Consulting Engineers (Pty)Ltd.</p>
1.1.1.26	<p>Pricing Strategy</p> <p>The Pricing Strategy is a Re-measurement Contract as defined in Clause 1.1.1.27</p>
1.2.1.2	<p>Interpretations</p> <p>The address of the Employer is: Administrative Building George Airport George 6530 Tel: 044 8769310</p> <p>The address of the Lead Employer's Agent is: V3 Consulting Engineers 4 Mascador Street, Unit 1B, Voorbaai Industrial Mossel Bay, 6500</p>

	<p>The address of the Support Employer's Agent is:</p> <p>V3 Consulting Engineers 4 Mascador Street, Unit 1B, Voorbaai Industrial Mossel Bay, 6500</p>
3.2.3	<p>Functions of the Employer's Agent</p> <p>The Employer's Agent shall obtain the specific approval of the Employer before executing any of his functions or duties according to the following Clauses of the General Conditions of Contract:</p> <ul style="list-style-type: none"> (i) Clause 3.3.1 Nomination of Employer's Agent's Representative (ii) Clause 3.3.4 Authority to delegate (iii) Clause 5.11.2 Suspending the progress of the Works (iv) Clause 5.12.4 Issuing of an instruction for acceleration instead of extension of time (v) Clause 5.13.2 Reducing of a penalty for delay (vi) Clause 6.11.1 Agreeing of the adjustment of the sums for general items (vii) Clause 10.1.5.1 Agreeing of an extension to the 28 day period (viii) Clause 10.2.3 Inclusion of credits in the next payment certificate
5.1.1	<p>Time calculations</p> <p>Extension of time or standing time claims shall be considered for the period prior to the instruction to Commencement of the Works. The Construction Period will only commence on the instruction to Commence with the Works has been issued.</p>
5.2	<p>Commencement of the Contract</p> <p>Should a delay of any nature result in delaying the mobilization period the available construction window might be lost and the Employer may instruct the deferment of the works by a period to be determined by the Employer and/or the Agents.</p>
5.3.1	<p>Commencement of the Works</p> <p>The Contractor shall, within 14 days after signing the Confirmation of Receipt, submit the following documentation to the Employer's Agent for his approval:</p> <ul style="list-style-type: none"> (i) Confirmation of valid Tax Clearance (valid on date of Confirmation of Receipt) by providing: <ul style="list-style-type: none"> • Tax Reference Number, • Security Pin Number, and • Tax Clearance Certificate Number (ii) A Health and Safety Plan (GCC Clause 4.3) (iii) An initial programme (GCC Clause 5.6) (iv) Performance Guarantee (Security – GCC Clause 6.2) (v) Insurances (GCC 8.6 - as specified) with proof of validity and premium payment made (vi) Occupational Health and Safety Agreement (vii) Letter of Good Standing from the Compensation Commissioner (if not insured with a Licensed Compensation Insurer) (viii) Proof of payment in terms of Compensation for Occupational Injuries and Diseases Act, 1993 (ix) Signed Declaration of Compliance to the Manual of Procedure for Working Airside (x) Submission of proposed Electrical Engineer to be appointed by the Contractor. <p>Commencement of the Works shall only be instructed once:</p> <ul style="list-style-type: none"> • The Construction Works Permit has been issued to the Contractor by the Department of Labour • Once ACSA training requirements, e.g. (AVOP, Security Awareness Training, Airside Induction Training, PARTAC, etc) have be completed by the Contractor's staff as detailed in the Contract. • The police clearances for the Contractor' staff prior to application for ACSA's Airport permits.
5.4.2	<p>Access to Site</p> <p>The access and possession of the Site shall not be exclusive to the Contractor but as set out in Site Information.</p>
5.4.3	<p>Delay in giving possession</p> <p>Extension of time or standing time claims shall be considered for the period prior to the instruction to Commencement of the Works. The Construction Period will only commence on the instruction to Commence with the Works has been issued.</p>

5.8.1	<p>Non-working times</p> <p>The non-working days are Sundays. Normal working days are Mondays to Fridays from 07h00 to 17h00, or as otherwise agreed by the Employer's Agent in writing Normal working hours are over-night from 20h00 to 04h00, or as otherwise agreed by the Employer's Agent in writing. The special non-working days are:</p> <p style="margin-left: 40px;">(i) All gazetted public holidays falling outside the year end break. (ii) A year-end break during which the Contractor grants the majority of his permanent workforce leave around 15 December and the first Monday of the subsequent year (as defined by SAFCEC).</p>
5.12	<p>Extension of time to Practical Completion</p> <p>Extension of time or standing time claims shall be considered for the period prior to the instruction to Commencement of the Works. The Construction Period will only commence on the instruction to Commence with the Works has been issued.</p>
5.13.1	<p>Penalty for delay</p> <p>The penalty for failing to complete the Works within the specified time limit plus approved extensions of time, is R 2 000-00 per calendar day to a maximum of 10 % of the Contract Value. .</p>
5.14.1	<p>Requirements for Practical Completion</p> <p>The requirements for achieving Practical Completion shall be as set out in the Scope of Works.</p>
5.16.3	<p>Latent defects liability</p> <p>The latent defects liability period is 10 years.</p>
6.2.1	<p>Delivery of Security</p> <p>The time to deliver the Security is within 14 days of the date of signing the Confirmation of Receipt.</p> <p>The security to be provided by the Contractor shall be a performance guarantee of 10% of the Contract Sum. The Form of Guarantee shall contain the exact wording of the document included in C1.3.</p>
6.5.1.2.3	<p>Dayworks</p> <p>The percentage allowance to cover overhead charges is 10%</p>
6.8.2	<p>Adjustment in rates and/or prices: NOT APPLICABLE</p> <p>"L" is the "Labour Index" and shall be the Consumer Price Index for Western Cape: Province.</p> <p>"E" is the "Equipment Index" and shall be the price index for "Plant and equipment", as published in the Statistical Release P0151.1, Table 4 the "Mining and construction plant and equipment price index", of Statistics South Africa.</p> <p>"M" is the "Materials Index" and shall be the price index for "Civil Engineering Material – Total Civil Engineering Material – Roads, Reseal (Excl. Bitumen)", as published in the Statistical Release P0151.1, Table 6 the "Civil engineering material price indices", of Statistics South Africa.</p> <p>"F" is the "Fuel Index" and shall be the price index for "Coal and petroleum products: Diesel", as published in the Statistical Release P0142.1, Table 1 the "PPI for final manufactured goods", of Statistics South Africa.</p> <p>NOTE: The Contract Price Adjustment factor shall be calculated to six decimal places.</p>
6.8.3	<p>Variation in cost of special materials: NOT APPLICABLE</p> <p>The Contract Price shall be subject to price adjustment for variations in the cost of special materials. The following material is classified as a special material:</p> <ul style="list-style-type: none"> • Net bitumen content of all penetration grade bituminous products, measured in ton. <p>The net amount of any variation incurred shall be determined from the ex-refinery rate for bitumen at time of purchase relative to that of the base month for the supplier (refinery) of bitumen actually used to produce the relevant bituminous product.</p> <ul style="list-style-type: none"> • Runway and taxi lane lights, measured in number. <p>The net amount of any variation incurred shall be determined from the exchange rate of the purchase currency at the time of payment of the runway and taxi lane lights relative to that of the exchange rate of the purchase currency at the base month.</p>
6.10.1.5	<p>Payments</p>

	<p>The percentage advance on materials not yet built into the Permanent Works is 80%.</p> <p>The procurement of electrical equipment may be accommodated under the provisions of a 'Letter of Lien' pending approval by the Employer for materials off-site.</p>
6.10.3	<p>Retention money</p> <p>Notwithstanding the provision of a performance guarantee in terms of Clause 6.2.1, interim payments to the Contractor shall be subject to retention by the Employer of an amount of 10% of the said amounts due to the Contractor. The limit of retention money is 5% of the Contract Sum, including allowances for contingencies and Contract Price Adjustment. <u>A guarantee in lieu of retention is permitted.</u></p>
8.6.1.1.2	<p>Plant and material insurance</p> <p>The value of Plant and materials supplied by the Employer to be included in the insurance sum is R0.00 (Nil).</p>
10.1	<p>Contractor's claim</p> <p>Extension of time or standing time claims shall be considered for the period before the instruction to Commencement of the Works. The Construction Period will only commence once the instruction to Commence with the Works has been issued.</p>
10.4	<p>Amicable Settlement</p> <p>Amicable Settlement will be by means of appointing an Independent Third Party.</p> <p>As soon as the Employer accepts Amicable Settlement, the Notice Period of the dispute will be suspended. A suitably experienced independent third party must be appointed. The Employer will recommend three (3) persons (and CV's upon request) to the Contractor for acceptance. If the Contractor does not accept these three names, the Contractor may recommend three (3) alternative, suitably qualified persons to act as the independent third party. In the event the Employer and Contractor cannot agree to an independent third party, the dispute will refer to adjudication and the time Notice Period will re-commence.</p> <p>Once the independent party is appointed, the payment due to independent third party will be split equally between the Employer and Contractor.</p> <p>The independent third party will be appointed to give their <i>opinion</i> on the dispute, using the following process.</p> <ol style="list-style-type: none"> i. The Parties shall submit their respective claims/rulings and any supporting documentary evidence to the Third-Party no less than seven days in advance of a meeting ("the Meeting") scheduled by the Third-Party as per item ii below. ii. The Third-Party shall schedule a meeting at an agreed time and venue acceptable to all Parties. iii. The Third-Party shall review the information provided in advance of the Meeting and may request additional information from either or both Parties, as the Third-Party deems necessary. Any additional information requested by the Third-Party prior to the Meeting is to be provided at the Meeting. iv. At the Meeting, each Party will present its case (Claimant first and Respondent second). v. After the presentations, the Third-Party may question either Party to gain clarity on any matters he deems necessary. vi. While some discussion between the Parties during the meeting is acceptable, all questions are to be addressed to the Third-Party, who will have final discretion as to whether these questions should be answered, or if any further discussion is required on certain matters. vii. Any further additional information requested by the Third-Party at the Meeting is to be submitted within 7 days of the Meeting having been concluded. viii. On receipt of all information requested by the Third-Party, an opinion on the matter shall be delivered to the Parties by the Third-Party within 14 days. ix. Upon receipt of the opinion, the Employer and Contractor can, within 7 days of receipt thereof, agree in writing that the independent third party opinion will be adopted as the revised ruling. x. If the Parties agree to accept the opinion or the original ruling, they shall notify the Third-Party within 7 days xi. If either or both Parties reject the opinion, or fail to respond within 7 days pursuant to item x above, the amicable settlement process will be deemed to have failed and the matter will immediately revert to dispute under processes as provided in the Conditions of Contract.
10.5	<p>Adjudication</p> <p>Dispute resolution shall be by means of Ad-hoc Adjudication</p> <p>The number of Ad-hoc Adjudication Board Members to be appointed is 1(one).</p>
10.7	<p>Arbitration</p> <p>The determination of disputes shall be by arbitration.</p>

Part 2: Contract Data provided by the Contractor

Clause number	Contract Specific Data	
1.1.1.9	Contractor	
	The name of the Contractor is	<input style="width: 100%;" type="text"/>
1.2.1.2	Interpretations	
	Physical address	<input style="width: 100%;" type="text"/>
	Postal address	<input style="width: 100%;" type="text"/>
	Telephone number	<input style="width: 100%;" type="text"/>
	Fax	<input style="width: 100%;" type="text"/>
	Email	<input style="width: 100%;" type="text"/>

For the Tenderer:	
Signature(s)	<input style="width: 100%;" type="text"/>
Name(s)	<input style="width: 100%;" type="text"/>
Date	<input style="width: 100%;" type="text"/>

AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C1.3 Pro forma Performance Guarantee

For use with the General Conditions of Contract for Construction Works, Third Edition, 2015.

GUARANTOR DETAILS AND DEFINITIONS

"**Guarantor**" means: [Insert details]

Physical address: [Insert details]

"**Employer**" means: Airports Company South Africa

"**Contractor**" means: [Insert details]

"**Employer's Agent**" means: V3 Consulting Engineers (Pty) Ltd

"**Works**" means: **TENDER NO. GRJ7501/2024/RFP CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 months**

"**Site**" means: The site as defined in Clause 1.1.1.29 of the General Conditions of Contract.

"**Contract**" means: The Agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contract as may be agreed in writing between the parties.

"**Contract Sum**" means: The accepted amount inclusive of tax of R

Amount in words: [Insert details]

"**Guaranteed Sum**" means: The maximum aggregate amount of R

Amount in words: [Insert details]

"**Expiry Date**" means: The date of issue by the Employer's Agent of the Certificate of Completion of the Works

CONTRACT DETAILS

Employer's Agent issues: Interim Payment Certificates, Final Payment Certificate and the Certificate of Completion of the Works as defined in the Contract.

PERFORMANCE GUARANTEE

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.
2. The Guarantor's period of liability shall be from and including the date of issue of this Performance Guarantee and up to the date of issue by the Employer's Agent of the Certificate of Completion of the Works or the date of payment in full of the Guaranteed Sum, whichever occurs first. The Employer's Agent and/or the Employer shall advise the Guarantor in writing of the date on which the Certificate of Completion of the Works has been issued.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS,
FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT,
AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

3. The Guarantor hereby acknowledges that:
 - 3.1 any reference in this Performance Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
 - 3.2 its obligation under this Performance Guarantee is restricted to the payment of money.
4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the Employer the sum certified upon receipt of the documents identified in 4.1 to 4.3:
 - 4.1 A copy of a first written demand issued by the Employer to the Contractor stating that payment of a sum certified by the Employer's Agent in an Interim or Final Payment Certificate has not been made in terms of the Contract and failing such payment within seven (7) calendar days, the Employer intends to call upon the Guarantor to make payment in terms of 4.2;
 - 4.2 A first written demand issued by the Employer to the Guarantor at the Guarantor's physical address with a copy to the Contractor stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum certified has still not been paid;
 - 4.3 A copy of the aforesaid payment certificate which entitles the Employer to receive payment in terms of the Contract of the sum certified in 4.
5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the Employer the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the Employer to the Guarantor at the Guarantor's physical address calling up this Performance Guarantee, such demand stating that:
 - 5.1 the Contract has been terminated due to the Contractor's default and that this Performance Guarantee is called up in terms of 5; or
 - 5.2 a provisional or final sequestration or liquidation court order has been granted against the Contractor and that the Performance Guarantee is called up in terms of 5; and
 - 5.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
7. Where the Guarantor has made payment in terms of 5, the Employer shall upon the date of issue of the Final Payment Certificate submit an expense account to the Guarantor showing how all monies received in terms of this Performance Guarantee have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Performance Guarantee shall bear interest at the prime overdraft rate of the Employer's bank compounded monthly and calculated from the date payment was made by the Guarantor to the Employer until the date of refund.
8. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
9. Payment by the Guarantor in terms of 5 will only be made against the return of the original Performance Guarantee by the Employer.
10. The Employer shall have the absolute right to arrange his affairs with the Contractor in any manner which the Employer may deem fit and the Guarantor shall not have the right to claim his release from this Performance Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.
11. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS,
FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT,
AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

- 12. This Performance Guarantee is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.
- 13. This Performance Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
- 14. Where this Performance Guarantee is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at

Date

Guarantor's signatory (1)

Capacity

Guarantor's signatory (2)

Capacity

Witness signatory (1)

Witness signatory (2)

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C 1.4 Pro forma form or bond for unused plant and materials brought on to site, or fabricated and/or stored at places other than the site

DETAILS AND DEFINITIONS

"Bank or Company" :	[Insert details]
Physical address:	[Insert details]
"Employer" means:	Airports Company South Africa
"Contractor" means:	[Insert details]
"Employer's Agent" means:	V3 Consulting Engineers (Pty) Ltd
"Works" means:	TENDER NO. GRJ7501/2024/RFP: CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS
"Site" means:	The site as defined in Clause 1.1.1.29 of the General Conditions of Contract.
"Contract" means:	The Agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contract as may be agreed in writing between the parties.
"Contract Sum" means:	The accepted amount inclusive of tax of R Amount in words: [Insert details]
"Guaranteed Sum" means:	The maximum aggregate amount of R Amount in words: [Insert details]
"Expiry Date" means:	The date of issue by the Employer's Agent of the Certificate of Completion of the Works
"GCC" means :	General Conditions of Contract for Construction Works, Third Edition (2015)
"Plant and Materials" means:	Plant and materials brought on to the Site, by or on behalf of the Contractor or which are fabricated or stored at places other than the Site and have been agreed in writing by the Employer and Contractor to be governed by Clause 6.9.1 of the GCC

SURETY

1. We the *(Bank or Company)* do hereby bind ourselves as surety in solidum and co-principal debtors to recompense the Employer in the event of his:
 - 1.1 not acquiring ownership of Plant and materials for whatever reason, or
 - 1.2 lawfully being required to make payment of any sum of money to any third party in order to obtain or retain ownership or full and free possession of the said Plant and materials,

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS,
FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT,
AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

- 2. in *circumstances* where the Employer has paid the Contractor for the said Plant and materials in terms of Clause 6.10.1.5 of the GCC, and for all losses, damages and expenses that may be suffered or incurred by the Employer as a result of such payment for the said Plant and materials, renouncing all benefits from the legal exceptions *ordinis seu excussionis et divisionis* "No value received" and all other exceptions which might or could be pleaded against the validity of this guarantee, with the meaning and effect of which exceptions we declare ourselves to be fully acquainted;
- 3. provided that the liability of the undersigned under this guarantee is limited to and shall not exceed the amount stipulated herein as the Value of Surety and will lapse after issue of the Completion Certificate in terms of the Contract, unless the surety is advised in writing by the Employer before issue of the said Certificate of his intention to institute claims and the particulars thereof, in which event this guarantee shall remain in force until all such claims are paid or settled.
- 4. Subject to the maximum liability referred to in 3, the Bank or Company undertakes to pay to the Employer the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the Employer to the Bank or Company at the Bank or Company's physical address calling up this Surety, such demand stating that:
 - 4.1 the Contract has been terminated due to the Contractor's default and that this Surety is called up in terms of 4; or
 - 4.2 a provisional or final sequestration or liquidation court order has been granted against the Contractor and that the Surety is called up in terms of 4; and
 - 4.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
- 5. Where the Bank or Company has made payment in terms of 4, the Employer shall upon the date of issue of the Final Payment Certificate submit an expense account to the Bank or Company showing how all monies received in terms of this Surety have been expended and shall refund to the Bank or Company any resulting surplus. All monies refunded to the Bank or Company in terms of this Surety shall bear interest at the prime overdraft rate of the Employer's bank compounded monthly and calculated from the date payment was made by the Bank or Company to the Employer until the date of refund.
- 6. Payment by the Bank or Company in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Bank or Company.
- 7. Payment by the Bank or Company in terms of 5 will only be made against the return of the original Surety by the Employer.

Signed at

Date

Bank or Company signatory (1)

Capacity

Bank or Company signatory (2)

Capacity

Witness signatory (1)

Witness signatory (2)

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C1.5 Occupational Health and Safety Agreement

AGREEMENT

AGREEMENT MADE AND ENTERED INTO BETWEEN THE ACSA (HEREINAFTER CALLED THE “EMPLOYER”) AND

(Contractor)	
--------------	--

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT No. 85 OF 1993 AS AMENDED.

This is to certify that I,	
representing (Tenderer name)	

, as an employer in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (OHSA) and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COID ACT Registration Number:	
OR Compensation Insurer:	Policy No.:

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and Regulations as well as the Employer’s Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the appended Occupational Health and Safety Conditions and undertake to comply therewith at all times. I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan.

For the Contractor:		For the Employer:	
Signature		Signature	
Name		Name	
Date		Date	
Witness:		Witness:	
Signature		Signature	
Name		Name	
Date		Date	

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C1.6 Retention Money Guarantee (Pro Forma)

ISSUED TO [INSERT NAME OF EMPLOYER]
..... (hereinafter called "the Employer")

ON BEHALF OF [INSERT NAME OF CONTRACTOR]
..... (hereinafter called "the Contractor")

in connection with CONTRACT NO: (hereinafter called "the Contract").

WHEREAS the Employer and the Contractor have agreed that the Contractor may provide a guarantee in lieu of the whole or a portion of the retention moneys provided for under the Contract;

NOW THEREFORE we, the undersigned, undertake, in accordance with the following provisions, to pay to the Employer such amounts as the Employer may, from time to time, demand from us.

- 1 Each demand by the Employer shall be in writing, signed by the Employer and delivered to us at [INSERT GUARANTOR'S FULL STREET ADDRESS] or such other address in [INSERT NAME OF COUNTRY] as we shall in writing notify to the Employer, and shall be accompanied by a certificate complying with Clause 2, signed by the Employer's Agent in office as such in terms of the Contract.
- 2 The Employer's Agent's certificate referred to in Clause 1 shall certify that:
 - (a) he is the Employer's Agent in office as such in terms of the Contract,
 - (b) the Contractor is in breach of his obligations under the Contract, and
 - (c) the amount demanded, which amount the certificate shall specify, does not exceed
 - (i) the amount of retention moneys which, but for this guarantee, would have been retained by the Employer in terms of the Contract at the date of the certificate, less the aggregate of the amounts of retention money actually retained by the Employer and the amounts previously paid by us to the Employer in terms hereof,
 - (ii) a genuine estimate of the cost to the Employer of having the breach referred to in paragraph (b) remedied less the aggregate of any amounts withheld by the Employer from payments due to the Contractor in terms of the Contract by reason of the breach referred to, and any amount of retention money actually held by the Employer save to the extent that the same had been deducted from any previous demand in terms hereof;

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS,
FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT,
AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

- 3 We shall within days after our receipt of a demand complying with the provisions in Clauses 1 and 2 make payment to the Employer of the amount demanded at [INSERT EMPLOYER'S STREET ADDRESS] or at such other address in [INSERT EMPLOYER'S COUNTRY] as the Employer shall in writing notify to us.
- 4 Subject to compliance with the provisions hereof, our liability to make the payments herein referred to shall be unconditional and shall not be affected or diminished by any disputes, claims or counterclaims between the Employer and the Contractor.
- 5 Our aggregate liability under this guarantee is limited to[INSERT AMOUNT OF GUARANTEE IN WORDS] (R..... [INSERT AMOUNT OF GUARANTEE IN FIGURES]).
- 6 This guarantee shall expire on the date on which the last of the retention moneys, which but for this guarantee would have been retained by the Employer, becomes payable to the Contractor.
- 7 This guarantee is not transferable and must be produced for endorsement if any part payment is made and must be returned to us against final payment of our aggregate liability or on the date of the expiry of the guarantee in terms of Clause 6, whichever is the earlier.

Signed in the presence of the subscribing witnesses:

Atfor and on behalf of

.....

on this the day of 20.....

SIGNATURE :

CAPACITY :

ADDRESS :

:

:

AS WITNESSES : 1

2

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C1.7 Adjudicator's Agreement

This agreement is made on the day of between:

..... [name of company/organisation]

of

..... [address] and

..... [name of company/organisation]

of

..... [address]

(the Parties) and

..... [name]

of

..... [address]

(the Adjudicator).

Disputes or differences may arise/have arisen* between the Parties under a Contract dated and known as

and these disputes or differences shall be/have been* referred to adjudication in accordance with the c Adjudication Procedure [hereinafter called "the Procedure"], and the Adjudicator may be or has been requested to act.

**Delete as necessary.*

IT IS NOW AGREED as follows:

- 1 The rights and obligations of the Adjudicator and the Parties shall be as set out in the Procedure.
- 2 The Adjudicator hereby accepts the appointment and agrees to conduct the adjudication in accordance with the Procedure.
- 3 The Parties bind themselves jointly and severally to pay the Adjudicator's fees and expenses in accordance with the Procedure as set out in the Contract Data.
- 4 The Parties and the Adjudicator shall at all times maintain the confidentiality of the adjudication and shall endeavour to ensure that anyone acting on their behalf or through them will do likewise, save with the consent of the other Parties which consent shall not be unreasonably refused.
- 5 The Adjudicator shall inform the Parties if he intends to destroy the documents which have been sent to him in relation to the adjudication and he shall retain documents for a further period at the request of either Party.

SIGNED BY: _____

Name:

who warrants that he/she is duly authorised to sign for and on behalf of the first

SIGNED BY _____

Name:

who warrants that he/she is duly authorised to sign for on behalf of the second

SIGNED BY _____

Name:

the Adjudicator in the presence of

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

Party in the presence of	Party in the presence of	
Witness: _____	Witness: _____	Witness: _____
Name: _____	Name: _____	Name: _____
Address: _____ _____	Address: _____ _____	Address: _____ _____
Date: _____	Date: _____	Date: _____

Contract Data

- 1 The Adjudicator shall be paid at the hourly rate of R..... in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
- 2 The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to:
 - (a) Printing, reproduction and purchase of documents, drawings, maps, records and photographs
 - (b) Telegrams, telex, faxes and telephone calls
 - (c) Postage and similar delivery charges
 - (d) Travelling, hotel expenses and other similar disbursements
 - (e) Room charges
 - (f) Charges for legal or technical advice obtained in accordance with the Procedure.
- 3 The Adjudicator shall be paid an appointment fee of R..... This fee shall become payable in equal amounts by each Party within 14 days of the appointment of the Adjudicator, subject to an invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties.
- 4 The Adjudicator is/is not* currently registered for VAT.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS,
FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT,
AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

**Delete as necessary*

- 5 Where the Adjudicator is registered for VAT it shall be charged additionally in accordance with the rates current at the date of invoice.
- 6 All payments, other than the appointment fee (item 3) shall become due 7 days after receipt of invoice, thereafter interest shall be payable at 5% per annum above the Reserve Bank base rate for every day the amount remains outstanding.

AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

1. DEFINITIONS

- 1.1 “acceptable tender”** means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
- 1.2 “affidavit”** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings.
- 1.3 “all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 “B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 “B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.6 “bid”** means a written offer on the official bid documents or invitation of price quotations and “tender” is the act of bidding /tendering; ***(Therefore in the context of the 2022 regulations “bidder” and “Tenderer” have the same meaning***
- 1.7 “Code of Good Practice”** means the generic codes or the sector codes as the case may be;
- 1.8 “consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 1.9 “contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 1.10 “EME”** is an Exempted Micro Enterprise with an annual total revenue of R10 million or less.
- 1.11 “Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 1.12 “functionality”** means the ability of a Tenderer to provide goods or services in accordance with specification as set out in the tender documents;
- 1.13 “Large Enterprise”** is any enterprise with an annual total revenue above R13,50 million;
- 1.14 “non-firm prices”** means all prices other than “firm” prices;
- 1.15 “person”** includes a juristic person;
- 1.16 “price”** includes all applicable taxes less all unconditional discounts;
- 1.17 “proof of B-BBEE status level contributor”** means-
- (a) The B-BBEE status level certificate issued by an authorized body or person;
 - (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
 - (c) Any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.
- 1.18 QSE** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R13,50 million;
- 1.19 “rand value”** means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;
- 1.20 “sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 1.21 “the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.22 “the Regulations”** means the Preferential Procurement Regulations, 2022;
- 1.23 “total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on

AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette on 11 October 2013*;

- 1.24** “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.25** “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

2. GENERAL CONDITIONS

- 2.1** The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R13,50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R13,50 000 000 (all applicable taxes included).
- 2.2** Preference point system for this bid:
- Either the 80/20 or 90/10 preference point system will be applicable to this tender
- 2.3** Preference points for this bid shall be awarded for:
- Price; and
- 2.4** B-BBEE Status as per ACSA’s Preference Goals. The maximum points for this bid will be allocated based the applicable system determined by the value of the lowest valid tender.
- 2.5** Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit confirming annual total revenue and level of black ownership together with the bid or an affidavit issued by Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 2.6** The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 2.7** In the event that the bidder is appointed to carry out the Works associated with this bid, the bidder shall maintain B-BBEE status level of contribution claimed hereunder for the full duration of construction. Furthermore the bidder is to advise the purchaser of any changes in B-BBEE status level of contribution within seven days of becoming aware of such change, and provide detailed reasons and motivations for such changes.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1** Subject to Regulation 11 of the Regulations, the bidder obtaining the highest number of total points will be awarded the contract.
- 3.2** A Tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 3.3** A Tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE will not be disqualified but will only score points awarded for price.
- 3.4** Points scored must be rounded off to the nearest 2 decimal places.
- 3.5** In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.6** When functionality is part of the evaluation process and two or more bids have scored equal total points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest points for functionality.
- 3.7** Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS,
FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT,
AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

A maximum of 80 or 90 points is allocated for price on the following basis:

AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C2 PRICING DATA

C2.1 Pricing Instructions

C2.1.1 GENERAL

Measurement and payment shall be in accordance with the relevant provisions of the COLTO Standard Specification for Road and Bridge Works for State Authorities (1998 edition) as amended in the Scope of Works.

C2.1.2 UNITS OF MEASUREMENT

The units of measurement described in the Bill of Quantities are metric units. Abbreviations used in the Bill of Quantities are as follows:

Unit	Description	Unit	Description
%	percent	mm	millimetre
h	Hour	m ²	square metre
ha	hectare	m ² -pass	square metre-pass
kg	kilogram	m ³	cubic metre
kl	Kilolitre	m ³ -km	cubic metre-kilometre
km	kilometre	MN	meganewton
km-pass	kilometre-pass	MN.m	meganewton-metre
kPa	kilopascal	MPa	megapascal
kW	kilowatt	No	number
litre	Litre	ton	ton (1000 kg)
m	Metre	Veh.mth	vehicle-month
		W/day	work day

AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C2.1.3 DEFINITIONS

For the purpose of the Bill of Quantities, the following words shall have the meanings hereby assigned to them:

- (i) **Unit:** The unit of measurement for each item of work as defined in the Standard Specifications.
- (i) **Quantity:** The number of units of work for each item.
- (ii) **Rate:** The agreed payment per unit of measurement.
- (iii) **Amount:** The product of the quantity and the agreed rate for an item.
- (iv) **Lump sum:** An agreed amount for an item, the extent of which is described in the Bill of Quantities but the quantity of work of which is not measured in any units.
- (v) **Provisional sum:** An amount provided for work the scope and/or the necessity of which is undecided and which will be dealt with in accordance with clause 6.6.1 of the General Conditions of Contract.
- (vi) **Prime cost sum:** An amount provided to cover the cost price of certain goods, services or materials in accordance with clause 6.6.2 of the General Conditions of Contract.

C2.1.4 GENERAL PRICING INSTRUCTIONS

Unless otherwise stated, items are measured net in accordance with the drawings, and no allowance is made for waste.

It will be assumed that prices included in the bills of quantities are based on Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders. (Refer to www.stanza.org.za or www.iso.org for information on standards).

The prices and rates in the Bill of Quantities are to be fully inclusive prices for the work described under the several items. Such prices and rates cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit. Reasonable prices shall be inserted as these will be used as a basis for assessment of payment for additional work that may have to be carried out.

Where the Scope of Work requires detailed drawings and designs or other information to be provided, all costs associated therewith are deemed to have been provided for and included in the unit rates and sum amounts tendered for such items.

A price or rate shall be entered against each item in the Bill of Quantities. Should the Tenderer not wish to make any charge in respect of an item, a rate of zero "R0.00" or "Nil" shall be entered. An item against which no price is entered will be considered to be covered by the other prices or rates in the Bill of Quantities. Except where rates only are required, insert all amounts to be included in the total tendered price in the "Amount" column and show the corresponding total tendered price. The Tenderer may not group a number of items together and tender one lump sum for such group of items.

The tendered rates shall be valid irrespective of any change in the quantities during the execution of the works under the contract.

No unauthorized amendment shall be made to the Bill of Quantities or any part of the Pricing Data. If such amendment is made or if the Bill of Quantities is not properly completed, the tender will be rejected.

AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

The quantities set out in the Bill of Quantities are approximate and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the Bill of Quantities.

Reasonable compensation will be received where no pay item appears in the Bill of Quantities in respect of work required in terms of the Contract and which is not covered in any other pay item.

The short descriptions of the items of payment given in the Bill of Quantities are only for the purposes of identifying the items. More details regarding the extent of the work entailed under each item appear in the Scope of Work.

The item numbers appearing in the Bill of Quantities refer to the corresponding item numbers in the COLTO Standard Specification for Road and Bridge Works for State Authorities (1998 edition).

Those parts of the contract to be constructed using labour-intensive methods have been marked in the Bills of Quantities with the letters L in a separate column filled in against every item so designated. The works, or parts of the works so designated are to be constructed using labour-intensive methods only. The use of plant to provide such works, other than plant specifically provided for in the scope of work, is a variation to the contract. The items marked with the letters L are not necessarily an exhaustive list of all the activities which must be done by hand, and this clause does not over-ride any of the requirements in the generic labour intensive specification in the Scope of Works.

Payment for items which are designated to be constructed labour-intensively (either in this schedule or in the Scope of Works) will not be made unless they are constructed using labour-intensive methods. Any unauthorised use of plant to carry out work which was to be done labour-intensively will not be condoned and any works so constructed will not be certified for payment.

C2.1.5 ACSA PRICING INSTRUCTIONS

- C2.1.5.1 The Pricing/Activity Schedules /Bill of Quantities form part of and must be read in conjunction with the entire bid document.
- C2.1.5.2 Prices must be quoted in South African Currency (Rands).
- C2.1.5.3 Prices must include for all costs (material, labour, transport etc).
- C2.1.5.4 Bidder's offers that contain correctional fluid will be disqualified.
- C2.1.5.5 Corrections must be countersigned.
- C2.1.5.6 All Provisional Sums, Estimated Quantities and Contingency will be reimbursed against proven costs upon approval by ACSA representative. Tenderers are reminded that this amount is for illustrative purposes only and that ACSA will not be under any obligation to expend the full or any portion of this amount.
- C2.1.5.7 Should there be any queries regarding the pricing schedule/s, same must be sent in writing via e-mail by the Query Closure Date.
- C2.1.5.8 Permit costs:
- Permit costs will need to be paid up front by the successful bidder and ACSA will reimburse against proof of payment.
 - No mark-up to be levied on Permit costs.
 - All employees will be checked for criminal records.
 - Cost for lost permits and new employees will not be reimbursed by ACSA.
 - Foreign Nationals will need to provide a valid working permit.
- C2.1.5.9 No cost/mark-up to be levied on items provided by ACSA (e.g. Electricity, water, etc.)
- C2.1.5.10 3rd Party Procured Items/Services:
- VAT shall not form part of mark-up calculations.
 - All Discounts to be deducted prior to mark-up
 - Price to include delivery to site
- C2.1.5.11 The Bid offer must be inclusive of VAT.
- C2.1.5.12 The VAT portion must be indicated separately

AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Bill of Quantities

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C3: Scope of the Works

C3.1 DESCRIPTION OF THE WORKS	158
C3.2 ENGINEERING	162
C3.3 PROCUREMENT	164
C3.4 CONSTRUCTION	165
C3.5 MANAGEMENT	169
C3.6 PARTICULAR (PROJECT) SPECIFICATIONS: CIVIL	173
C3.7 GENERIC SPECIFICATIONS.....	201

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C3 SCOPE OF WORKS

This section of the Contract Document is to be read in conjunction with:

- 1 COLTO (as amended)
- 2 ICAO
- 3 SANS 1200
- 4 Drawings issued for Construction
- 5 Other instructions/documentation issued by the Employer / Employer's Agent

C3.1: DESCRIPTION OF THE WORKS

Note that the dimensions and quantities stated in this description are approximate and for demonstration of order size purposes only.

C3.1.1 EMPLOYER'S OBJECTIVES

The Employer's objective is to secure land side parking and roads by installing bollards, electrical- and manual booms and fencing at George Airport.

C3.1.2 OVERVIEW OF THE WORKS

The following aspects will be addressed in this project:

- Installation of permanent bollards and removable bollards,
- Installation of manual booms (horizontal swing type) at the existing exit booms in the existing public parking area – to create a security double exit boom system.
- Installation of standard road signage within the existing public parking area and signage to deter illegal parking.
- The installation of the fence and gates on landside.
- Irrigation and landscaping, where affected by construction works.
- Repair of damaged pavement kerb blocks.
- Repair of damaged stormwater inlets.
- New road markings and reinstatement of existing markings, where affected by the installation of bollards or boom facilities replacement of damaged and weathered traffic signs.
- Replacement of weathered traffic signs including the installation of standard road signage within the existing public parking area and signage to deter illegal parking.
- Create a list of assets as per the ACSA data dictionary.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS



C3.1.3 EXTENT OF THE WORKS

The description of the work contained in the Extent of Work is merely an outline of the work to be executed in terms of the contract and shall not limit the work to be carried out by the Contractor. Estimated quantities of each type of work to be carried out are listed in the Bill of Quantities. The planned works and construction measures are shown on the construction drawings.

The Works included in this contract will mainly consist of the works described in the sub-sections below:

(a) General

General work operations include:

- i) Compilation and submission for approval of a detailed site safety plan and work method statements, all in compliance with the Manual for Working Airside – Volume 5.
- ii) Attendance by all site staff of a safety training course and obtaining ACSA permits. This includes the necessary vehicle and equipment driving permits for any driver having to drive airside, as indicated in the Manual for Working Airside – Volume 5.
- iii) Compile and submit a quality management plan for approval by the Employer's Agent.
- iv) Compliance with local and national Occupational Health and Safety regulations (OHS Act No. 85 of 1993) and ACSA Health and Safety regulations.
- v) Full compliance with the ACSA Environmental Specifications.
- vi) Locating, relocating (where required) and protection of all services in the work areas.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- vii) Cleaning of the construction area after each work shift to the satisfaction of Airport Management staff.

(a) Establishment

Establishment includes, but not limited to:

- Completion of safety training.
- The supply of plant, labour, tools, equipment and materials necessary to complete the work.
- Topographical survey and setting out of the Works.
- Completion of relevant OHS and labour requirements applications and files.
- Compliance with the ACSA Environmental Specifications
- Compile and submit a quality management plan for approval by the Employer's Agent.
- Cleaning of the construction area after each work shift to the satisfaction of AM staff.
- Programming the construction of the new facilities and co-ordinating the activities of the Electrical Subcontractor.
- All works are subject to base ground check.

(b) Electrical works

Work to be undertaken by Contractor:

- The installation of an access control system at the existing General Aviation access road is achievable by the installation of entrance and exit electronic booms and manual booms (vertical swing type)- to create a double exit boom system.
- Installation of new electric cabling and communication fibre cables to service the new and existing electronic booms at the existing General Aviation access road and existing Public Parking respectively. The electrical cable/s will be fed from the existing airport Terminal sub-station. The electronic operating system for the booms will have a UPS power supply for backup power that will maintain operations of the booms and electronic systems in the event main power outage.

Work envisaged to be done by nominated Electronic Subcontractor.

- The removal of the existing electronic booms.
- Supply, install and commission the new electronic booms.

(C) Changes to Scope of Work

It is a condition of this contract that the employer reserves the right to limit the total expenditure on the Works due to possible budget constraints. Should the tender sum exceed the budgeted amount, the scope of the works may be reduced at any time before or during the contract period to ensure that the final contract amount does not exceed the budgeted amount. Refer to Scope of Works sub-clause B1209 (h).

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C3.1.4 LOCATION OF THE WORKS

The George Airport is located along National Route (N2) and west of the R404 near George in the Western Cape Province. The proposed site is situated at the George Airport and the areas where the proposed work will be installed are on the Landside (Landside public parking, frontage of terminal building, general aviation road, airport access road, fuel farm access road and the overflow parking area) and Airside (Holding Lounge airside exits).

TEMPORARY WORKS

No temporary works are foreseen

C3.2: ENGINEERING

C3.2.1 DESIGN SERVICES AND ACTIVITY MATRIX

The responsibilities for design and related documentation are as follows:

DESCRIPTION	RESPONSIBILITY
Detailed design for construction	Employer's Agent's Representative
Temporary works (Section C3.1.5): Items a) to b) Items c) to e) and any other temporary works required by the contractor	Employer's Agent's representative Contractor
Record drawings: Provision of data and marked up drawings Preparation of drawings	Contractor Employer's Agent's representative

C3.2.2 EMPLOYER'S DESIGN

The extent of the Employer's design is shown on the construction drawings.

C3.2.3 CONTRACTOR'S DESIGN BRIEF

The design brief for Temporary Works is provided in Section C3.1.5.

C3.2.4 DRAWINGS

Drawings are not required for the Temporary Works and will be designed by the Contractor.

The reduced drawings that form part of the tender documents shall be used for tender purposes only. The Contractor will be issued with an A3 paper copy and PDF file of each of the drawings required for construction. The Contractor shall, at his own expense, produce all further prints required for the construction of the Works.

The Contractor shall not use the drawings for any purpose other than the execution of the works.

Only figured dimensions on the drawings shall be used, and drawings shall not be scaled. The Employer's Agent shall supply any figured dimensions which have been omitted from the drawings.

The Employer's Agent may issue additional drawings as necessary to the Contractor from time to time during the progress of the works. The Contractor shall timeously notify the Employer's Agent of the priority in which drawings and details are required.

Before a Certificate of Completion will be issued, all record data must be provided to the Employer's Agent on completion of the Permanent Works. The data must be provided in electronic form (as per the Employer's Agent's format) or where appropriate marked up on a set of drawings. Any information in the possession of the Contractor necessary for the Resident Engineer to complete his record drawings shall be supplied to the Resident Engineer on a regular basis and all information must be delivered before a Certificate of Completion will be issued.

The drawings as listed in Volume 4 form part of the tender documents and shall be used for tender purposes only.

C3.2.5 DESIGN PROCEDURES

Concrete mixes to be designed in co-ordination with an approved (by the Employer's Agent) design engineer and laboratory and submitted to the Employer's Agent for approval. The design laboratory shall be paid under a Provisional Sum item provided in the Bill of Quantities.

C3.2.6 CONSTRUCTION IN CONFINED AREAS

Working space for some of the work to be carried out under this contract is restricted. The construction method used in these confined areas largely depends on the Contractor's plant. However, the Contractor must note that measurement and payment will be according to the specified cross-sections and dimensions irrespective of the method used, and that the rates and prices tendered will be deemed to include full compensation for difficulties encountered while working in confined areas.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C3.3: PROCUREMENT

C3.3.1 PREFERENTIAL PROCUREMENT PROCEDURES

The Works shall be executed in accordance with the requirements specified in Section T1.2, Tender Data (Clause F3.11) and submitted by the Contractor in his Returnable Schedules.

C3.3.2 SUBCONTRACTING

(a) Scope of Mandatory Subcontract Works

The Mandatory Works to be subcontracted as Nominated Sub-Contractor are the Electronic Works described in Clause C3.1.3(b).

(b) Preferred Subcontractors

The subcontractors must meet the requirements as laid out in Clause F3.11 of this document.

(c) Subcontracting Procedures

The electrical works shall be subcontracted to CIDB registered contractors in accordance with the subcontracting procedures set out in the General Conditions of Contract.

(d) Attendance on Subcontractors

The Contractor shall provide any necessary facilities in order to manage the specialist electrical subcontractor to ensure that the works are carried out in accordance with:

- The programme of works, and
- The contract requirements, and
- In the Project requirements concerning access to and from the airport facilities at the beginning and end of working shifts. He shall also ensure that the subcontractor complies with the requirements of the Safety Plan, Environmental Management Plan and Operational procedure requirements.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C3.4: CONSTRUCTION

C3.4.1 WORKS SPECIFICATIONS

(e) Applicable Standard Specifications

The Standard General and Technical Specifications for Civil Works shall be the COLTO - Standard Specifications for Road and Bridge Works for State Road Authorities (1998).

The Standard Specifications forming part of this contract have been written to cover all phases of work usually encountered on road and bridge contracts and may therefore cover items of work not encountered in this Project contract.

The Contractor is responsible for ensuring that he is thoroughly familiar with all the amendments and corrections before submitting his tender.

(f) Applicable National and International Standards

The Works must comply with certain National and International Standards. These include:

- ICAO
- SANS (SABS)

Where required, compliance with these and other National and International Standards have been specified in the Standard and Project Specifications.

(g) Project Specifications

In certain clauses, the Standard Specifications allow a choice to be specified in the Particular (Project) Specifications between alternative materials or methods of construction and for additional requirements to be specified to suit a Contract. Details of such alternatives or additional requirements applicable to this Contract are contained in the Particular (Project) Specifications (C3.6 Civil Works). It also contains some additional specifications required for this Contract.

(h) Certification by Recognized Bodies

Where required, South African Bureau of Standards (SABS) must undertake the certification of items for inclusion in the Works.

C3.4.2 PLANT AND MATERIALS

(a) Plant and Materials supplied by the Employer

Nil

(b) Materials, Samples and Shop Drawings

Where required, requirements for proof of compliance with materials specifications, submission of samples of materials and finishes and requirements for shop drawings, are stated in the standard or project specifications. This will also apply to the subcontracts.

All materials used in the works shall, where such mark has been awarded for a specific type of material, bear the official mark of the SANS (SABS). Written proof shall be obtained from the Employer's Agent for any materials not bearing the official mark of the SANS.

C3.4.3 CONSTRUCTION EQUIPMENT

(a) Requirements for Equipment

The equipment required for this operation shall always be available on the landside of George Airport.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

(b) Equipment Provided by the Employer

Nil

C3.4.4 EXISTING SERVICES

Specifications related to existing services are provided in the Project Specifications (Section C3.6; Clause B1202)

C3.4.5 SITE ESTABLISHMENT

i. Services and Facilities Provided by the Employer

The location of and access to a proposed construction camp will be provided to the contractor. Approval for the establishment of a construction camp must be obtained from ACSA. The Contractor is responsible for all arrangements for obtaining all necessary approvals, establishment and subsequent removal and reinstatement of his construction camp. Note that services for water and sewer will not be free of charge, and the utilization of these services will be at the expense of the contractor.

Other contractors may in part also use the proposed area. The contractor must at all time limit his personnel, plant, equipment and materials at the Contractor's site or the working areas as approved by the Employer's Agent. No personnel shall be accommodated on airport property. Only guards approved by the Employer and on duty may be on site at all times. The contractor shall only use the designated gate(s) for access purposes to the airside.

The area designated by the Employer's Agent can be used for stockpiling material for use in the works and for temporary parking of plant and equipment. This location is to be confirmed by the Employer.

All regulations and local authority ordinances, as regards smoke emissions and noise abatements shall apply and compliance will be enforced as well as height restrictions and any required obstacle markers.

Also refer to the requirements of Clause 3 of the **Procedure Manual for Working Airside (Volume 5)**.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

ii. Facilities Provided by the Contractor

The requirements for facilities to be provided by the contractor for use by the employer and his agents such as office, ablution and laboratory facilities are stated in Part C3.6, Section B1400.

The contractor shall make his own arrangements for the supply of electrical power, water (see Clause B1219), telecommunication services, ablution facilities, sewer services, first aid facilities and other services, the payment thereof and all reinstatements required upon completion. No direct payment will be made to the Contractor for the provision of electrical and other services. The cost thereof shall be deemed to be included in the rates and amounts tendered for the various items of work for which these services are required.

The contractor will be required to erect a security fence around the construction camp and temporary parking area for plant and equipment. The cost thereof is regarded to be included in the relevant rates for establishment on site.

The storage of fuels in tanks may be kept in the contractor's camp subject to the regulations of the Airport authorities that require a berm or wall around the installation sufficient to retain the capacity fuel of the tanks.

The Contractor shall make his own arrangements for telephone and facsimile facilities. Cellular phones will be acceptable, but the Contractor must obtain airside permits from ACSA at his own cost.

iii. Storage and Laboratory Facilities

The Contractor shall make a storage room available for use by the Employer's Agent's staff. A commercial laboratory shall undertake material testing for the Employer's Agent.

iv. Other Facilities and Services

The Contractor shall be responsible for the removal of all waste generated from the airport property and the proper disposal thereof elsewhere at his own cost.

If required by the Employer's Agent, the Contractor shall supply portable chemical toilet facilities next to the construction site for his staff as well as for the Employer's Agent's supervisory staff. These facilities must be erected and removed on a daily basis and regularly serviced to the satisfaction of the Airport Authorities and the Employer's Agent.

v. Vehicles and Equipment

The requirements (e.g. permits, etc.) for vehicles and drivers operating on the airside at George Airport are specified in the Procedure Manual for Working Airside (Volume 5). The responsibility will however remain with the Contractor to ensure that all necessary requirements are met to bring any vehicles and equipment on site.

vi. Advertising Rights

Only one sign board for the Contractor and his subcontractors may be erected at the entrance to the construction camp. Also refer to Clause 1207 (Volume 2) and Clause B1207 of the Project Specification (C3.6).

vii. Notice Boards

A construction notice board complying with the SAICE specifications must be provided and erected at a position to be agreed with the Employer's Agent. The cost of the supply and

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

erection of this notice board must be included in the establishment cost of the Contractor. Also refer to Clause 1207 (Volume 2) and Clause B1207 of the Project Specification (C3.6).

C3.4.6 SITE USAGE

Restrictions on the site usage are stated in the Procedure Manual for Working Airside (Volume 5).

C3.4.7 ALTERATIONS, ADDITIONS, EXTENSIONS AND MODIFICATIONS TO EXISTING WORKS

The Contractor must satisfy himself that the dimensional accuracy, alignment, levels and setting out of existing components are compatible with the proposed Works. Where this is not the case the Employer's Agent's Representative must be notified in writing at the earliest possible time.

C3.4.8 WATER FOR CONSTRUCTION PURPOSES

The Contractor must make all arrangements for the transport, storage and distribution of water required for construction purposes and for his own use and at his own cost (allowed for in the relevant tendered rates). Alternatively, water can be purchased from ACSA at a prescribed rate. Refer Clause B1219 for further details.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C3.5: MANAGEMENT

C3.5.1 MANAGEMENT OF THE WORKS

(a) Planning and Programming

The Contractor's programme must be based on the interim milestone dates for completion and the Working Times defined in the **Procedure Manual for Working Airside (Volume 5)**. Penalties will be imposed if these Interim Milestone dates are not achieved. Refer to Section C1.2 (contract Data), Sub-clause 5.13.1.

(b) Methods and Procedures

The methods and procedures that must be complied with are contained in Volumes 2, 3, 4 and 5 of the contract documentation. These include but are not limited to:

- Methods and Procedures in the Standards Specifications (Volume 2, COLTO).
- Civil Works Methods and Procedures in the Project Specifications (C3.6).
- Occupational Health and Safety Specifications (C3.7.1).
- Environmental Work Instructions (C3.7.2).
- Manual of Procedures for Working Airside (Volume 5).

(c) Quality Plans and Control

The requirements for Quality Plans and Control are stated in Section B1205 of the Project Specification (C3.6).

(d) Construction Method Statement

Within 14 days of the Commencement Date the Contractor shall submit a Construction Method Statement to the Employer's Agent for approval by the Employer. Once approved, this Statement will form part of Appendix C of the Procedure Manual for Working Airside (Volume 5). No work on the airside will be allowed until the Employer has approved this Construction Method Statement.

The Method Statement shall include:

- i. All measures to be implemented to comply with the requirements of the Procedure Manual for Working Airside (Volume 5).
- ii. All measures to be implemented to comply with the requirements of the OHS Act.
- iii. A contingency plan to deal with interruptions of shifts by inclement weather, plant breakdowns or emergency closures of the work areas.
- iv. Special measures, such as availability of back-up plant, to be implemented in normal shifts to comply with the Project Specifications.
- v. Measures and equipment that will be used on site to limit the ingress of water into the excavations and to remove rain water from the excavations.
- vi. Measures to protect services (above and below surface) during construction.
- vii. Procedures to ensure that the whole work area is safe before removing staff or handing over of the site at the end of the each work shift.
- viii. A watchman to remain on site of excavations/construction with telephone contact to the contract manager in case of emergency.
- ix. The cost of complying with the ACSA approved method statement is deemed to be covered by the tendered rates for the Contractor's General Obligations.

(e) Environment

The Environmental requirements are specified in Generic Specifications (Section C3.7.2)

(f) Accommodation of Traffic on Roads and Accesses used by the Contractor

ACSA staff and other stake holders will also use the access road to the construction site and camp. It is therefore a requirement that the contractor coordinate with all stakeholders on a daily basis (to be minuted at the daily meeting) on the usage of the roads by the Contractor's vehicles and construction equipment.

(g) Testing, Completion, Commissioning and Correction of Defects

Procedures for testing, completion, commissioning and correction of defects will be provided to the Contractor by the Employer's Agent on site.

(h) Recording of Weather

The contractor shall provide an electronic mobile weather station. He shall erect them according to the requirements of the weather bureau. The contractor shall record and keep a record of the daily rainfall and maximum/minimum temperatures and supply the data to the Employer's Agent on a daily basis.

The contractor shall also record wind speed measurements on site as agreed with the Employer's Agent's Representative. Data can also be obtained from the local weather bureau but has to be recorded on site on a daily basis.

The cost of complying with these requirements is deemed to be covered by the tendered rates for the Contractor's General Obligations.

(i) Format of Communications

All instructions or requests need to be confirmed in writing through:

- Site instructions.
- Requests for inspections.

(j) Key Personnel

The Contractor, Employer's Agent and Employer must compile a schedule of their Key Personnel with their contact numbers and keep it updated as per requirements for the contact list in Volume 5 – Procedure Manual for Working Airside. The list must be made available to the Employer's Agent, Employer and Contractor.

(k) Management Meetings

The following formal meetings will be held at the office of the Employer's Agent's Representative between the representatives of the Employer, Employer's Agent and the Contractor:

- Monthly site meeting (Date and time to be agreed by attendees).
- Monthly technical meeting (Date and time to be agreed by attendees).

The representatives must have the necessary delegated authority in respect of aspects such as planning, change management and health and safety.

(l) Daily records

The Contractor must keep daily records of resources (people and equipment employed) and site diaries in respect of work performed on the site. A copy of the previous day's daily record must be provided to the Employer's Agent on a daily basis.

(m) Bonds and Guarantees

Original copies of the bonds and guarantees must be lodged at the office of ACSA, George Airport and one copy of each must be kept on site with the Employer's Agent's representative. On release, the bond and guarantees can be collected from ACSA.

(n) Payment Certificates

The Employer's Agent's certificate will be issued only after receipt by him of a draft certificate prepared by the Contractor at his own expense in the form prescribed by the Employer's Agent. The cost of duplicating and delivering copies of the certificate to the Contractor, the Employer's Agent and the employer shall be borne by the Contractor. The Employer's Agent and the employer shall require three (3) sets of A4-sized paper copies in total.

(o) Permits

All requirements in connection with the application for and usage of permits are stated in the Airside Manual (Volume 5) and Clause B1230 (Project Specification C3.6).

(p) Insurance Provided by the Employer

For information on the Employer Insurance, refer to Clause 35.1 Section C1.2.

C3.5.2 HEALTH AND SAFETY

(a) Health and Safety Requirements and Procedures

Health and Safety requirements and procedures are presented in Annexure B, Section C3.7.1.

(b) Barricades and lighting

Requirements for the provision and usage of barricades and lighting are stated in Volume 5 and Sections 1300 and 1500 of the Specifications.



AIRPORTS COMPANY SOUTH AFRICA

GEORGE AIRPORT

CONTRACT NO: GRJ7501/2024/RFP

TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C3.6: PARTICULAR (PROJECT) SPECIFICATIONS: CIVIL

The Standard Specifications provide, in certain clauses, for a choice to be specified in the Construction Specifications between alternative materials or methods of construction and for additional requirements to be specified to suit a particular contract. Details of such alternatives or additional requirements applicable to this Contract are contained in this part of the Specifications. It also contains some additional specifications required for this particular contract.

The number of each clause and each payment item in the Particular (Project) Specifications consists of the prefix B followed by a number corresponding to the number of the relevant clause or payment item in the Standard Specifications. The number of a new clause or a new payment item, which does not form part of a clause or a payment item in the standard specifications and is included here, is also prefixed by B followed by a new number. The new numbers follow on the last clause or item number used in the relevant section of the standard specifications.

The Standard Specifications as well as the Particular (Project) Specifications refer to the 'Engineer' whereas the General Conditions of Contract for Construction Works, 2015, Third Edition, (GCC 2015) refer to the 'Employer's Agent'. In all cases where reference is made to the Engineer in the Standard Specifications or the Project Specifications, it shall have the same meaning as the Employer's Agent as defined in the General Conditions of Contract.

AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C3.6.1 SECTION 1100: DEFINITIONS AND TERMS

B1115 GENERAL CONDITIONS OF CONTRACT

Replace Clause 1115 with the following:

The General Conditions applicable to this Contract are the General Conditions of Contract for Construction Works, 2015, Third Edition, (GCC 2015).

Accordingly, all reference in the Standard Specifications to any other General Conditions of Contract (GCC) has to be amended. The Standard Specifications have been scrutinised and clauses which refer to another GCC, identified. These are tabulated below together with the relevant equivalent clause in the GCC 1998 Conditions of Contract. The context of the reference to the GCC is also noted.

Whereas every effort has been made to include all of the affected clauses in the table, there may be some omissions. In every case, however, the GCC 2015 Conditions of Contract for Construction, as amended by the Special Conditions of Contract in Section C1.2 of this Volume, shall apply and the contractor shall be responsible for interpretation of the equivalent clause.

CHANGES TO ALL REFERENCES BY THE COLTO STANDARD SPECIFICATIONS TO THE COLTO GENERAL CONDITIONS OF CONTRACT AND 2015 GENERAL CONDITIONS OF CONTRACT FOR CONSTRUCTION WORKS (GCC 2015)

COLTO Standard Specifications		Reference to COLTO General Conditions of Contract 1998 shown in the Standard Specifications		Equivalent reference to General Conditions of Contract for Construction, 3 rd edition, 2015, applicable to this Contract	
Clause No	Page No	Clause No	Description or Reference	Clause No	Description or Reference amended to
1115	1100-2		Definition of GCC		Definition GCC 2015
1202	1200-2	15	Construction programme	5.6	Construction programme
1204	1200-2		General reference to GCC		Applicable to GCC 2015
1206	1200-3	14	Setting out of works		Clause amended in 1206 of Specifications
1209(a)	1200-4		General references to GCC		Applicable to GCC 2015
1209(e)	1200-5	52	Valuation of material brought onto site	6.10	Valuation of material brought onto site
1210	1200-5	54	Certificate of practical completion	5.14	Certificate of Practical Completion
1212(1)	1200-7	49	CPA on alternative designs	6.8	CPA on alternative designs
1215	1200-9	45	Extension of time for completion due to abnormal rainfall	5.12	Extension of time for completion due to abnormal rainfall
1217	1200-10	35	Care of the works	8.2	Care of the works
1303(ii)	1300-1		General reference to GCC		Applicable to GCC 2004
1303(iii)	1300-1	49	Price adjustment Item 13.01 (a)	6.8	Price adjustment Item 13.01 (a)
1303 (iii)	1300-2	49	Price adjustment Item 13.01 (b)	6.8	Price adjustment Item 13.01 (b)
1303 (iii)	1300-1/2	53	Variations exceeding 15%	6.11	Variations exceeding 15%
1303	1300-2	12	Payment Item 13.01 (c)	5.3	Payment Item 13.01 (c)
1303	1300-2	45	Payment Item 13.01 (c)	5.12	Payment Item 13.01 (c)
1403(c) (ii)	1400-4	40 (1)	Variation for rented accommodation	6.4.1	Variation for rented accommodation
1505	1500-3	40	Variation for temporary drainage	6.4	Variation for temporary drainage

AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

COLTO Standard Specifications		Reference to COLTO General Conditions of Contract 1998 shown in the Standard Specifications		Equivalent reference to General Conditions of Contract for Construction, 3 rd edition, 2015, applicable to this Contract	
Clause No	Page No	Clause No	Description or Reference	Clause No	Description or Reference amended to
Item 15.08	1500-8	48	Payment of Provisional Sum	6.6	Payment of Provisional Sum
Item 15.09	1500/8	48	Payment of Provisional Sum	6.6	Payment of Provisional Sum
Item 15.11	1500-8	48	Payment of Provisional Sum	6.6	Payment of Provisional Sum
Note (2)	3100-4	40	Payment for prospecting for materials	6.4	Payment for prospecting for materials
3204(b) (iii)	3200-2	40	Payment for oversize material	6.4	Payment for oversize material
3303(b)	3300-2	2	Engineer's decisions, with reference to materials classification	3	Employer's Agent's decisions, with reference to materials classification
Item 44.06	4400-3		General reference to GCC, PC Sums	6.6.2	General reference to GCC, PC Sums
Item 45.06	4500-3		General reference to GCC, PC Sums	6.6.2	General reference to GCC, PC Sums
5803 (c)	5800-3	40	Variation, for landscaping	6	Variation, for landscaping
5805 (d)	5800-4	40	Variation, for grassing	6	Variation, for grassing
Item 58.10	5800-10	48	Payment for Extra Work	6.6	Payment for Extra Work
8103 (c)	8100-1	40	Variation, for testing material	6	Variation, for testing material
Item 81.02	8100-26		General reference to GCC, Provisional Sums	6.6	General reference to GCC, Provisional Sums
Item 81.03	8100-26	22	Clearance of site on completion	5.15.1	Clearance of site on completion

”

AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C3.6.2 SECTION 1200: GENERAL REQUIREMENTS AND PROVISIONS

B1202 SERVICES

Add the following after the second paragraph:

“The owners of services affected under this Contract are all under the control of the Airports Company South Africa whose representative must be contacted regarding the location of all services in the construction area. Inspections shall be undertaken by means of the authority’s service detectors and such inspections shall be attended by the Contractor and the Engineer’s Representative. No payment shall be made to the Contractor for attending these inspections.

The following existing surface and subsurface services are currently known, and exact locations should be determined with service detection and inspection.

Service	Approximate Location
Water line	Below parking and roads
Main electrical supplies	Main supply cables is crossing below parking and roads

Protection and/or relocation of certain services will be required. The Engineer will issue instructions after location and exposure of these services. No large compaction equipment will be allowed to work within 10 m of any ground mounted frangible light fixtures or any other navigational equipment without approval by the Engineer. No additional payment will be made for work close to the equipment as specified above.”

Add the following to the sixth paragraph:

“The Contractor shall also be liable for any loss or consequential loss suffered by the owner of a service which is damaged by the contractor’s operations, e.g. loss lighting due to a power failure.”

Add the following after the last paragraph:

“The contractor shall ensure that the position of the cables are known to himself and his personnel and shall take all reasonable care to avoid damage to the cables, lights or transformers. Protective covers and markers shall be used as required to protect the lights from being damaged or covered by products (e.g. bituminous) whilst the work is carried out. No additional payment will be made to protect the lights.

Should existing services be damaged, the contractor shall give adequate notice to all concerned and leave enough time after completing a particular work shift to allow for the reinstatement of the cables.

B1204 PROGRAMME OF WORK

(a) General requirements

Delete the first paragraph and add the following:

“The Contractor shall submit his programme within the time stated in the Contract Data to the Engineer for approval. The programme shall be in the form of a bar chart (Gantt chart) or any other time-activity form acceptable to the Engineer, and shall clearly show:

- (i) The proposed rate of progress in order to complete the Works within the required period as tendered, showing the various activities, their durations and proposed resourcing levels (major plant and labour) for each element of the Works. Sufficient detail shall be provided to enable the Engineer to be able to gauge construction progress. All activities, including establishment

AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

on site, trimming and finishing and the completion of all minor ancillary works are to be included in the programme.

- (ii) The sequence of activities and any dependencies (time or resource related) between them.
- (iii) The critical path activities.
- (iv) The anticipated value of work to be done during each month.
- (v) Other information specifically required by the Engineer

When drawing up his programme, the Contractor shall, inter alia, take into consideration and make allowance for:

- (i) Working times and all other constraints stated in Volume 5.
- (ii) Requirements of Clause B1230.
- (iii) Expected weather conditions and their effects (Clause B1215).
- (iv) Known physical conditions or artificial obstructions.
- (v) The accommodation and safeguarding of public
- (vi) Dealing with, altering and installing services.
- (vii) The work to be undertaken by any sub-contractors. This work must be integrated into the programme of the main contractor.
- (viii) All other actions required in terms of this contract.
- (ix) Interim milestone dates and restrictions on the extent of work areas available at a given time (Section C3.5.1).
- (x) Airside access for "normal hours" working as follows (if required):
 - Monday – Sunday : Sunrise to Sunset (however not to commence before 06:00hrs)
- (xi) Airside access for "after hours" working as follows:
 - Monday – Sunday :

In addition, the vacation times on Saturday and Sunday mornings may be extended by 1 hour and 2 hours respectively. For programming purposes, the above times should be adopted.

The following details shall be submitted together with the programme:

- (i) The number of working hours per day, working days per week, assumed holiday or shut down periods on which the programme is based.
- (ii) The overall labour and major plant resource levels on which the programme is based.
- (iii) The detailed traffic and construction equipment accommodation proposals on which the programme is based.

The Contractor shall base his initial programme of work on the scope of the work as described in the Scope of Works and the Bill of Quantities. This programme shall be reviewed on a regular basis by the Contractor in accordance with changing circumstances, delays and amendments to the work ordered by the Engineer as a result of further examinations made by him.

Minor revisions to the approved programme may be introduced from time to time by mutual agreement between the Contractor, and the Engineer. Should the Engineer believe that a major revision of the programme is required, the Contractor will be notified in writing and a revised programme shall be submitted within two weeks of receipt of such a notification.

It should be noted that it is in the Contractor's interest to provide a comprehensive programme giving as much information as possible about the times allowed for the various activities as well as resources or other limitations affecting the programme, since the approved programme may be used to evaluate any claims in terms of the General Conditions of Contract for extensions of time.

Monthly Meeting Programme:

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

The Contractor shall submit to the Engineer, before each monthly site meeting (or whenever instructed) copies of the following:

- (i) The Contract programme with progress charts and programme graphs updated to reflect the actual progress to date.
- (ii) A summary of progress on site over the week preceding the site meeting. The report shall be in the form of a detailed narrative to the Contract programme.
- (iii) Details of activities running late, indicating what steps have been or will be taken to ensure that the work is completed within the specified time.
- (iv) report on all labour, plant and materials on site.
- (v) An Incident and or Accident Report that is fully detailed.

Weekly Meeting (Fortnightly Rolling) Programme)

This programme will be presented at the weekly meetings and will show the work programmed over the next fortnight. It will be updated weekly. This programme will show the activities planned for each shift in a specific area, and will be subject to correlation with flight-schedules by the Airport Manager. The programme will show actual, projected and previous work.

Add the following subclause:

“(c) Safety and Contingency Plan

Within 14 days of award of the contract the Contractor shall draw up and submit a detailed Construction Method Statement addressing i.e. safety and contingency plan to ACSA for approval. Once approved, the Construction Method Statement will form part of the Procedure Manual for Working Airside (Volume 5). The method statement shall include:

- (i) All measures to be implemented to comply with the requirements of the OHS Act (C3.7.1), Environmental requirements (C3.7.2) and the Procedure Manual for Working Airside (Volume 5).
- (ii) A contingency plan to deal with shifts interrupted by inclement weather, construction equipment breakdowns or emergency closures of the work areas.
- (iii) Special measures, such as back-up plant, to be implemented in normal shifts to comply with the specifications.

No work on the airside will be allowed until the Employer has approved the contractor’s Construction Methodology Statement.

The cost of complying with the ACSA approved method statement is deemed to be covered by the tendered rates for the contractor’s general obligations.

The scope of work requires the temporary closure of certain facilities on the airside. The closure of any facilities and the period of such closures shall be arranged with the air and surface traffic control authorities. Minimum notification periods are included in Volume 5.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

B1205 WORKMANSHIP AND QUALITY CONTROL

Delete the second to fifth paragraph and replace with the following:

“The Contractor shall submit a proposed Quality Management Plan in accordance with ISO 9002 for this contract (Form C9). Confirmation of the Quality Management Plan shall be submitted to the Engineer, for his approval within two weeks of the commencement date and prior to the commencement of construction activities. Once accepted by the Engineer the Contractor shall not deviate from it unless written notification of proposed changes have similarly been submitted and approved. The system shall record the lines and levels of responsibility and indicate the method and frequency by which testing procedures will be conducted.

The Contractor shall also appoint a Quality Manager who shall ensure that the Contractor’s staff comply with the requirements of the Quality Management Plan.

Payment for work done will not be made until the results of the Contractor’s process control testing have been submitted and the Engineer has approved the work. The Engineer shall conduct such tests as he may deem necessary to verify the process control test results and shall retain all rights as determined in the General Conditions of Contract related to bad workmanship or unacceptable materials. This shall also be applicable to accepted alternative (mix) designs and related specifications.”

Insert the following new subclauses:

(a) “External testing house

An external testing house will be appointed by the Engineer to undertake verification quality control testing of construction materials and workmanship by means of laboratory testing at an external testing facility to confirm results of the combined laboratory on a selected sampling basis. All sampling and testing by the external testing house will be done on the instruction of the Engineer. Materials will be sampled on site or at commercial supply sources or at the contractor’s asphalt or concrete plant and will be tested the following day. Results will be reported to the Engineer for interpretation and possible action. The external testing house will invoice the Contractor (nominated subcontractor) for the cost of material sampling and testing and for reporting the test results to the Engineer. This cost will be reimbursed under the provisional sum item on approval of the Engineer.

The contractor will be required to accommodate and support the sampling procedures of the external testing house during the course of the contract. Representatives of the Engineer and the testing house will be allowed to inspect any stockpile, storage facility or processing activity for the purpose of quality control.

(b) External testing house used as combined laboratory

The contract will utilize an external testing house as a combined laboratory. Testing shall be undertaken by a combined external testing house laboratory facility for process control (where the process control testing can be utilised as acceptance control), acceptance control and correlation testing subject to the following requirements laid down by the Employer:

- (i) The contractor accepts the test results of the combined laboratory. Should there be any doubts with regard to certain test results, this will be settled by an independent laboratory mutually agreed upon. The cost in such cases will be to the account of the party at fault.
- (ii) The contractor accepts that the Engineer will be in charge of the combined laboratory.
- (iii) The external testing house must supply a suitable qualified material technician (with at least 10 years asphalt paving quality control experience). The material technician will be responsible for paving quality control (that includes but not limited to temperature control of asphalt, recording

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

of compaction effort, recording of stoppage and prevention of cold joints, inspection of the surface prior to tacking). This material technician must be approved by the Engineer before commencement of any works.

- (iv) The contractor must install suitable infrared sensors on the paver to record the material temperature on a continuous basis and these results must be available to the external laboratory and Engineer.

B1207 NOTICES, SIGNS AND ADVERTISEMENTS

Delete the final paragraph and replace with the following:

“All signboards erected in accordance with the drawings or as approved advertisements for the Contractors establishment, shall be removed at the same time as the Contractors de-establishment. Payment under subitem B13.01 for the final instalment of 15% of the tendered lump sum shall not be made unless all the advertisements, notices and temporary signs have been removed.”

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

B1209 PAYMENT

Add the following to the first paragraph of Clause 1209(b):

“VAT shall be excluded from the rates and added as a lump sum to the total value of work measured for payment.”

C.3 (C) THE MEANINGS OF CERTAIN PHRASES IN PAYMENT CLAUSES

- (i) Procuring and furnishing...(material)

Add the following:

“Payment for procuring and furnishing material from commercial sources shall include all transport costs, irrespective of distance hauled.”

Add the following new subclauses:

(g) Work in restricted areas

All work in restricted areas shall be allowed for in the tendered rates in the Bill of Quantities. No additional payment or claim will be entertained for restricted work.

(h) Rates to remain unchanged when scope of work changes

Dependent on the rates and prices offered in the Pricing Schedule, the employer intends to increase or reduce the scope of work to match the budget allowed for this project. To this end the contractor has been provided the opportunity to price separately for unit rates of work and the establishment of major plant. The value of such increase or reduction in the scope of works shall not give cause for the contractor to vary the offered rates and prices, which shall remain final and binding for the duration of the contract, provided that:

- (i) Notification of the change to the scope of work is given in writing within 28 days of the tender closing date.
- (ii) The value of the increase or reduction in the scope of work does not alter the tendered sum by more than 20%.”

B1215 EXTENSION OF TIME RESULTING FROM INCLEMENT WEATHER AND DELAYS CAUSED BY ACTIONS OF AIRPORT AUTHORITIES

Delete the entire clause and replace with the following:

Change the existing heading of clause 1215 to read as above and wherever the expression ‘abnormal rainfall’ is encountered replace it with ‘*inclement weather*’ and make the following changes to *Method (ii) (Critical-path method)* which will apply to this Contract:

Add the following as a new paragraph:

“(a) Extension of time resulting from abnormal rainfall, very cold weather or other forms of inclement weather shall be calculated according to the requirements of Method (ii) (Critical-path method). The

AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

value of “n” working days per calendar month as specified in this clause shall be as given in Table B1215/1 below. If no abnormal rainfall or other inclement weather periods occur during a specific calendar month (or months), the n-values as specified shall not be taken as accumulating over the contract period. If the “n”-days allowed for in the programme of work are not taken up by standing time due to abnormal rainfall or inclement weather conditions, they will fall away and will not be considered in extension of time claims that may arise later during the contract period.

Table B1215/1: Average delays due to inclement weather ('n')

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Tot
Inclement Weather Delays	3	4	4	4	3	4	4	4	3	4	3	3	

Rain days allowed used >5mm days but has been adjusted to meet expected normal days worked per month as well as public holidays and normal December shut down as well as limited inclusion of days for <5mm.

The value 'n' is the average number of days on which it is expected that there will be inclement weather at George Airport. Where applicable, No paving will be allowed when expected temperature is below 4°C for BRASO and 15°C for BRUTFC

The Engineer's Representative will certify a shift loss due to cold weather, abnormal rain or adverse weather conditions based on the following criteria:

- (i) No work was possible during the relevant shift on any item which is on the critical path according to the latest approved construction programme, given that sufficient temporary drainage of work areas was provided, or if
- (ii) Less than 50% of the work force and plant planned for that specific shift could work.

Actual extensions of time due to inclement weather shall be agreed between the Engineer's and Contractor's representatives on the site. The agreed shifts or parts thereof shall be recorded at the bi-weekly site meetings and adjustments made to the contract period on a bi-weekly basis by extending the contract period according to the number of shifts lost less the allowance 'n'. At the end of the contract, the Engineer shall prepare a variation order to formalise the payment of the accumulated delays in excess of the allowance due to inclement weather.

- (b) Extension of time resulting from delays during shifts caused by operations of the Airport shall be allowed for in the contractor's programme. The number of working days to be allowed for in the Contractor's programme is 50 days for the full contract period. The criteria listed in (i) and (ii) above will also apply to this extension of time.

Time lost during shifts shall be agreed between the Engineer's and Contractor's representative on site. The agreed shifts or parts thereof shall be recorded at the bi-weekly site meetings and adjustment made to the contract period on a bi-weekly basis by extending the contract period according to the number of shifts lost less the allowance. At the end of the contract, the Engineer shall prepare a variation order to formalise the payment of the accumulated delays due to Airports operations. Losses for the first half-hour of delay are deemed to be covered in the rates tendered for items of work.

If the approved total extension of time (for delays due to inclement weather and Airport operations) extend the completion date beyond the start of the contractor's holiday in December, the holiday period shall not be considered as working days. Any remaining extension of time at this date shall be calculated from the first statutory working day in January the following year, provided that the contractor has shown in his programme that he intends to close during the traditional Christmas/New Year break.”

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

B1219 WATER

Add the following to the first paragraph:

“Water for construction purposes will be made available near the site camp. The contractor will include in his rates for any connections, couplings or a standpipe and will provide a water meter to measure the water used for construction purposes. Water will be purchased from ACSA at R25 per kilolitre. The contractor shall allow in his rates for annual municipal increases. ACSA will invoice the contractor on a monthly basis for use of water. The first municipal water increase will be on 1 July 2025.”

B1225 HAUL ROADS

Add the following:

“The usage and selection of haulage roads on the employer’s (ACSA) premises and on the site will be coordinated on a daily basis between the Contractor, the Engineer’s Representative and the Employer’s representative.”

Add the following new clauses:

“B1230 PROJECT CRITERIA AND REQUIREMENTS AT OPERATIONAL AIRPORTS

Note the special Safety Regulations in Volume 5 will strictly apply to this Contract. In the case of conflict with the following clauses Volume 5 will supersede this section.

Where work has to be executed on or in the vicinity of an operational airport, such work shall be subject to various special conditions and regulations as listed below in order to guarantee and safeguard the operation of the airport at all times.

The following criteria should be borne in mind when the programme is compiled

(a) Airport management and air traffic control responsibilities

The Airport Manager (AM) and the Air Traffic Controller (ATC) are ultimately responsible for the safe and efficient operation of the airport.

The AM or designated representative will in his official capacity have authority to give the Contractor verbal or written orders on matters concerning the operation, security or safety of the airport and the Contractor shall, after having informed the Engineer of the orders, carry out the instructions as if issued by the Engineer.

The ATC is responsible for the safe movement of all aircraft traffic, both in the air and whilst on the ground. The ATC shall at all times have absolute authority regarding the movement of any construction personnel, vehicles or equipment, where such movement takes place within the obstruction free areas of existing facilities, or may affect the safe movement of the air traffic, and his instructions shall be implicitly obeyed. The ATC’s decision regarding the acceptability and programming of the Contractor’s activities within the above-mentioned areas shall be taken into account and may result in reprogramming of work where considered necessary.

All liaison with the AM or ATC shall be arranged through the Engineer and the Contractors Traffic Safety Officer.

(b) Radio communication on the airport

Refer to Clause 14 of Volume 5.

AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

Two handsets must be provided to the Engineer for this purpose and must be handed over in a working condition to the Employer at the completion of the Contract. The Contractor's traffic safety officer and the Construction Manager shall complete a radio operator's basic course at ACSA before commencement of the works. The Contractor shall be responsible for any maintenance costs, damages or loss of these sets. Payment Item B14.03(xxiv) shall be deemed to include all costs of the Contractor in this regard (including training of relevant personnel).

(c) Airport security

Refer to Clause 16 of Volume 5.

(d) Movement on the airport

Refer to Clause 17 of Volume 5.

The crossing of any operational facility on the airport will require special control as ordered by the ATC or the airport manager and will be limited to pre-determined points as indicated on the drawings or instructed by the Engineer. The required controls may include any of the following:

- (i) Unrestricted crossings used by the Contractor should be linked with a pre- warnings system that notifies the Contractor that the facility will be required for airport use within a certain period after notification.
- (ii) Flagmen at crossing points, allowing movements across the facility whenever aircraft traffic permits.
- (iii) Radio controlled crossing points, where movements across the facility may only take place after receiving clearance from the ATC.

(e) Additional requirements regarding construction activities

- (i) Identification numbers

All construction vehicles and self-propelled equipment to be utilised within the airport security area shall be fitted with a boldly displayed identification number (minimum dimension 600 mm, line thickness 75 mm) on a white background on either side of the vehicle or equipment. A record of all identification numbers and related vehicles shall be available at all times for perusal by the authorities or the Engineer. The cost for providing and using these identification numbers must be included under Pay Item B13.01.

- (iv) Dust and pollution

The Contractor shall control dust in all working areas, at borrow pits and on haul roads to the satisfaction of the airport authorities. No pollution from machines, batching plants, mixers, workshops or other sources (such as the breaking up of existing work) will be tolerated. Fires may only be lit after the Contractor has obtained written permission from the airport authorities who will also supervise the fires.

The Contractor shall keep the entire site of the works, including his own camp site, in a neat and clean condition to the satisfaction of the airport authorities.

(f) Traffic safety officer

Refer to Clause 9.8 of Volume 5.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

A traffic safety officer shall be appointed by the Contractor. This person shall be a senior member of the site management team who has been duly authorised to perform his duties on his own initiative and to exercise control over others.

In addition to the tasks specified in the Airside Manual the traffic safety officer will also be required to perform the following duties and this list shall not be deemed to be complete:

- (1) Responsible for keeping the traffic requirements up to specification 24 hours a day, 7 days a week.
- (2) Inspect and report to the Engineer on the state of all required signs and marks (and all traffic accommodation facilities) as often as the Engineer may require but in any event not less than twice a day.
- (3) Responsible for exercising control over the safe movement of personnel vehicles and plant on site according to the instructions of air traffic control.
- (4) Attend to the training and performance of flagmen and all other personnel involved in the control of traffic.
- (5) Responsible for compliance with prescribed measures at aircraft crossings.
- (6) Responsible for compliance to air traffic controller’s instructions.
- (7) Responsible for daily final inspection of work areas prior to re-opening thereof.

1. Company registration to the APIS system required documents to be submitted at the permit office.

- A letter (on a company letter head) detailing the purpose of the business to be conducted at the airport.
- Proof of compliance to Safety and Environmental regulations.
- Avsec form 1 (available on request) this is a signatory form, storing authorising people signatures for the issuing of permits. A letter should accompany this form with the nominated people as signatories who will be based at George Airport, the letter should state name and surname, Id number, and designation of the nominated people.
 - Company insurance cover.
 - B-BEEE certificate.
 - Letter of goods standing.
 - Company SARS clearance certificate.
 - Contractual agreement between ACSA and the Company (excluding Financial statements), or Purchase Order.

2. Personal Permit application (duration 2 days - 2 year) requirements.

- General Security awareness certificate (Can be obtained from ACSA, these a process in place for enrolling on the course).
- Security clearance by SAPS.
- SA ID, Temporary ID (permit will be issued for the indicated duration) or Original passport
- Permit application form(available on request).

B1231 MEASUREMENT AND PAYMENT

Add the following clauses:

"Item	Unit
B12.01 Contractor's Obligations in respect of Training	Lump Sum

The training requirements will be finalised with the successful tenderer.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

B12.02 Excavation for the exposing of, or searching of services

- (a) 0m up to 2m
 - (i) Soft Material.....cubic metre (m³)
- (b) Extra over subitem B12.02 (a)(i) for excavation in hard material.....cubic metre (m³)

The unit of measurement for subitems B12.02(a) & (b) shall be the cubic metre of material excavated within the specified area authorised by the engineer. Excavation in excess of the area specified or authorised by the engineer shall not be measured for payment.

The tendered rate for subitems B12.02(a) & (b) shall include full compensation for all excavation, temporary timbering, shoring and strutting, the disposal of excavated material unsuitable for backfilling, keeping the excavations safe, dealing with any surface or subsurface water, and for any other operations necessary for completing the work as specified. The tendered rates shall include full compensation for transporting the excavated material for a free haul distance of 1,0 km.

“Item **Unit**

B12.03 Obtaining of Airport Access Permitsprime cost (PC) sum

The Contractor shall note that it is a condition of the contract that he applies for and obtains the required permits for all persons, equipment and vehicles to be utilized during the construction of the planned works. Refer to Clause 17.2 of the Airside Manual (Volume 5).

The onus shall be on the Tenderer to verify these costs prior to completing his tender, but the following are typical costs which could apply:

Permits

Vehicles Permits	
<i>Duration</i>	<i>Cost</i>
Permanent (6 – 12 months)	R 999.76
Add on	R 4471.34

Personal Permits	
<i>Duration</i>	<i>Cost</i>
Permanent permit (6 days – 2 years)	R 199.78
Temporary Personal Permit (2 – 5 days)	R 38.54
AVOP	R 59.93
Damaged card re-print	R 119.86
1 st Lost card	R 119.86

Item **Unit**

B12.04 Security Guard

- (a) Provision of security guards.....Provisional Sum
- (b) Contractors charge in respect of item B12.04(a) above.....Percentage (%)

The expenditure under this item shall be made in accordance with the general conditions of contract. The prices shall not be subject to the Contract Price Adjustment factor.

The tendered percentage in sub item (b) is a percentage of the amount actually spent under the

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

provisional sum in (a) and shall also include all costs for obtaining quotations from ACSA accredited security companies.

Only ACSA accredited Security companies may be used.

Item	Unit
-------------	-------------

B12.05 Specialist Subcontractors

- | | | |
|-----|--|-----------------|
| (a) | Subcontracting specialist contractors..... | Provisional Sum |
| (b) | Contractors charge in respect of item B12.05(a) above..... | Percentage (%) |

The expenditure under this item shall be made in accordance with the general conditions of contract. The prices shall not be subject to the Contract Price Adjustment factor.

The tendered percentage in sub item (b) is a percentage of the amount actually spent under the provisional sum in (a) and shall also include all costs for obtaining quotations from ACSA accredited security companies.

Only ACSA accredited companies may be used.”

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C3.6.3 SECTION 1300: CONTRACTOR'S ESTABLISHMENT ON SITE AND GENERAL OBLIGATIONS

B1302 GENERAL REQUIREMENTS

(a) Camps, constructional plant and testing facilities

Add the following to the first paragraph:

"The site for the contractor's office and stores as well as the engineer's office and laboratory will be within ACSA's premises (Landside) and is indicated in the Key Plan Drawing (Volume 4). The contractor shall provide 24-hr security at the camp site as well as a dedicated smoking area under roof as required in terms of legislation. The cost of this will be deemed to be included in item B13.01."

Payment of the lump sum tendered will be made in three instalments.

- (1) The first instalment, 50% of the lump sum, will be made in the first payment certificate after the contractor has made a substantial start with construction in accordance with the approved programme.
- (2) The second instalment, 35% of the lump sum, will be paid when the value of the work reaches one half of the tendered amount, excluding contingencies and price adjustments
- (3) The third and final instalment, 15% of the lump sum, will be paid when the work has been completed and certificate of practical completion has been issued.'

Add the following:

(c) Legal and Contractual Requirements and responsibilities to the public

"Legislation imposes mutual obligations on the Employer and contractor in the performance of their duties to society and to the built and natural environment. To assist the contractor in understanding and assessing his obligations, and thus to make allowances for the cost of compliance with this legislation, the following additional specifications are included in the project specifications.

Section C of the Scope of Works contains the Environmental Management Plan (EMPI) for this project. Its provisions regulate the contractor's construction methods to ensure responsible conduct and treatment of the environment relevant to the project. Payment subitem 13.01(f) makes allowance for the contractor to price for environmental compliance duties as well as the duties of the Designated/dedicated Environmental Officer (DEO) as prescribed in this section.

Section D of the Scope of Works contains provisions that regulate the contractor's construction methods for compliance with Small Contractor Development, Training and Community Liaison. No separate payment mechanism has been made available for the contractor to allow for his compliance with relevant black economic empowerment legislation. The contractor shall include such costs in the existing payment items under section B1303: Payment. However, non-compliance with the provisions of Section D may lead to the imposition of penalties.

Section E of the Scope of Works contains the specifications that regulate the contractor's construction methods so far as to ensure health and safety of his employees and of the public. New pay item has been made available under this section to allow the contractor to make separate provision for the cost of health and safety measures during the construction process."

Add the following new subclause:

"(d) Contractor's ablution facilities

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

The Contractor shall provide sufficient portable chemical latrine units at the work sites as required by legislation i.e. 1:30 employees and catering for males and females. The latrine units shall be serviced daily and kept in a hygienic and orderly state to the approval of the Engineer. No separate payment shall be made for this requirement and the costs thereof shall be deemed to be included in the rates tendered for the Contractor’s time-related obligations.”

Add the following new subclause:

”(e) Monthly reporting

When submitting any information required and interim certificates for payment, the Contractor shall use the Employer’s standard forms and formats. No payment can be made before the Contractor is registered as a vendor on the Employer’s system.

The Contractor shall submit payment certificates for all work rendered in the Employer’s financial year within that specific year.

The Contractor shall submit and update on a monthly basis all the appendices to the site meeting minutes and a cash flow forecast for the works.

The Contractor shall complete monthly reports regarding training, empowerment, capacity building, small contractor development, labour and staff returns on the format as required by the Employer. This information shall also be reported on monthly for all sub-contractors employed.

The above information shall form part of supporting documentation required for making interim payments in terms of the General Conditions of Contract.

Allowance has been made for these requirements in the Pricing Schedule under pay item B13.01(g) Monthly Reporting. Failure to comply may result in payments being withheld.”

B1303 PAYMENT

“Item	Unit
B13.01 Contractor’s general obligations.....	Month

Insert the following paragraph after the fourth paragraph:

“Should the combined total tendered for subitems (a), (b), and (c) exceed 15% of the tender sum, the Tenderer shall state his reasons in writing for tendering in this manner.

If the Tenderer should require additional compensation for his obligations under section 1300 (over and above the total tendered for item B13.01 by including such additional compensation in the tendered rates and/or lump sum of items in the schedule of quantities, these items and the value of such additional compensation shall also be indicated in writing in a letter.”

Delete the 17th paragraph commencing “The tendered rate per month for subitem 13.01(c) “and replace with:

“The tendered rate per month for subitem B13.01(c) represents full compensation for that part of the contractor’s general obligations, which are mainly a function of construction time. The tendered sum will be paid monthly, pro rata for parts of a month, from the Commencement Date until the end of the period for completion of the works, plus any extension thereof as provided in the general conditions of contract, provided that“.

Add the following at the end of this pay item:

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

"The amount payable to the contractor for time related costs arising from extensions of time granted by the employer, where the contractor is fairly entitled to such compensation in terms of the General Conditions of Contract, shall be calculated as follows:

- (i) Account shall be taken of all time related items scheduled in Section 1300, 1400 and 1500
- (ii) All pay items for which the unit of measurement is "month" shall be deemed to be based on a 23-day working month."

Add the following pay items:

"Item	Unit
(d) E. O. for working on Sundays and other special non-working days.....	day
(e) E. O. for working at night.....	day
(f) Environmental obligations.....	month
(g) Monthly Reporting.....	month"

Add the following payment items:

"Item	Unit
B13.03 Preparation and submission of as-built drawings, manuals and operating instructions.....	Lump Sum

The Lump Sum tendered shall cover the costs of the Preparation and submission of as-built drawings, manuals and operating instructions in accordance with the conditions of contract. Only items of work ordered by the Employer's Agent for which there is no applicable measurement and payment item in the schedule of quantities will be measured and paid for under this item.

Item	Unit
B13.04 Contract Sign boards.....	number(No.)

The unit of measurement shall be the number of contract signboards provided in accordance with the drawings and erected at the locations as instructed by the Employer's Agent.

The tendered rate shall include full compensation for procuring and furnishing all materials, and for the manufacturing of the contract signboards complete as specified on the drawings. It shall also include for the delivery and erection of the signs complete as specified at the locations instructed by the Employer's Agent, and for their removal on completion of the contract."

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C3.6.4 SECTION 1400: HOUSING, OFFICES AND LABORATORIES FOR THE ENGINEER'S SITE PERSONNEL

B1401 OFFICES AND LABORATORIES

(a) General

Add the following:

"The Resident Engineer's offices shall, amongst other things, have one room at least 12 x 2.5 meters to serve as a conference room. All offices and laboratories shall be supplied with approved burglar proofing."

(b) Offices

Add the following subitems:

- (xviii) Whiteboards of 1,5 m and 1,0 m fixed to wall, with tray and four different colour pens.
- (xix) Each bookcase shall be at least 0,9 m long, 0,9 m high with three shelves."
- (xxiv) Table (1.0 m2))
- (xxv) ACSA approved lime coloured reflective safety jackets (with lettering)

B 1404 SERVICES

The following subclause shall be added to clause 1404 of the Specifications:

(e) First Aid

The Contractor shall provide a first aid kit at the site offices. No separate payment will be made and the Contractor shall allow for this in his tendered rates for accommodation for supervisory staff."

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C3.6.5 SECTION 1500: ACCOMMODATION OF TRAFFIC

B1517 MEASUREMENT AND PAYMENT

Add the following payment items:

“The Contractor’s obligation under this Section 1500 shall not be measured or paid for directly (except as hereinafter provided for) and compensation for the work involved to comply with these obligations shall be deemed to be covered by the rates and amounts tendered for the various items of work included under this contract.

C.4	“ITEM	UNIT
B15.03 (n)	Provision of other traffic control measures:	
	(i) Other traffic control measures.....	Provisional Sum
	(ii) Handling cost and profit in respect of subitem B15.03(n)(i) works	Percentage (%)

The Engineer may instruct the Contractor to provide any other road sign, reflective tape, etc. not measured in standard pay items. Such road signs shall conform to the requirements of the SARTSM, or specification provided by the Engineer. Similarly, in order to ensure that the travelling public is kept fully informed and warned on matters relating to the accommodation of traffic, construction sign posting and the effect of the construction on the free flow of traffic through the site, the Engineer may arrange for advertising in the press and/or for other forms of publicity.

B15.14 Safety Barriers:

- (a) Provide HDPE plastic mobile road safety barrier, NJ type (2 m x 1 high) taped with yellow reflective tape, two strips on either side.....Number (No)
- (b) Placing, moving and final removal of HDPE NJ type barriers upon completion of the worksLump Sum

“Item	Unit
B15.16 Traffic Safety Officer	Month

The tendered rate shall include full compensation for providing a traffic safety officer and all requirements and obligations to perform the requirements required by the traffic safety officer as defined in terms of 1502(i) and B1230(f).

The tendered rate shall be paid monthly. The Engineer has the right to subtract days if the traffic officer has neglected his duties in the opinion of the Engineer.”

“Item	Unit
--------------	-------------

B15.17 Penalty to be deducted for non-compliance with requirements:

- (a) Accommodation of traffic as set out in B1230 and B1500:
 - (i) Fixed penalty per occurrence.....Number (No)
 - (ii) Time related penalty.....hour (hr)

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

"In sub-item B15.17 (a)(i) a fixed penalty of **R50 000,00** per occurrence shall be deducted for each and every occurrence of non-compliance with any of the requirements of sections 1500 of the standard specifications, Section C3.5.1 & C3.5.2 and section B1230 of the particular specifications.

In addition, in sub-item B15.17 (a)(ii), a time related penalty of **R50 000,00** per hour over and above the fixed penalty in sub-item B15.17(a)(i) shall be deducted for non-compliance to rectify any defects in the accommodation of traffic within a reasonable time after an instruction of this effect has been given by the Engineer. The Engineer's instruction shall state the time in hours for re-instatement of the defects. Should the Contractor fail to adhere to the instruction, the time related penalty will be applied from the time the instruction was given.

**AIRPORTS COMPANY SOUTH AFRICA
TENDER NO. GRJ7501/2024/RFP**

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C3.6.7 SECTION 1700 CLEARING AND GRUBBING

B1702 DESCRIPTION OF WORK

(c) Conservation of Topsoil

Add to the end of the 1st paragraph:

“The depth of the topsoil removal shall be reliant on the terrain, suitability of material and topsoil requirements of the work. Failure of the contractor to comply with the removal of topsoil, and/or failure of the contractor to protect the topsoil for later reuse shall result in the contractor having to provide topsoil at his cost.”

B1704 MEASUREMENT AND PAYMENT

Amend the following pay items as follows:

“Item Unit

B17.01 Clearing and grubbing:

(a) On and next to shoulders.....hectare (ha)”

Add the following new pay items as follows:

“Item Unit

B17.07 Remove from site and dispose of rubble Cubic meter : (m³)

The rate shall cover the cost of dismantling, demolishing of all structures and foundations, the additional costs for precautions required during the demolition and loading operations, all excavations and backfilling as required and the cost of loading, transporting and dumping of the material at a registered dump site to be identified by the Contractor. The free haul distance of 10km applies.

C3.6.8 SECTION B1800: DAYWORKS

Add the following section to the standard specifications:

“Contents

- B1801 Scope
- B1802 General Requirements
- B1803 Measurement and Payment

B1801 SCOPE

This section covers the listing of daywork items in accordance with the general conditions of contract clause 6.5, for the use in determining payment for work which cannot be quantified in specific units in the schedule of quantities, or work ordered by the engineer during the construction period which was not foreseen at tender stage and for which no applicable rate exists in the schedule of quantities.

B1802 GENERAL REQUIREMENTS

Work will be classified as daywork only if the Engineer considers no other rate in the Bill of Quantities appropriate for payment purposes.

An instruction regarding all work to be carried out under daywork in terms of Clause 6.5 of the General Conditions of Contract will be issued at the discretion of the Engineer. Some or all of the items priced under daywork in the Bill of Quantities may possibly not be required for this Contract.

The Contractor and the Engineer will agree on the method of recording the working hours prior to the commencement of the work. Any long period of idling at any one time which in the opinion of the Engineer or his representative is beyond that required for normal operating conditions will not be paid for as working time. Non-working hours for any reason shall not be measured for payment.

Before ordering any material, the Contractor shall submit quotations to the Engineer for his approval, and shall submit such receipts or vouchers to the Engineer as may be necessary for proving the amount claimed.

B1803 MEASUREMENT AND PAYMENT

“Item	Unit
C1.7 B18.01 Personnel:	
(a) List as necessary	hour (hr)

Item	Unit
B18.02 Plant and equipment:	
(a) Specify	hour (h)

C1.8

Item	Unit
B18.03 Materials:	
(a) Procurement of materials	provisional (Prov) sum

- (b) Contractor's handling costs, profit and all other charges
in respect of subitem B18.03(a)percentage (%)

The unit of measurement for items B18.01 and B18.02 shall be the hour for the item of plant or personnel. Non-working hours for transport breakdown, lack of operator of any other reason shall not be measured. The time shall be taken from the time that the personnel and/or plant depart until return

Prior to the commencement of any work by the labourers described under item B18.01, the contractor must obtain written consent from the engineer regarding the classification of all labourers in terms of "unskilled", semi-skilled", "skilled" labourers, "labourer", "chargehand" and "supervisor".

The tendered rates for labour for item B18.01 shall include full compensation to cover overhead charges and profit, leave pay, bonuses, subsistence, allowances, employer's contributions, additional payment for overtime where applicable, insurances, housing, site supervision, use of small hand tools and appliances, non -mechanical plant and equipment and consumable stores, for all administrative, supervisory, operative and contingent costs, relating to the supply of personnel

The tendered rates for plant for item B18.02 shall be an all-inclusive hire charge for the use of the vehicle and driver or plant/equipment and operator and shall apply only to vehicles plant and equipment nominated in writing by the engineer, for all administrative, supervisory operative and contingent cost, and profit, relating to the running of the plant

The unit of measurement for subitem B18.03(a) shall be the amounts actually paid for the procurement of materials to be purchased and shall be made in accordance with the provision of the Conditions of Contract. Only the actual quantities of materials used, as verified by the Engineer, shall be paid for.

The percentage tendered for subitem B18.03(b) shall be the percentage of the amounts actually paid for the procurement of materials as ordered under subitem B18.03(a) and shall be in full and final compensation in respect of the Contractor's handling costs, profit and all other charges in connection with the procurement and supply of the materials to the point of usage.

The above-mentioned tendered rates shall be full compensation for the various items as specified and no further profit shall be paid

The rates shall be for the working hours of this contract."

C3.6.8 SECTION 2300: CONCRETE KERBING, CONCRETE CHANNELLING, CHUTES AND DOWNPIPES, AND CONCRETE LININGS TO OPEN DRAINS

Add the following section to the standard specifications:

B 2301 SCOPE

Add the following to Clause 2301 of the Specifications:

This section also covers the replacement of damaged kerbing.

B2302 MATERIALS

- (b) Kerbing, channeling and edging

Delete first paragraph and replace with the following:

All prefabricated kerbs, channels, edgings and inlet kerbs shall be of precast concrete units complying with the relevant requirements of SABS 927. Cross-sections of the various approved precast sections are shown on the drawings and tendered rates shall be based on these details.

B 2307 MEASUREMENT AND PAYMENT

Add the following new pay items:

Item	Unit
------	------

B23.16 Demolish and remove existing kerbing, channeling and edging off site

- (a) Precast kerb linear meter (m)
- (b) Precast channel linear meter (m)
- (c) Precast kerb and channel linear meter (m)
- (d) Precast edging linear meter (m)

The unit of measurement shall be the linear meter of kerbing, channeling or edging demolished and removed from the site to spoil.

The tendered rate shall include full compensation for all labour, plant, equipment and transport and associated costs for removing the kerbing, channeling and edging as well as the concrete backing and bedding material to a spoil dump off site. The free haul distance of 5 km applies.

Add the following new pay items:

Item	Unit
------	------

B23.17 Reinstatement of driveways

- (a) Grass/ gravel driveways..... square meter (m²)
- (b) Concrete driveways..... square meter (m²)

The unit of measurement shall be the square meter of driveway, measured on the face of each item provided. The tendered rate shall include full compensation for providing all materials to reinstate driveway to previous condition.

C3.6.9 SECTION 3300: MASS EARTHWORKS

B 3301 SCOPE

Replace the words “.. cut material from the road prism or borrow material from approved borrow pits...”

in the first sentence with the words “.... cut material from the road prism or existing pavement layers or borrow material from approved borrow pits or material from approved commercial sources....”.

B 3312 MEASUREMENT AND PAYMENT

Amend the description of Item 33.01 as follows:

Item	Unit
------	------

B 33.01 Cut and borrow to fill, including unlimited free-haul:

Replace the fifth paragraph of the payment clause of Item 33.01 with the following:

The tendered rates shall include full compensation for the procurement, furnishing and placing the material, including excavating as if in soft excavation, the cutting of benches, for transporting the material for an unlimited free-haul distance, for preparing, processing, shaping, watering, mixing and compacting the material to the densities or in the manner specified herein and for removing and disposing of up to

5% oversize material from the road after processing, including transport for an unlimited free-haul distance.

C3.6.10 SECTION 3400: PAVEMENT LAYERS OF GRAVEL MATERIAL

B 3403 CONSTRUCTION

(a) Requirements applying prior to the construction of the layer

Add the following:

The Contractor shall programme the work outlined in such a manner to afford the Engineer sufficient time to test the mixed material and to establish an applicable stabilizer content for the material, The Engineer will provide the required design stabilizer content within 10 working days and the cost of standing time during this period will be deemed to be included in the tendered rates.

(b) Placing and compacting

Add the following to the first paragraph:

The Contractor shall make provision during placing, processing and compaction of layers during half width construction to construct layers wider than theoretically required in order to achieve the required compaction and level control. Provision shall also be made for cutting back and benching at least 150mm into the existing road layers to sound material when the road widening is constructed. Rates tendered under section 3400 shall include for all additional costs to provide longitudinal joints as specified.

Add the following sub-clauses:

- (iii) Spreading of additional material prior to recycling

Where the existing pavement level is too low and where specified or instructed by the Engineer, suitable material shall be added to the layer to make up the shortfall prior to recycling the layer. The additional material shall be spread uniformly over the full width of the section to be recycled by means of a mechanical spreader to the thickness as specified. Compaction of the additional material will not be required.

- (iv) Temporary stockpiling of material

The contractor shall plan his activities so that materials imported from commercial sources can be directly transported to and placed at the designated points.

The temporary stockpiling of material will not be paid for separately unless instructed by the engineer, and full compensation will be deemed to have been included in the rates tendered for the various payment items for work for which the material is to be used.

This sub-clause does not apply to the excavation and temporary stockpiling of existing pavement layers as instructed by the engineer, in terms of sub-clause B3403(i), as these will be measured and paid for separately.

- (v) Storing recovered pavement material

Excavated pavement material intended for reprocessing but which cannot be reprocessed in place or cannot, in the opinion of the engineer, be placed in a windrow next to the excavation, nor directly placed in position anywhere else, shall be transported to approved stockpile or dumping sites with written permission from the engineer.

Stockpile sites for material to be recycled or reprocessed shall be located as approved by the engineer. The stockpile site shall be cleaned, and all stones, vegetation and other materials which may cause contamination shall be removed. The site shall be graded smooth with an adequate slope to ensure proper drainage of water. If instructed by the engineer, the surface shall be watered and compacted to

a depth of at least 150mm and to a density of 90% of modified AASHTO density. The compacted surface shall be firm. Upon completion, the surface shall be swept clean.

Stockpile sites shall be large enough to allow the different types of material to be stockpiled without overlapping or exceeding the limits of the prepared site. Enlargement of the stockpile sites after the stockpiles have been placed will not be permitted without the engineer's approval.

Upon completion of the work, the stockpile sites shall be rehabilitated in accordance with the engineer's instructions.

Add the following new sub-clause:

- (f) Tie-in to existing construction

At the tie-ins to the existing bituminous surfaced roads, the Contractor shall cut the existing pavement layers back to form 150 mm minimum stepped joints, or the width as indicated on the drawings. Measurement and payment will be made as specified under Pay Item B34.14 in this Section 3400 of the Specifications. Payment for cutting back will be made only once, after construction and acceptance of the base layer.

B 3407

Add the following to the first paragraph:

Rates tendered under section 3400 shall provide for all costs involved in furnishing, placing and compacting the different layers in restricted widths and cutting back into the existing road layers when the road widening is constructed. Measurement of the layers for payment shall be based on the authorized dimensions of the completed layers as shown on the drawings or ordered by the Engineer. Measurement and payment for cutting back into the existing road layers to form a stepped joint will be made as specified in B3403 (f) of these Specifications. Payment for cutting back will be made only once, after construction and acceptance of the base layer.

Amend the description to pay item 34.01 as follows:

Item	Unit
B 34.01 Pavement layers constructed from gravel from commercial sources (unlimited free-haul) (layer/type indicated)	cubic meter (m ³)

The tendered rate for material obtained from commercial sources shall include full compensation for procuring, placing and compacting the material, including transporting the material over an unlimited freehaul distance and the protection and maintenance of the layer and conducting of control tests, all as specified.

Item	Unit
B 34.14 Formation of stepped joint between new and existing pavements	meter
(m)	

The unit of measurement shall be the linear meter length of full width joint provided for each carriageway or roadway measured along the surface of the base.

The rate tendered shall include full compensation for providing all tools, equipment, plant, labour and supervision to provide a stepped joint as specified, except that sawing of asphalt, trimming back and removal of existing surfacing shall be paid separately. The tendered rate shall also include full compensation for any handwork that might be necessary to form a neat joint in each of the layers such that the face of the joints in each layer is in the vertical plan, and for the protection of the trimmed joint during construction.

C3.6.11 SECTION 5100: PAVEMENT LAYERS OF GRAVEL MATERIAL

B 5100 MEASUREMENT AND PAYMENT

Add the following new pay items:

Item	Unit
B51.08 Extra work for landscaping.....	Provisional Sum

C3.6.14 SECTION 5700: ROAD MARKINGS

B5707 APPLYING THE PAINT

Add the following:

The Contractor will be required to apply all necessary paint markings at completion of each such shift within a designated area. The paint shall be reflectorised and applied strictly in accordance with the manufacturer’s instructions. The paint shall be normal road marking paint complying with SABS 731. Solvent-based paints will be used for temporary paint markings and water-based paint for all permanent paint markings. At the start of the project, the Contractor will supply samples of the paint he intends to use and apply trial sections to the satisfaction of the Engineer which will also include environmental risk mitigation measures to be implemented and maintained as well as waste management.

8500 MISCELLANEOUS ITEMS

Add the following:

An item which refers to this clause (10.02), will be measured in the unit scheduled.

The sum or rate for such item shall cover the cost of all materials, labour and plant required to execute and complete the work as specified, described in the Bill of Quantities or shown on the drawing(s).

All relevant works specifications should be read in conjunction with this item.”

C3.7: Generic Specifications

The Specifications herein are Specifications prepared by the employer applicable to this contract. Three Specifications are included:

C3.7.1: OCCUPATIONAL HEALTH AND SAFETY SPECIFICATIONS C3-203

C3.7.2: ENVIRONMENTAL WORK INSTRUCTIONS C3-245

C.5

C.6

C.7 C3.7.1: OCCUPATIONAL HEALTH AND SAFETY SPECIFICATIONS

This part of the Specifications contains comprehensive occupational health and safety specifications.

LIST OF ABBREVIATIONS

ACSA	Airports Company South Africa
GAR	General Administration Regulations
GSR	General Safety Regulations
OHSA	Occupational Health and Safety Act 85 of 1993
OHSS	Occupational Health and Safety Specification
SABS	South African Bureau of Standards

PART A: GENERIC SPECIFICATIONS

1. INTRODUCTION

1.1 Purpose of the Occupational Health and Safety Specification

The purpose of the OHSS is to assist Contractors to achieve compliance with the Occupational Health and Safety law, in order to reduce incidents and injuries. The OHSS will be implemented during the construction of this project or any construction activity that the Employer has control over.

The OHSS is a performance specification to ensure that the Employer and any bodies that enter into formal agreements with the Employer viz. Agents, Consultants and Contractors achieve an acceptable level of OHS performance. No advice, approval of any document required by the OHSS such as hazard identification and risk assessment action plan or any other form of communication from the Employer shall be construed as an acceptance by the Employer of any obligation that absolves the Contractor from achieving the required level of performance and compliance with legal requirements. Further, there is no acceptance of liability by the Employer which may result from the Contractor failing to comply with the OHSS, i.e. the Contractor remains responsible for achieving the required performance levels.

1.2 Implementation of the Occupational Health and Safety Specification

This OHSS forms an integral part of the Contract, and Contractors are required to make it an integral part of their Contracts with Sub-Contractors and Suppliers. It will be disseminated by the Employer to persons responsible for and inspection of the design of the infrastructure works, who will ensure that it is included in the Tender Document(s) issued to prospective Contractors. The prospective Contractors shall incorporate the requirements of the OHSS in their submission of tenders to the Employer as well as provide health and safety plans for evaluation.

This specification must be read in conjunction with the OHS Act No 85 of 1993 (as amended), the Regulations as published in Government Gazette No 7721 of 18 July 2003 as well as the General Safety Regulations published in Government notice No. R 1031 of 30 May 1986, as amended. The OHS Act Agreement in this document (Returnable Schedules) must be fully completed by the Contractor.

2. STANDARD OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

2.1 Scope

This OHSS covers the requirements for eliminating and mitigating incidents and injuries in all Employer controlled projects.

The scope also addresses legal compliance, hazard identification and risk control, promoting a health and safety culture amongst those working on ACSA projects and those affected by the activities taking place in and around them.

2.2 Interpretations

2.2.1 Application

The OHSS contains clauses that are applicable to building / construction and that impose pro-active controls associated with activities that impact on human health and safety as they relate to plant and machinery.

Compliance to the requirements of the OHS Act, Construction Regulations and General Safety Regulations is in addition to the requirements of the OHSS and is part of the Contractor's responsibility. The Employer will through the Agents, as appointed, monitor that the Contractor complies with the requirements of the OHS Act and will not prescribe to the Contractor how such compliance is achieved.

Definitions

The definitions used will be those set out in the Regulation Gazette No 7721 of 18 July 2003 with the following addition:

ACSA: Airports Company South Africa

Hazard Identification and Risk Assessment and Risk Control:

Means a documented plan, which identifies hazards, assesses the risks and details the control measures and safe working procedures which are to be used to mitigate and control the occurrence of hazards and risks during construction or operation phases.

Health and Safety Management Plan:

Means a documented plan which addresses the OHSS requirements hazards identified and include safe working procedures to mitigate, reduce or control the hazards identified.

Induction Training:

Means once off introductory training on general health and safety issues as well as project specific matters given to all employees before commencement of work or other visitors to the site.

Risk:

Means the probability or likelihood that a hazard can result in injury or damage.

Site:

Means the area in the possession of the Contractor for the construction of the works. Where there is no demarcated boundary it will include all adjacent areas, which are reasonably required for the activities for the Contractor, and approved for such use by the Engineer.

The Act:

Means, unless the context indicates otherwise, the Occupational Health and Safety Act, 1993 (Act NO. 85 of 1993) and Regulations promulgated there under.

Contractor:

The Contractor terminology used in these specifications shall be deemed to cover Principle Contractor, Contractors and Sub-Contractors.

3. REQUIREMENTS AT TENDER STAGE

The Contractor shall make available the following with his completed tender:

A Health and Safety Plan as described in Regulation 7 of the Construction Regulations. The Safety Plan must be based on the Construction Regulations 2014 and this specification and will be subject to approval by the Employer. This will include a Hazard Identification and Risk Assessment appropriate to the project, expansion of Annexure D, and a declaration to the effect that he has the competence, completion of Occupational Health and Safety Questionnaire, and necessary resources to carry out the work safely in compliance with the Construction Regulations 2014.

Failure to submit the foregoing with his tender, will lead to the conclusion that the Contractor is not able to carry out the work under the contract safely in accordance with the Construction Regulations and may result in the tender being disqualified.

4. NOTIFICATION OF COMMENCEMENT OF CONSTRUCTION WORK

Due to the estimated project cost the Clients Health and Safety Agent will apply for a construction works permit. No construction or related work such as site establishment or delivery of any equipment or material may commence before the construction works permit has been received and the Engineer approved the start of the works.

A copy of the construction works permit must be conspicuously displayed at the main entrance to the site as well as be kept on the health and safety files, and be available for inspection by inspectors, Employer, Engineer, employees and other duly authorised persons on site.

5. GUIDELINES FOR THE DEVELOPMENT OF A HEALTH & SAFETY PLAN

5.1 Background

In terms of the Construction Regulations [Regulation 5 (1) (b)] of the Occupational Health and Safety Act, No 85 of 1993, the Client is required to compile an Occupational Health and Safety specification for each of its projects and the Contractor, appointed by the Client in terms of Regulation 5 (1) (k), is required to prepare an Occupational Health and Safety Plan. This plan has to be prepared in terms of Regulation 7 (1)(a) as well as the Client's Occupational Health & Safety Specification. In terms of Regulation 5 (1)(l), the Client and the Contractor are required to agree on the Occupational Health and Safety Plan before any work may commence.

5.2 Framework for an Occupational Health and Safety Plan

5.2.1 Introduction

The Contractor has to demonstrate to the Client that he has a suitable and sufficiently documented Occupational Health and Safety Plan as well as the necessary competencies, experience and resources to perform the construction work safely. The Contractor is required to submit, the following documentation for perusal and verification by the Client:

- Management Structure including an organogram – Tender Stage
- Quality Plan – Tender Stage
- Human Resources Plan – Tender Stage
- Registered Workplace Skills Plan
- “Letter of good standing” from the Compensation Commissioner or licensed compensation insurer – Tender Stage
- Proof of induction and other training of employees
- Example copies of minutes of previous Occupational Health and Safety Committee meetings and copies of Incident Investigation Reports

5.2.2 Contents of an Occupational Health and Safety Plan

The Occupational Health and Safety Plan shall include the following:

5.2.2.1 Occupational Health and Safety Management Programme

- Management of Occupational Health and Safety risks
- Occupational Health and Safety structures and appointments
- Programme of Occupational Health and Safety inspections
- Occupational Health and Safety Representatives
- Occupational Health and Safety committee

5.2.2.2 Statement Regarding the Communication and Management of the Work

- Management structure and responsibilities
- Occupational Health and Safety objectives for the project and arrangements for monitoring and review of Occupational Health and Safety performance
- Arrangements for regular liaison between parties on site
- Consultation with the workforce
- The exchange of design information between the Client, Engineer, supervisors and subcontractors on site
- Handling design changes during the project
- Selection and control of subcontractors
- The exchange of Occupational Health and Safety information between all subcontractors
- Security
- Site induction and on site training
- Facilities and first-aid
- The reporting and investigation of accidents and incidents
- The production and approval of risk assessments and method statements
- Site Occupational Health and Safety rules
- Fire and emergency procedures
- Reporting to the Client i.e. results of Occupational Health and Safety inspections.
- Incident investigations and committee meetings
- Reporting of incidents to the Department of Labour and Compensation Commissioner where appropriate

6. APPOINTMENT OF SAFETY PERSONNEL

6.1 Construction Supervisor

In terms of Section 16 of the Act, the Chief Executive Officer of the Contractor may delegate, in writing, part or all of his powers to a suitable person on the site.

The Contractor shall appoint a full-time Construction Manager, in writing, in terms of Section 8(1) of the Construction Regulations with the duty of supervising the performance of the construction work as well as ensuring occupational health and safety compliance.

He may also have to appoint one or more competent employees to assist the construction manager where justified by the scope and complexity of the works as well as an Alternate Construction Manager when applicable.

6.2 Construction safety officer

In terms of Section 8(5) of the Construction Regulations the Contractor shall appoint in writing a full-time Construction Safety Officer which is duly accredited by SACPCMP. The Safety Officer shall have the necessary competence and resources to perform his duties diligently.

Provision will be made in the Bill of Quantities to cover the cost of a dedicated construction safety officer appointed after award of the contract.

6.3 Health and safety representatives

In terms of Sections 17 and 18 of the Act (OHSA 1993) the Contractor shall appoint, in writing, a health and safety representative whenever he has more than 20 employees in his employ on the works. The health and safety representative must be selected from employees who are employed in a full-time capacity at a specific workplace.

The number of health and safety representatives for a workplace shall be at least one for every 50 employees which will include the employees of subcontractors

The function of the health and safety representative(s) will be to review the effectiveness of health and safety measures, to identify potential hazards and major incidents, to examine causes of incidents (in collaboration with his employer, the Contractor), to investigate complaints by employees relating to health and safety at work, to make representations to the employer (Contractor) or inspector on general matters affecting the health and safety of employees, to inspect the workplace, plant, machinery etc. on a regular base, but at least on a weekly basis to participate in consultations with inspectors and to attend meetings of the health and safety committee.

6.4 Health and safety committee

In terms of Sections 17,18 and 19 of the Act (OHSA 1993) the Contractor (as employer), shall establish one or more health and safety committee(s) where there are two or more health and safety representatives at a workplace. The persons selected by the employees and appointed by the Contractor to serve on the committee shall be designated in writing.

The function of the health and safety committee shall be to hold meetings at regular intervals, but at least once every three months, to review the health and safety measures on the contract, to discuss incidents related to health and safety with the Contractor's representative and any Department of Labour inspector, and to make recommendations regarding health and safety to the Contractor and to keep record of meetings, recommendations and reports made by the committee.

6.5 Competent persons

In accordance with the Construction Regulations the Contractor shall appoint, in writing, competent persons responsible for supervising construction work for the following work situations that may be expected on the site of the works, as applicable to the project.

- Risk assessment (Regulation 9);
- Fall protection (Regulation 10);
- Excavation work (Regulation 13);
- Demolition work (Regulation 14);
- Suspended platform operations (Regulation 17);
- Material Hoists (Regulation 19);
- Bulk mixing plant operations (Regulation 208);
- Explosive actuated fastening device (Regulation 21)
- Construction vehicle and mobile plant (Regulation 23);
- Use of temporary storage of flammable liquids on construction site (Regulation 25);
- Water environments (Regulation 26);
- Housekeeping on construction sites (Regulation 27)
- Stacking and storage on construction sites (Regulation 28);
- Fire precautions on construction sites (Regulation 29); and
- Construction employees' facilities (Regulation 308).

A competent person may be appointed for more than one part of the construction work with the understanding that the person must be suitably qualified and able to supervise at the same time the construction work on all the work situations for which he has been appointed.

The appointment of competent persons to supervise parts of the construction work does not relieve the Contractor from any of his responsibilities to comply with all requirements of the Construction Regulations.

7. PROJECT / SITE SPECIFIC REQUIREMENTS

A list of activities and considerations that have been identified for the project and the construction site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) have to be developed by the Principal Contractor is given in Annexure D. This list is not to be considered as inclusive and other items must be added as required.

In addition, the following health risks should be taken into account. It may become necessary to include others according to the requirements of the project.

Health risks

- Health risks arising from neighbouring as well as own activities and from the environment e.g. threats by dogs, bees, snakes, inclement weather etc.
- Exposure to noise
- Exposure to vibration
- Protection against dehydration and heat exhaustion
- Protection from wet & cold conditions
- Exposure to hazardous substances and chemicals used on site.

Emergency Procedures

The Principal Contractor shall submit a detailed Emergency Procedure for approval by the Client prior to commencement on site. The procedure shall detail the response plan including the following key elements:

- List of key competent personnel
- Details of emergency services
- Actions or steps to be taken in the event of the specific types of emergencies
- Information on hazardous material/situations.

Emergency procedure(s) shall include, but shall not be limited to, fire, spills, accidents to employees, use of hazardous substances, bomb threats, major incidents/accidents, etc. The Principal Contractor shall advise the Client, Agent, Engineer and all relevant authorities forthwith, of any emergencies, together with a record of action taken. This shall be confirmed in writing as soon as possible after the incident. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, Construction Manager, Safety Officer etc) must be maintained and available to site personnel. These procedures shall form part of the Health and Safety Plan.

First Aid Boxes and First Aid Equipment

The Principal Contractor and all Contractors shall appoint in writing First Aider(s). If not already accredited, the appointed First Aider(s) are to be sent for accredited first aid training. Valid certificates are to be kept on site. The Principal Contractor shall provide an on-site First Aid Station with first aid facilities, including first aid boxes containing, at least, the requirements of the Annexure to Section 3 of the General Safety Regulations. All Contractors with 5 or more employees shall supply their own first aid box. Contractors with 10 or more employees shall have a trained and certified First Aider on site at all times.

Personal Protective Equipment (PPE) and Clothing

The Principal Contractor shall ensure that all employees are issued with and shall wear hard hats, protective footwear and overalls as well as any other necessary PPE as set out in Section 2.3 of the General Safety Regulations. Contractors are encouraged to provide reflective vests for all their employees. The Principal Contractor and all Contractors shall make provision and keep adequate quantities of SABS approved PPE on site at all times. This shall include necessary safety gear for visitors. The Principal Contractor shall clearly outline procedures to be taken when PPE or Clothing is:

- Lost or stolen
- Worn out or damaged
- Issued to temporary employees.

The above procedure applies to Contractors and their Sub-contractors, as they are all Employers in their own right.

Occupational Health and Safety Signage

The Contractor shall provide adequate on-site OHS signage. This should include but is not limited to: 'no unauthorised entry', 'report to site office', 'site office', 'beware of overhead work', 'hard hat area'. Signage shall be posted up at all entrances to site as well as on site in strategic locations e.g. access routes, stairways, entrances to structures and buildings, and other potential risk areas/operations. These signs shall be in accordance with the requirements of the General Safety Regulations as amended.

8. HEALTH AND SAFETY FILE

The Contractor shall in terms of Construction Regulation 7(1)(b) maintain a Health and Safety File on site at all times. The Health and Safety File is a file or other permanent record containing information on aspects of the construction project - which will be necessary to ensure the health and safety of any person who may be affected by the construction work.

The Contractor shall appoint a suitably qualified person to prepare the Health and Safety File and to keep it up to date for the duration of the contract. The Health and Safety file shall include at least the following information:

- All Documents as required by the Act and Regulations
- All reports of inspections and audits
- All non-conformity reports

- All working drawings, calculations and design where applicable
- Detailed list of sub-contractors with contact details
- List of all hazardous materials used and stored on site with Material Safety Data Sheets
- All Hazard Identification and Risk Assessments carried out for the project.
- All Health and Safety Plans for the project.
- All safe working procedures and method statements
- Minutes of all relevant meetings
- Incident records, including investigations and results
- Record of all appointments under the Regulations

Annexure B is a list of the records to be kept on site.

The Health & Safety File shall be handed over to the Client on completion of the contract. It must contain all the documentation as set out above, or as instructed, as well as any handed to the Principle Contractor by any subcontractors together with a record of all drawings, designs, materials used and other similar information concerning the completed project.

9. RISK ASSESSMENT

Before commencement of any construction work during the construction period, the Contractor shall have a risk assessment performed and recorded in writing by a competent person. (Refer Regulation 9 of the Construction Regulations 2014).

Risk is a measure of the likelihood that the harm from a particular hazard will be realised, taking into account the possible severity of the harm. Harm to people includes death, injury (permanent or temporary), physical or mental health or any combination thereof. Risk management in health and safety includes the identification of hazards, assessing risks, taking action to eliminate or reduce the risk, monitoring the effectiveness and performing regular reviews of the entire process. The Contractor shall compile method statements to address or handle the following:

- Hazards particulars to the contract
- Identify what could go wrong and how
- Identify the likelihood of this happening
- Identify the persons or asset at risk
- Identify the extent of possible harm
- Eliminating or reducing this risk
- A monitoring plan
- A review plan

Contractors must ensure that all subcontractors conduct risk assessments for their scope of work as well. All risk assessments shall be updated and re-evaluated with any extra works or with any change to the scope of the works.

The risk assessment shall identify and evaluate the risks and hazards that may be expected during the execution of the work under the contract, and it shall include a documented plan of safe work procedures to mitigate, reduce or control the risks and hazards identified.

The risk assessment shall be available on site for inspection by inspectors, Employer, Engineer, Health and Safety Agent, subcontractors, employees, trade unions and health and safety committee members, and must be monitored and reviewed periodically by the Contractor.

10. ARRANGEMENTS FOR MONITORING AND REVIEW

The Client and/or Agent will conduct a Monthly, or at greater frequency, Audit to audit compliance with Construction Regulation 5 (1) (o) to ensure that the Contractor has implemented and is maintaining the agreed and approved OH&S Plan. Annexure C will be used as format when conducting the audit.

The Client reserves the right to conduct other ad hoc audits and inspections as deemed necessary.

A representative of the Contractor must accompany the Client on all audits and inspections and may conduct his own audit/inspection at the same time. Each party will, however, take responsibility for the results of his own audit/inspection results.

11. MEASUREMENT AND PAYMENT

In tendering rates for these items the Contractor shall ensure that the sum of the amounts of the four items shall be based upon as well as be expressed as a percentage (i.e. 1%) of the Work Value of the Tender (Total: Schedule A).

“Item	Unit
C11.01 Contractor’s initial obligations in respect of the Occupational Health and Safety Act and Construction Regulations	Lump Sum

The full amount will be paid in one instalment only once:-

- (a) The construction works permit has been issued by the Department of Labour .
- (b) The Contractor has made the required initial Appointments of Employees and Sub-Contractors.
- (c) The Client has approved the Contractor’s Health and Safety Plan.
- (d) The Contractor has set up his Health and Safety File.”

“Item	Unit
C11.02 Contractor’s time related obligations in respect of the Occupational Health and Safety Act and Construction Regulations	Month

The tendered rate shall represent full compensation for that part of the contractors general obligations in terms of the Occupational Health and Safety Act and the Construction Regulations which are mainly a function of time. The sum will be paid per month only after payment for Item C11.01 has been made. This item shall also cover all updates of the files, plans and reports associated with the Occupational Health and Safety Act and the Construction Regulations.”

“Item	Unit
C11.03 Provision of full time Construction Safety Officer	Month

The tendered sum shall include for the cost of a SACPCMP accredited construction safety officer on a full time basis, his overheads, transport and all others items necessary for the proper carrying out of his duties. .”

“Item	Unit
C11.04 Submission of the Health and Safety File	Lump Sum

This amount will be paid only once the Contractor has met all his obligations in respect of the Occupational Health and Safety Act and the Construction Regulations and has submitted his Health and Safety File complete as envisaged on this specification to the Client’s satisfaction. This must be done prior to the issue of a Certificate of Completion.”

C.8

HEALTH AND SAFETY SPECIFICATIONS

CLIENT

AIRPORTS COMPANY SOUTH AFRICA

PROJECT

TENDER NO. GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

PROJECT HEALTH AND SAFETY SPECIFICATION

TABLE OF CONTENTS

- 1. Specific Project Information**
 - 1.1 Introduction and Definitions
 - 1.2 Background to the Health and Safety Specification
 - 1.3 Purpose of the Health and Safety Specification
 - 1.4 Implementation of the Health and Safety Specification
 - 1.5 Project Directory
 - 1.6 Project Details
 - 1.7 Existing Environment
 - 1.8 Available Drawings
 - 1.9 Project Health and Safety Requirements
 - 1.10 Interface and Restrictions by Client
 - 1.11 Safety File Return to Client

- 2. Further Requirements**
 - 2.1 Duties of Principal Contractor / Contractor in terms of Construction Regulations 2014
 - 2.2 Management and Supervision of Construction Work
 - 2.3 Notification of Intention to Commence Construction Work
 - 2.4 Construction Work Permit
 - 2.5 Assignment of Contractor's Responsible Persons to Manage Health and Safety on Site
 - 2.6 Competency for Contractor's Responsible Persons
 - 2.7 Compensation of Occupational Injuries Act 130 of 1993 (COIDA)
 - 2.8 Occupational Health and Safety Policy
 - 2.9 Health and Safety Organogram
 - 2.10 Risk Assessments
 - 2.11 Health and Safety Representative(s)
 - 2.12 Health and Safety Committee
 - 2.13 Medical Certificate of Fitness
 - 2.14 Health and Safety Training
 - 2.14.1 Induction
 - 2.14.2 Awareness
 - 2.15 Competency
 - 2.16 General Record Keeping
 - 2.17 General Inspection, Monitoring and Reporting
 - 2.18 Emergency Procedures
 - 2.19 First Aid Box and First Aid Equipment
 - 2.20 Accident / Incident Reporting and Investigation
 - 2.21 Hazards and Potential Situations
 - 2.22 Occupational Health and Safety Signage
 - 2.23 Management of Contractors by Principal Contractor
 - 2.24 Stacking of Materials
 - 2.25 Housekeeping and General Safeguarding on Construction Sites
 - 2.26 Construction Vehicles and Mobile Plant
 - 2.27 Electrical Installations and Machinery on Construction Sites
 - 2.28 Use and Temporary Storage of Flammable Liquids on Construction Sites
 - 2.29 Water Environments

 - 2.30 Fire Precautions on Construction Sites
 - 2.31 Construction Employees' Facilities
 - 2.32 Fall Protection

- 2.33 Temporary Works
- 2.34 Excavation
- 2.35 Demolition Work
- 2.36 Tunnelling
- 2.37 Scaffolding
- 2.38 Bulk Mixing Plant
- 2.39 Rope Access Work
- 2.40 Hazardous Chemical Substances (HCS)
- 2.41 Noise Induced Hearing Loss
- 2.42 Explosives and Blasting
- 2.43 Personal Protective Equipment (PPE)
- 2.44 Asbestos
- 2.45 Pressure Vessels (Including Gas Bottles)
- 2.46 Fire Extinguishers and Fire Fighting Equipment
- 2.47 Lifting Machinery and Tackle
- 2.48 Ladders and Ladder Work
- 2.49 General Machinery
- 2.50 Portable Electrical Tools
- 2.51 High Voltage Electrical Equipment
- 2.52 Public Health and Safety
- 2.53 Night Work
- 2.54 Environmental Conditions and Flora and Fauna
- 2.55 Occupational Health
- 2.56 Suspended Scaffolds
- 2.57 Material Hoists
- 2.58 Explosive Actuating Fastening Devices

Annexure A

- Task Completion Form

Annexure B

- Contractor's Responsible Persons

Baseline Risk Assessments

Health and Safety Specification Acknowledgement Receipt

1.0 SPECIFIC PROJECT INFORMATION

1. 1 INTRODUCTION AND DEFINITIONS

PLEASE NOTE THAT THE REQUIREMENTS OF THE NEW CONSTRUCTION REGULATIONS 2014 HAVE BEEN IN EFFECT SINCE 7TH AUGUST 2014. THE NEW REGULATIONS PLACE ADDITIONAL LEGAL DUTIES UPON PRINCIPAL CONTRACTORS AND CONTRACTORS. ALTHOUGH THIS HEALTH AND SAFETY SPECIFICATION INCLUDES MUCH OF THE CONTENT OF THESE NEW REQUIREMENTS, THE CONTRACTOR WILL BE DEEMED TO BE FAMILIAR WITH THE REQUIREMENTS OF THESE REGULATIONS, AND TO HAVE FACTORED IN ALL THE DUTIES PLACED UPON CONTRACTORS AND PRINCIPAL CONTRACTORS IN THE TENDER. A COPY OF THE REGULATIONS CAN BE VIEWED ON THE DEPARTMENT OF LABOUR'S WEBSITE.

This Health and Safety Specification contains clauses that are generally applicable to construction activities, as well as imposing pro-active controls associated with activities that impact on Health and Safety as it relates to plant and machinery. Compliance to the requirements of the Occupational Health and Safety Act 1993 is in addition to the requirements of this Health and Safety Specification and is part of the Contractor's responsibility. The Client will monitor that the Contractors comply with the requirements of such legislation.

ALL REFERENCES TO CLIENT IN THIS HEALTH AND SAFETY SPECIFICATION ALSO REFER TO CLIENT AGENT, WHERE SO APPOINTED.

Definitions (as per the Construction Regulations 2014) applicable to this Health and Safety Specification:

"agent" means a competent person who acts as a representative for a client;

"angle of repose" means the steepest angle of a surface at which a mass of loose or fragmented material will remain stationary in a pile on the surface, rather than sliding or crumbling away;

"bulk mixing plant" means machinery, appliances or other similar devices that are assembled in such a manner so as to be able to mix materials in bulk for the purposes of using the mixed product for construction work;

"client" means any person for whom construction work is being performed;

"competent person" means a person who has, in respect of the work or task to be performed, the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is familiar with the Act and with the applicable regulations made under the Act;

"construction manager" means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

"construction site" means a work place where construction work is being performed;

"construction supervisor" means a competent person responsible for supervising construction activities on a construction site;

"construction vehicle" means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

"construction work" means any work in connection with-

- the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or
- the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work;

"construction work permit" means a document issued in terms of regulation 3;

"contractor" means an employer who performs construction work;

"demolition work" means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives;

"design" in relation to any structure, includes drawings, calculations, design details and specifications;

"designer" means a competent person who-

- prepares a design;
- checks and approves a design;
- arranges for a person at work under his or her control to prepare a design, including an employee of that person where he or she is the employer; or
- designs temporary work, including its components;
- an architect or engineer contributing to, or having overall responsibility for a design;
- a building services engineer designing details for fixed plant;
- a surveyor specifying articles or drawing up specifications;
- a contractor carrying out design work as part of a design and building project; or
- an interior designer, shop-fitter or landscape architect;

"excavation work" means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;

"explosive actuated fastening device" means a tool that is activated by an explosive charge and that is used for driving bolts, nails and similar objects for the purpose of providing fixing;

"fall arrest equipment" means equipment used to arrest a person in a fall, including personal equipment, a body harness, lanyards, deceleration devices, lifelines or similar equipment;

"fall prevention equipment" means equipment used to prevent persons from falling from a fall risk position, including personal equipment, a body harness, lanyards, lifelines or physical equipment such as guard-rails, screens, barricades, anchorages or similar equipment;

"fall protection plan" means a documented plan, which includes and provides for -

- all risks relating to working from a fall risk position, considering the nature of work undertaken;
- the procedures and methods to be applied in order to eliminate the risk of falling; and
- a rescue plan and procedures;

"fall risk" means any potential exposure to falling either from, off or into;

"health and safety file " means a file, or other record containing the information in writing required by these Regulations;

"health and safety plan" means a site, activity or project specific documented plan in accordance with the client's health and safety specification;

"health and safety specification" means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work;

"material hoist" means a hoist used to lower or raise material and equipment, excluding passengers;

"medical certificate of fitness" means a certificate contemplated in regulation 7(8);

"mobile plant" means any machinery, appliance or other similar device that is able to move independently, and is used for the purpose of performing construction work on a construction site;

"National Building Regulations" means the National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as amended by Government Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008;

"person day" means one normal working shift of carrying out construction work by a person on a construction site;

"principal contractor" means an employer appointed by the client to perform construction work;

"Professional Engineer or Professional Certificated Engineer" means a person holding registration as either a Professional Engineer or Professional Certificated Engineer in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000);

"Professional Technologist" means a person holding registration as a Professional Engineering Technologist in terms of the Engineering Profession Act, 2000;

"provincial director" means the provincial director as defined in regulation 1 of the General Administrative Regulations, 2003;

"scaffold" means a temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both;

"shoring" means a system used to support the sides of an excavation and which is intended to prevent the cave-in or the collapse of the sides of an excavation;

"structure" means-

- any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;
- any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or
- any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling;

"suspended platform" means a working platform suspended from supports by means of one or more separate ropes from each support;

"temporary works" means any falsework, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work;

"the Act" means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);

"tunnelling" means the construction of any tunnel beneath the natural surface of the earth for a purpose other than the searching for or winning of a mineral.

1 Reference should be made to the following documentation in conjunction with this Safety Specification (including existing surveys, drawings and reports):

Tender documents Engineers Drawings – if available Baseline Risk Assessment

IMPORTANT NOTE:

This Health and Safety Specification has been prepared to comply with the requirements of the Construction Regulations 2014.

1.2 BACKGROUND TO THE HEALTH AND SAFETY SPECIFICATION

Historically, the Construction Industry has had a poor health and safety record. Due to the complex and potentially dangerous operations being undertaken, there is a high risk of incidents, accidents and injuries. In many instances poor adherence to the Act and Regulations has resulted in severe consequences for Health

and Safety performance. The Client is determined that the highest Health and Safety standards will prevail throughout the Contract and that there will be full commitment from all parties involved.

To achieve this goal the Client has prepared this Health and Safety Specification. The Health and Safety Specification sets out guidelines and minimum levels of awareness and guidance for Health and Safety requirements for the project. Contractual responsibility for adhering to these requirements rests with the Contractors. All employees are encouraged to be pro-active in compliance.

The Client is committed to ensuring the highest Health and Safety standards for all work undertaken within the Contract.

Contractors as employers are fully responsible and accountable for compliance with all Health and Safety requirements.

IMPORTANT NOTE:

Compliance with the Occupational Health and Safety Act and Regulations shall not be limited to this Health and Safety Specification and definitions contained in this document.

Contractors shall be conversant with the requirements and effects of Health and Safety legislation upon their activities, the Construction Regulations, 2014, and the Occupational Health and Safety Act, 1993, and to have made adequate provision in their tender submission to comply with all legislative requirements.

The Contractor's personnel will be responsible for the auditing of the implementation of the Health and Safety Specification and maintaining the document control and record systems associated with the Health and Safety Specification. The Client will conduct Health and Safety audits of the works too.

1.3 PURPOSE OF THE HEALTH AND SAFETY SPECIFICATION

The purpose of this site-specific Health and Safety Specification is to comply with legal requirements and to provide health and safety information about specific project risks known by the Client, Designer and Client Agent to be applicable to this project. This document also provides minimum health and safety requirements, standards and expectations that the principal contractor and contractors must adhere to.

The Contractor must take into account all information in this specification and ensure that their tenders include adequate resources and competence to deal with the matters detailed herein so that all relevant contents are dealt with in a way which is in compliance with legislation and the ethical concerns for the safeguarding of employees, contractors and other persons as well as assets affected by the construction activities.

The Health and Safety Specification will be implemented during construction of the works and any construction activity that the Client has control over.

This will also assist in ensuring that all the costs related to the compliance with Occupational Health Act 85 of 1993 and the Construction Regulations 2014, as well as this Health and Safety Specification, are taken into consideration at Tender stage.

No advice, approval of any document required by the Health and Safety Specification such as hazard identification and risk assessment action plans or any other form shall be construed as an acceptance by the Client of any obligation that absolves the Contractor from achieving the required level of performance and compliance with legal requirements.

Further, there is no acceptance of liability by the Client which may result from the Contractor failing to comply with the Health and Safety legislation as well as Specification unless the Client has issued an instruction to any requirement, i.e. the Contractor remains responsible for achieving the required performance levels.

1.4 IMPLEMENTATION OF THE HEALTH AND SAFETY SPECIFICATION

This Health and Safety Specification forms an integral part of the Contract, and Contractors shall make it an integral part of their Contracts with Sub Contractors and Suppliers. Contractors employed by the Client are to ensure that the provisions of the Health and Safety Specification are applied both on the site and in respect of all off site activities relating to the project, in transport activities and project dedicated off site fabrication works and Bulk Mixing Plants.

The Contractor shall enforce the provisions of the Health and Safety Specification amongst all sub-contractors and suppliers for the project.

The Contractor shall sign the acknowledgment on the last page of this safety specification that he/she has familiarized him/herself with the content of the Health and Safety Specification and shall comply with all obligations in respect thereof.

The successful Contractor will be required to compile a Health and Safety Plan based on the requirements of the Occupational Health Act 85 of 1993 and these Specifications, which will need to be approved by Client prior to commencement with construction work.

1.4.1 Client Duties

In terms of the Construction Regulations 2014 the Client (or their Agent, where appointed) has legal duties. Where an Agent (refer to “definitions” section of this document) is appointed in terms of this project, these Health and Safety duties assigned will also apply.

All references to “Client” will apply to their appointed “Client Agent”, where so appointed, in this Health and Safety Specification.

The Client must:

- Prepare a baseline risk assessment for the construction work
- Prepare a suitable, sufficiently documented and coherent site-specific Health and Safety specification for the intended construction work, based on the baseline risk assessment
- Include the health and safety specification in the tender documents
- Ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures
- Ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out the construction work safely
- Take reasonable steps to ensure co-operation between all contractors appointed by the client to enable each of those contractors to comply with the regulations as well as specifications
- Ensure, before work commences, that every principal contractor is registered and in good standing with the compensation fund, or with a licensed compensation insurer as contemplated in the Compensation for Occupational injuries and Diseases Act, 1993 (Act no 130 of 1993)
- Appoint each principal contractor in writing for the project, or part thereof
- Discuss and negotiate with the principal contractor the contents of the principal contractor’s safety plan and thereafter finally approve that plan for implementation
- Ensure that a copy of the principal contractor’s health and safety plan is implemented and maintained
- Ensure that periodic health and safety audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days
- Ensure that a copy of the health and safety audit report is provided to the principal contractor within 7 days after the audit
- Stop any contractor from executing a construction activity which poses a threat to the health and safety of persons which is not in accordance with the principal contractor’s health and safety plan for site
- Where changes are brought about to the design or construction work, make sufficient health and safety information and appropriate resources available to the principal contractor to execute the work safely
- Ensure that the health and safety file is kept and maintained by the principal contractor.

- Where the client requires additional work to be performed as a result of a design change or error in construction due to the actions of the client, the client must ensure that sufficient safety information and appropriate additional resources are available to execute the required work safely.
- Where more than one principal contractor is appointed, the client must take reasonable steps to ensure co-operation between all principal contractors and contractors to ensure compliance with the Regulations
- Where the Client has appointed a Client Agent for the project, their details for this project are contained in the Project Directory section of this health and safety specification.

1.4.2 Designer Duties

It must be noted that the Designer also has Health and Safety duties assigned in terms of the Construction Regulations. Where the contractor fulfils a design function in terms of this project (refer to “definitions” section of this document), these duties will also apply. Please refer to Regulation 6 of the Construction Regulations 2014.

Please note that the designer of temporary works must ensure that:

- all temporary works are adequately designed so that it will be capable of supporting all anticipated vertical and lateral loads that may be applied;
- the designs of temporary works are done with close reference to the structural design drawings issued by the contractor, and in the event of any uncertainty consult the contractor;
- all drawings and calculations pertaining to the design of temporary works are kept at the office of the temporary works designer and are made available on request by an inspector; and
- the loads caused by the temporary works and any imposed loads are clearly indicated in the design.

1.5 PROJECT DIRECTORY		<u>TBC</u>
Project Client	ACSA George Airport Project Manager	Tel: 011 723 1579
Contact PersonTBC	Fax: Cell: e-mail:.....
Project Manager	Construction Project Manager	Tel:
Contact Person	TBC	Fax: Cell: e-mail:.....
Construction Health and Safety Agent	Tel:
Contact Person	TBC	Fax: ... Cell: e-mail:
Consulting Engineer	V3 Consulting Engineers (Pty)Ltd.	Tel: 044 6912305
Contact Person	Rudi Beeslaar	Fax: - Cell: 082 669 6388

		e-mail: rudi.beeslaar@v3consulting.co.za
--	--	--

OTHER PARTIES DIRECTORY	
Department of Labour for submission of Annexure 2: Notification of Construction Work Provisional Office: Name:	Tel: Email: Mobile:
Telecommunications Company: ACSA HOD Maintenance & Engineering Contact Name: TBC	Cell: TBC
Water, Electricity & Gas Company: ACSA HOD Maintenance & Engineering Contact Name: TBC	Cell: TBC

1.6 PROJECT DETAILS
Description of Works <ul style="list-style-type: none"> • Installation of permanent bollards as well as removable or collapsible bollards • Repairs of damaged pavement kerb blocks • Repairs of damaged stormwater inlets • Road markings • Markings on the rehabilitated parking areas.
Anticipated Construction Duration 6 Months
Provisional Start Date TBA
Completion Date April 2025

1.7 EXISTING ENVIRONMENT
Hazards particular to this project by virtue of location:

Site is in George Airport. Protection of Aviation and site security are of the utmost importance. All necessary preventative measures must be in place to ensure the safety of Aviation, members of the public and airport personnel, including:

- Demarcation: Works area that will be decommissioned during the construction phase must be demarcated. All demarcation must be FOD approved and minimize dust on site.
- Safety signage that clearly stipulates access routes, PPE that must be used (hardhats, safety shoes, ear and eye protection and high visibility vests) must be displayed.
- Clearly display emergency numbers and procedures
- Extra care must be taken in marking all entrance and exist routes
- No material may be used that is classified as foreign object debris (ex: danger tape)
- Warning signs to be displayed for all ACSA approved vehicles – this will include speed reduction and allocated parking areas.

<p>Overhead, Above Ground and Underground Services crossing the site:</p> <p>Overhead: None that will have an impact on works</p> <p>Underground: Stormwater drainage systems and electrical cables, water pipeline</p> <p>Ground level: None that will have an impact on works lights?</p> <p>Service Drawings available: Please refer to available drawings</p> <p>Wayleaves required: None that will have an impact on works</p> <p>Permits required: All workers to have induction training. Permits must always be visible</p> <p>Isolations required: Please refer to tender documents for all requirements by professional team.</p>
<p>Existing structures and surrounding land use (with a significant impact on Health & Safety): Site is located within George Airport. There is existing car parking area, main terminal building and fuel plant. Works area will be located on Airside and along the road entrance. Extreme care must be taken to follow ACSA requirements.</p>
<p>Existing known services which occur within, or in close proximity of the road reserve:</p> <ul style="list-style-type: none"> • Power cables • Telkom optic fibre <p>Existing Traffic Systems All vehicles to adhere to ACSA Airside and security requirements.</p> <p>Restrictions to access: All access will be restricted and indicated by ACSA. Permits will be compulsory to access to works area. Only approved drivers will be allowed access.</p> <p>Speed restrictions: Airport speed limits to be followed.</p> <p>Existing ground conditions: Good</p> <p>Climate:</p> <p>Management of Environment: The contractor will be responsible for construction according to an environmental management plan</p>

<p>1.8 AVAILABLE DRAWINGS</p>
<p>Refer to tender documentation.</p>

<p>1.9 PROJECT HEALTH AND SAFETY REQUIREMENTS</p>
<p>Significant health and safety hazards identified by Designer and Client Agent:</p> <p>Access and Security Permits: No person will be allowed to gain access to airside without the proper induction, training and security clearance. Access permits must always be visible. Any person failing to comply will be removed from site.</p> <p>Safety Signs: All signs must clearly indicate access routes and evacuation procedures. Required personal protective equipment for contractors as well as any other person to be clearly visible.</p> <p>Demarcation: All Demarcation must be FOD approved. Demarcation must ensure the minimizing of noise and dust on site. All safety signs must be displayed as per OHS Act, Regulation and Specification requirements.</p>

Traffic plan and accommodation: Principal contractor to provide a method statement of traffic control with regards to entry and exit of construction vehicles and delivery vehicles. All workers to adhere to ACSA Airside traffic rules and regulations at all times.

Working Hours: Extended Contractor Construction hours for work impacting on operations and passenger comfort will be set in accordance with flight schedules and off-peak periods. Cartage of waste material from demolition works and deliveries of bulk material will only be allowed during off- peak hours as stipulated. The delivery and erection of unusual loads will be subject to protocols developed to comply with ACSA requirements. Penalties will apply for working outside working hours as deemed appropriate by ACSA.

Other construction hazards expected are as follows:

Cutting Kerbs
 Cutting Off Disc
 Electric Tools and Electrical Installations
 Excavations
 Fire
 Hand tools
 Hazardous Substances
 Kerb Laying
 Members of Public
 Noise and Dust
 Painting
 Plant/Vehicle and Equipment Operation
 Road Marking- existing pavement
 Road Working – in or next to (Traffic Management)
 Underground Services

ACTIVITIES REQUIRING APPROVED METHOD STATEMENTS (FOR HEALTH AND SAFETY)

Please note that a method statement will be required for all high-risk activities on site. This will include but is not limited to:

- Rubble removal and environmental control
- Delivery of materials to designated areas.
- Emergency Evacuation plans and procedures that will follow the Airport procedure
- Working on the airside
- FOD Demarcation areas

ACTIVITIES REQUIRING PERMITS (FOR HEALTH AND SAFETY PURPOSES)

Permit to Dig: Daily registers to be completed as required

Permit to Enter Excavations: Daily registers to be completed as required

Confined Space Permit: Not applicable for this project

Permit to Work under Power Lines: Not applicable for this project

CONTRACTOR SAFETY OFFICER PROVISION

Records of safety audits undertaken by the Contractor's permanent Safety Officer must be kept on site in the safety file and non-conformances reported by the Safety Officer to the Contractor's management team. All non-conformances identified by the Safety Officer must be investigated and corrective action taken by the Contractor to prevent re-occurrence.

PROTECTION OF SITE AGAINST UNAUTHORISED ACCESS BY PUBLIC

Excavation Fencing: Note that excavations accessible to public, or adjacent to public roads / thoroughfares, must have (1) barrier / fence of at least 1m in height, and (2) warning illuminates at night or when visibility is poor, or have other suitable precautionary measures if of both these are not practicable.

General Fencing of Site: Note that construction sites in built up areas adjacent to public way must be fenced off and have controlled access points. All fencing/hoarding must be painted as per ACSA requirements and be FOD approved.

Warning Notices: Warning signs must be properly displayed as per requirements. Signs to be FOD approved and properly secured.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Client requires the Contractor to ensure that employees (and others under his/her control) wear the following minimum PPE:

Overalls: Yes, all workers must be clearly identifiable

Safety Harnesses: Not applicable to this project.

Hard Hats: Not applicable to this project

Reflective Vests: Yes, all workers must be clearly visible

Safety Footwear: Yes, must always be worn

Goggles / gloves / ear defenders / respiratory protection: Yes, must always be worn as activity requires

Specialist Equipment (e.g.: for confined Spaces): Yes, must always be worn for relevant activities.

HAZARDOUS SUBSTANCES

The following materials and substances have, or may have, to be used in the works and are identified as potentially posing special health and / or safety hazards during the project. Appropriate measures will need to be specified for their control:

Cement, Petrol, Thinners, Diesel, Paint

1.10 INTERFACE AND RESTRICTIONS BY CLIENT

The following Client safety rules and/or requirements are to be observed:

All workers are to receive AIT and AVOP induction prior to commencement of work on site.

No workers will be allowed on site without his/her induction permit.

Other safety rules and requirements to be advised at induction.

Please also refer to tender document.

Restrictions on times, access or other restrictions by Client

Because construction work must be conducted with minimal disruption to airport operations, restrictions may be imposed that will determine the times that work can be conducted and the length of the work shift. Extended Contractor Construction hours for work impacting on operations and passenger comfort will be set in accordance with flight schedules and off-peak periods. Cartage of waste material from demolition works and deliveries of bulk material will only be allowed during off- peak hours as stipulated. The delivery

and erection of unusual loads will be subject to protocols developed to comply with ACSA requirements. Penalties will apply for working outside working hours as deemed appropriate by ACSA.

1.11 SAFETY FILE RETURN TO CLIENT

The Safety File for the Project is to be handed over by the Principal Contractor to the Client upon Project Completion in either a hard copy format or on CD.

2.0 FURTHER REQUIREMENTS

2.1 Duties of Principal Contractor / Contractor in terms of Construction Regulations 2014

A Principal Contractor must:

- provide and demonstrate to the client a suitable, sufficiently documented and coherent site-specific health and safety plan, based on the client's documented health and safety specifications, which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the principal contractor as work progresses;
- open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, the client, the client's agent or a contractor; and
- on appointing any other contractor, in order to ensure compliance with the provisions of the Act –
 - provide contractors who are tendering to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications pertaining to the construction work which must be performed;
 - ensure that potential contractors submitting tenders have made enough provision for health and safety measures during the construction process;
 - ensure that no contractor is appointed to perform construction work unless the principal contractor is reasonably satisfied that the contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;
 - ensure prior to work commencing on the site that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
 - appoint each contractor in writing for the part of the project on the construction site;
 - take reasonable steps to ensure that each contractor's health and safety plan is implemented and maintained on the construction site;
 - ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
 - stop any contractor from executing construction work which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site or which poses a threat to the health and safety of persons;
- where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the contractor to execute the work safely;
- discuss and negotiate with the contractor the contents of their health and safety plan and finally approve that plan for implementation;

- ensure that a copy of both the principal contractor and contractor's health and safety plan is available on request to an employee, an inspector, a contractor, the client or the client's agent;
- hand over a consolidated health and safety file to the client upon completion of the construction work, to include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
- in addition to the documentation required in the health and safety file include and make available a comprehensive and updated list of all the contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done;
- ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.

A contractor must prior to performing any construction work-

- provide and demonstrate to the principal contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client's health and safety specification and provided by the principal contractor, which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the contractor as work progresses;
- open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available on request to an inspector, the client, the client's agent or the principal contractor;
- before appointing another contractor to perform construction work be reasonably satisfied that the contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
- co-operate with the principal contractor as far as is necessary to enable each of them to comply with the provisions of the Act and Specifications;
- as far as is reasonably practicable, promptly provide the principal contractor with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.

Where a contractor appoints another contractor to perform construction work, the duties that apply to the principal contractor will apply to the contractor as if he or she were the principal contractor.

A principal contractor must take reasonable steps to ensure co-operation between all contractors appointed by the principal contractor to enable each of those contractors to comply with these Regulations.

No contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.

A contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.

A contractor must always keep on his or her construction site records of the health and safety induction training and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor.

A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3 (a template of which can be found in the Construction Regulations, 2014).

2.2 Management and Supervision of Construction Work

A principal contractor must, in writing, appoint one full-time competent person as the construction manager with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager an alternate must be appointed by the principal contractor.

A principal contractor must upon having considered the size of the project, in writing appoint one or more assistant construction managers for different sections thereof: Provided that the designation of any such person does not relieve the construction manager of any personal accountability for failing in his or her management duties in terms of this regulation.

Where the construction manager has not appointed assistant construction managers, or, in the opinion of an inspector, a enough such assistant construction managers have not been appointed, that inspector must direct the construction manager in writing to appoint the number of assistant construction managers indicated by the inspector, and those assistant construction managers must be regarded as having been appointed.

No construction manager appointed in terms of the Regulations may manage any construction work on or in any construction site other than the site in respect of which he or she has been appointed.

A contractor must, after consultation with the client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time SACPCMP accredited construction health and safety officer in writing to assist in the control of all health and safety related aspects on the site.

No contractor may appoint a construction health and safety officer to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the construction health and safety officer that he or she intends to appoint is registered with a statutory body approved by the Chief Inspector and has necessary competencies and resources to assist the contractor.

A construction manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.

A contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the construction supervisor, and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as the construction supervisor: Provided that the designation of such employee does not relieve the construction supervisor of any personal accountability for failing in his or her supervisory duties.

Where the contractor has not appointed such an employee, or, in the opinion of an inspector, a enough such employees have not been appointed, that inspector must instruct the employer to appoint the number of employees indicated by the inspector.

No construction supervisor appointed may supervise any construction work on or in any construction site other than the site in respect of which he or she has been appointed: Provided that if a sufficient number of competent employees have been appropriately designated on all the relevant construction sites, the appointed construction supervisor may supervise more than one site.

2.3 Notification of Intention to Commence Construction Work

2.4 Construction Work Permit

It must be noted that from August 2018 all projects that meet the following criteria will require a construction work permit to be applied for at least 30 days prior to the work being carried out:

- Exceeds 365 days
- Will involve more than 3600-person days of construction work
- Works contract is of a value equal to or exceeding forty million rand, or Construction Industry Grading Board (CIDB) grading level 7

It is the client's responsibility to apply for this permit from the Provincial Director and construction work may not commence until the permit has been issued by the Provincial Director.

A copy of this permit will be required to be kept in the principal contractor's safety file, and the site-specific number issued by the Provincial Director must be displayed at the main site entrance.

2.5 Assignment of Contractor's Responsible Persons to Manage Health and Safety on Site

The Contractor shall submit management and supervisory appointments as well as any relevant appointments in writing (as stipulated by the Construction Regulations 2014 and the Occupational Safety and Health Act 1993), prior to commencement of work (refer to **Annexure B** at the end of this Health and Safety Specification).

2.6 Competency for Contractor's Responsible Persons

The Contractor's responsible persons shall be competent in health and safety and be familiar with the Occupational Health and Safety Act 1993, and applicable regulations. Valid proof of pertinent and accredited, where applicable, health and safety courses attended by such persons will be required to be presented to the Client.

2.7 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COIDA)

The successful Contractor shall submit to the Client a valid letter of good standing with the Compensation Commissioner or Insurer prior to appointment.

2.8 Occupational Health and Safety Policy

The Contractor shall submit their Health and Safety Policy, prior to construction commencement, signed by the Chief Executive Officer. The Policy must outline objectives and how they will be achieved and implemented within the company operations.

2.9 Health and Safety Organogram

The Contractor shall submit an organogram, prior to construction commencement, outlining the Health and Safety Site Team that will be assigned to the project, if successful with the tender. In cases where appointments have not been made, the organogram shall reflect the position. The organogram shall be updated, when there is a change in the site team.

2.10 Risk Assessments

Baseline Risk Assessment

The Client shall cause a baseline risk assessment to be conducted by a competent person before the design process and tender process commence, and the assessed risks shall form part of the health and safety specifications.

The Contractor must, before commencement of any construction work, and during construction work, have risk assessments performed by a competent person appointed in writing, which risk assessments form part of the health and safety plan to be applied on the site and must include i.e.:

- The identification of the risks and hazards to which persons may be exposed to;
- An analysis and evaluation of the risks and hazards identified; based on a documented method;
- A documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
- A monitoring plan; and
- A review plans

The Contractor must ensure that, as far as is reasonably practicable, ergonomic related hazards are analysed, evaluated and addressed in a risk assessment.

The Contractor must ensure that all employees under his control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and/or control measures **before any work commences** and thereafter **at the times determined in the risk assessment monitoring and review plan of the relevant site**.

The Principal Contractor must ensure that all contractors are informed regarding any hazard that is stipulated in the risk assessment **before any work commences** and thereafter **at the times determined in the risk assessment monitoring and review plan of the relevant site**.

The Contractor must consult with the health and safety committee or with a representative trade union or representative group of employees if no health and safety committee exist, on the monitoring and review of the risk assessments for the site.

The Contractor must ensure that copies of risk assessment for this site are available on site for inspection purposes by interested parties (inspector, the client, client's agent, any contractor, any employee, a representative trade union, a health and safety representative or safety committee member).

A Contractor must review the relevant risk assessments where changes are affected to the design and/or construction that result in a change to the risk profile, or when an incident has occurred.

Preventative measures must first address the elimination of the hazard or risk. Should PPE be required to reduce risk, the equipment or clothing to be used must be SABS approved?

In general, the Contractor must ensure that the Risk Assessment involves identifying the hazards present in a work activity on site. This is followed by an evaluation of the extent of the risk involved considering those precautions already being taken.

The following general principle should be followed when conducting a risk assessment:

- All relevant risks and/or hazards should be systematically addressed;
- The risk assessment should address what happens in the workplace during the work activity;
- All employees and those who may be affected must be considered, including maintenance staff, security guards, visitors and subcontractors;
- The risk assessment should highlight those groups and individuals who may be required to work alone or who have disabilities;
- The risk assessment process should take into account the existing safety measures and controls.
- The level of detail on a risk assessment should be appropriate to the level of risk.

2.11 Health and Safety Representative(s)

The Contractor shall ensure that Health and Safety Representative(s) is/are elected and trained to carry out his / her functions. The appointment must be in writing. The Health and Safety Representative shall carry out regular inspections, keep records and report to the supervisor to take appropriate action. He / she shall attend Health and Safety Committee Meetings. The Health and Safety Representative shall be part of the team that will investigate incidents, accidents and non-conformances.

2.12 Health and Safety Committee

Where two or more health and safety representatives have been appointed on site, the Contractor shall ensure that monthly health and safety meetings are held with such representatives and minutes are kept on record. Meetings must be organized and chaired by the Contractor's Health and Safety Committee Chairperson. Minutes of these meetings must be available for the employees of the contractor to refer to.

2.13 Medical Certificate of Fitness

The contractor must ensure that their employees on site have a valid medical certificate of fitness, specific to the construction work being performed, issued by an occupational health practitioner in the form of an

Annexure 3 template (refer to the Construction Regulations 2014 on the Department of Labour website for a sample of this form).

2.14 Health and Safety Training

The Contractor shall quarterly conduct a training needs analysis to ascertain what health and safety training is required. A plan of action should be devised and forwarded to the Client for records. Once the identified people have attended the training, the Contractor must provide the Client with copies of certificates obtained.

2.14.1 Induction

No Contractor may allow or permit any employee or person to enter site unless they have undergone health and safety induction training pertaining to the hazards prevalent on site at the time of entry. This includes visitors to site. The Contractor must ensure that visitors to site have the necessary protective equipment (PPE). A copy of attendance registers of all employees who attend inductions shall be kept.

2.14.2 Awareness

The Contractor shall conduct periodic toolbox talks on site, preferably weekly or before any hazardous work takes place. The talks shall cover the relevant activity, risk assessments, methodology to be followed and an attendance register must be signed by all attendees. This record of who attended and the content of the topic as well as presenter will be kept on the site health a safety file as evidence of training.

2.15 Competency

After the Contractor has identified the training to be conducted as part of the competency requirements, and based on the Risk Assessments, he shall send the relevant persons on appropriate courses and keep certificates of training for reference. Familiarity with the Health and Safety Act and Regulations is an integral part of the definition of competence.

2.16 General Record Keeping

The Contractor shall keep and maintain Health and Safety records to demonstrate compliance with the Health and Safety Specification and the Occupational Health and Safety Act. The contractor shall ensure that all records of incidents, spot fines, training etc. are kept on site. All documents shall be available for inspection by the Client, or the Department of Labour's Inspectors.

2.17 General Inspection, Monitoring and Reporting

The Contractor shall carry out inspections as required by this Health and Safety Specification, as well as by health and safety legislation.

2.18 Emergency Procedures

The Contractor shall submit a detailed Emergency Procedure for approval by the Client prior to commencement on site. The procedure shall detail the response plan including the following:

- List of key personnel;
- Details of emergency services;
- Actions or steps to be taken in the event of the emergency; and
- Information on hazardous materials / situations, including each material's hazardous potential impact or risk on the environment or human and measures to be taken in the event of an accident.

Emergency procedure(s) shall include, but shall not be limited to, fire, spills, accidents to employees, use of hazardous substances, dangers as a result of riot / service deliver protests / intimidation, etc. The Contractor shall advise the Client in writing of any on-site emergencies, together with a record of action taken, within 24 hours of the emergency occurring. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc) must be maintained and available to site personnel.

2.19 First Aid Box and First Aid Equipment

The Contractor shall provide first aid box/es and appoint, in writing, First Aider(s) for this project in line with the results of the Contractor's risk assessment for the project, this health and safety specification as well as the provisions of the General Safety Regulations. The appointed First Aider(s) are to be sent for accredited first aid training before starting on site. Valid certificates are to be kept on site.

First Aid box/es must be adequately stocked at all time, accessible and be controlled by a qualified First Aider. If required by the Client, the Contractor shall have a stretcher on site to be used in case of a serious incident.

2.20 Accident / Incident Reporting and Investigation

The Contractor shall, in addition to the prescribed requirements of the Occupational Health and Safety Act and General Safety Regulations, investigate, record and report all Section 24 reportable incidents to the Client within 24 hours of the incident occurring. Incident investigations shall be conducted by the Contractor's appointed Accident Investigator – this Investigator must be a competent person or persons who have sufficient knowledge and training to carry out an investigation.

In the event of a fatality or a permanent disabling injury the Contractor must submit proof of reporting of incident to Department of Labour as well as proof of preventative measures to the Client. The Client reserves the right to conduct investigations into any incidents that they deem fit and the Contractor is required to provide full co-operation in this regard.

2.21 Hazards and Potential Situations

The Contractor shall immediately notify other Contractors of any hazardous or potentially hazardous situations, which may arise during performance of the activities.

2.22 Occupational Health and Safety Signage

The Contractor shall ascertain and provide adequate on-site health and safety signage. This signage shall include, but shall not be limited to, Hard Hat / Helmet Area; Safety Shoes to be worn on site; Dust Masks to be worn in areas where there might be exposure to excessive dust; Ear Plugs / Muffs to be worn where there might be noise exposure over 85 db; Gloves; Safety Goggles; Safety Harness, Workers in Excavation, traffic management, etc. The Contractor shall be responsible to maintain the quality and replacement of signage.

2.23 Management of Contractors by Principal Contractor

The Principal Contractor shall ensure that all contractors under his control are complying with the respective Health and Safety Specifications and Plans, as well as Health and Safety Legislation.

2.24 Stacking of Materials

In addition to the provisions for the stacking of articles in the General Safety Regulations, 2003, the contractor must ensure that –

- a competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site;
- adequate storage areas are provided;
- there are demarcated storage areas; and
- storage areas are kept neat and under control.

2.25 Housekeeping and General Safeguarding on Construction Sites

A contractor must, in addition to compliance with the Environmental Regulations for Workplaces, 1987, promulgated by Government Notice No. R. 2281 of 16 October 1987, ensure that suitable housekeeping is continuously implemented on each construction site, including-

- the proper storage of materials and equipment;
- the removal of scrap, waste and debris at appropriate intervals;

- ensuring that materials required for use, are not placed on the site so as to obstruct means of access to and egress from workplaces and passageways;
- ensuring that materials which are no longer required for use, do not accumulate on and are removed from the site at appropriate intervals;
- ensuring that waste and debris are not disposed of from a high place with a chute, unless the chute complies with the requirements set out in the regulations;
- ensuring that construction sites in built-up areas adjacent to a public way are suitably and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized persons; and
- ensuring that a catch platform or net is erected above an entrance or passageway or above a place where persons work or pass under, or fencing off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe in the case of danger or possibility of persons being struck by falling objects.

2.26 Construction Vehicles and Mobile Plant

A contractor must ensure that all construction vehicles and mobile plant-

- are of an acceptable design and construction;
- are maintained in a good working order;
- are used in accordance with their design and the intention for which they were designed, having due regard to safety and health;
- are operated by a person who-
 - has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate those construction vehicles and mobile plant;
 - has a medical certificate of fitness to operate those construction vehicles and mobile plant, issued by an occupational health practitioner in the form of Annexure 3.
- have safe and suitable means of access and egress;
- are properly organized and controlled in any work situation by providing adequate signalling or other control arrangements to guard against the dangers relating to the movement of vehicles and plant, in order to ensure their continued safe operation;
- are prevented from falling into excavations, water or any other area lower than the working surface by installing adequate edge protection, which may include guard-rails and crash barriers;
- are fitted with structures designed to protect the operator from falling material or from being crushed should the vehicle or mobile plant overturn;
- are equipped with an acoustic warning device which can be activated by the operator;
- are equipped with an automatic acoustic reversing alarm; and
- are inspected by the authorised operator or driver on a daily basis using a relevant checklist prior to use and that the findings of such inspection are recorded in a register kept in the construction vehicle or mobile plant.

A contractor must ensure that-

- no person rides or is required or permitted to ride on a construction vehicle or mobile plant otherwise than in a safe place provided thereon for that purpose;
- every construction site is organized in such a way that, as far as is reasonably practicable, pedestrians and vehicles can move safely and without risks to health;
- the traffic routes are suitable for the persons, construction vehicles or mobile plant using them, are sufficient in number, in suitable positions and of sufficient size;
- every traffic route is, where necessary, indicated by suitable signs;
- all construction vehicles and mobile plant left unattended at night, adjacent to a public road in normal use or adjacent to construction areas where work is in progress, have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, in order to identify the location of the vehicles or plant;
- all construction vehicles or mobile plant when not in use, have buckets, booms or similar appendages, fully lowered or blocked, controls in a neutral position, motors stopped, wheels chocked, brakes set, and ignition secured;
- whenever visibility conditions warrant additional lighting, all mobile plant are equipped with at least two headlights and two taillights when in operation;
- tools, material and equipment are secured and separated by means of a physical barrier in order to prevent movement when transported in the same compartment with employees;

- vehicles used to transport employees have seats firmly secured and adequate for the number of employees to be carried; and
- all construction vehicles or mobile plant travelling, working or operating on public roads comply with the requirements of the National Road Traffic Act, 1996.

2.27 Electrical Installations and Machinery on Construction Sites

A contractor must, in addition to compliance with the Electrical Installation Regulations and the Electrical Machinery Regulations, ensure that –

- before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of and guard against danger to workers from any electrical cable or apparatus which is under, over or on the site;
- all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;
- the control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;
- all temporary electrical installations used by the contractor are inspected at least once a week by a competent person and the inspection findings are recorded in a register kept on the construction site; and
- all electrical machinery is inspected by the authorized operator or user daily using a relevant checklist prior to use and the inspection findings are recorded in a register kept on the construction site.

2.28 Use and Temporary Storage of Flammable Liquids on Construction Sites

A contractor must, in addition to compliance with the provisions for the use and storage of flammable liquids in the General Safety Regulations, 2003, ensure that –

- where flammable liquids are being used, applied or stored at the workplace concerned, it is done in a manner that does not cause a fire or explosion hazard, and that the workplace is effectively ventilated;
- no person smokes in any place in which flammable liquid is used or stored, and the contractor must affix a suitable and conspicuous notice at all entrances to any such areas prohibiting such smoking;
- an adequate amount of efficient fire-fighting equipment is installed in suitable locations around the flammable liquids store with the recognized symbolic signs;
- only the quantity of flammable liquid needed for work on one day is taken out of the store for use;
- all containers holding flammable liquids are kept tightly closed when not in actual use and, after their contents have been used up, are removed from the construction site and safely disposed of;
- where flammable liquids are decanted, the metal containers are bonded and earthed; and
- no flammable material, including cotton waste, paper, cleaning rags or similar material is stored together with flammable liquids.

2.29 Water environments

A contractor must ensure that where construction work is done over or in close proximity to water, provision is made for –

- preventing persons from falling into water; and
- the rescuing of persons in danger of drowning.

A contractor must ensure that where a person is exposed to the risk of drowning by falling into the water, the person is provided with and wears a lifejacket.

2.30 Fire precautions on Construction Sites

A contractor must, in addition to compliance with the Environmental Regulations for Workplaces, 1987, ensure that –

- all appropriate measures are taken to avoid the risk of fire;
- sufficient and suitable storage is provided for flammable liquids, solids and gases;

- smoking is prohibited and notices in this regard are prominently displayed in all places containing readily combustible or flammable materials;
- in confined spaces and other places in which flammable gases, vapours or dust can cause danger-
 - only suitably protected electrical installations and equipment, including portable lights, are used;
 - there are no flames or similar means of ignition;
 - there are conspicuous notices prohibiting smoking;
 - oily rags, waste and other substances liable to ignite are without delay removed to a safe place; and
 - adequate ventilation is provided;
- combustible materials do not accumulate on the construction site;
- welding, flame cutting and other hot work are done only after appropriate precautions have been taken to reduce the risk of fire;
- suitable and enough fire-extinguishing equipment is placed at strategic locations or as may be recommended by the Fire Chief or local authority concerned, and that such equipment is maintained in a good working order;
- the fire equipment contemplated above is inspected by a competent person, who has been appointed in writing for that purpose, in the manner indicated by the manufacturer thereof;
- a enough workers are trained in the use of fire-extinguishing equipment;
- where appropriate, suitable visual signs are provided to clearly indicate the escape routes in the case of a fire;
- the means of escape is always kept clear ;
- there is an effective evacuation plan providing for all -
 - persons to be evacuated speedily without panic;
 - persons to be accounted for; and
 - plant and processes to be shut down; and
- a siren is installed and sounded in the event of a fire.

2.31 Construction Employees' Facilities

A contractor must, in terms of the Construction Regulations 2014, provide:

- Shower facilities after consultation with the employees or employees' representatives, or at least one shower facility for every 15 persons;
- at least one sanitary facility for each sex and for every 30 workers;
- changing facilities for each sex;
- and sheltered eating area.

A contractor must provide reasonable and suitable living accommodation for the workers at construction sites who are far removed from their homes and where adequate transportation between the site and their homes, or other suitable living accommodation, is not available.

2.32 Fall protection

Not applicable to this project.

2.33 Temporary works

A contractor must appoint a temporary works designer in writing to design, inspect and approve the erected temporary works on site before use.

A contractor must ensure that all temporary works operations are carried out under the supervision of a competent person who has been appointed in writing for that purpose.

A contractor must ensure that-

- all temporary works structures are adequately erected, supported, braced and maintained by a competent person so that they can support all anticipated vertical and lateral loads that may be applied to them, and that no loads are imposed onto the structure that the structure is not designed to withstand;
- all temporary works structures are done with close reference to the structural design drawings, and where any uncertainty exists the structural designer should be consulted;

- detailed activity specific drawings pertaining to the design of temporary works structures are kept on the site and are available on request to an inspector, other contractors, the client, the client's agent or any employee;
- all persons required to erect, move or dismantle temporary works structures are provided with adequate training and instruction to perform those operations safely;
- all equipment used in temporary works structure are carefully examined and checked for suitability by a competent person, before being used;
- all temporary works structures are inspected by a competent person immediately before, during and after the placement of concrete, after inclement weather or any other imposed load and at least on a daily basis until the temporary works structure has been removed and the results have been recorded in a register and made available on site;
- no person may cast concrete, until authorization in writing has been given by the competent person contemplated above;
- if, after erection, any temporary works structure is found to be damaged or weakened to such a degree that its integrity is affected, it is safely removed or reinforced immediately;
- adequate precautionary measures are taken in order to-
 - secure any deck panels against displacement; and
 - prevent any person from slipping on temporary works due to the application of release agents;
- as far as is reasonably practicable, the health of any person is not affected through the use of solvents or oils or any other similar substances;
- upon casting concrete, the temporary works structure is left in place until the concrete has acquired sufficient strength to safely support its own weight and any imposed load, and is not removed until authorization in writing has been given by the competent person;
- the foundation conditions are suitable to withstand the loads caused by the temporary works structure and any imposed load in accordance with the temporary works design;
- provision is made for safe access by means of secured ladders or staircases for all work to be carried out above the foundation bearing level;
- a temporary works drawing or any other relevant document includes construction sequences and methods statements;
- the temporary works designer has been issued with the latest revision of any relevant structural design drawing;
- a temporary works design and drawing is used only for its intended purpose and for a specific portion of a construction site; and
- the temporary works drawings are approved by the temporary works designer before the erection of any temporary works.

No contractor may use a temporary works design and drawing for any work other than its intended purpose.

2.34 Excavation

A contractor must-

- ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing for that purpose; and
- evaluate, as far as is reasonably practicable, the stability of the ground before excavation work begins.

A contractor who performs excavation work-

- must take reasonable and sufficient steps in order to prevent, as far as is reasonably practicable, any person from being buried or trapped by a fall or dislodgement of material in an excavation;
- may not require or permit any person to work in an excavation which has not been adequately shored or braced: Provided that shoring and bracing may not be necessary where-
 - the sides of the excavation are sloped to at least the maximum angle of repose measured relative to the horizontal plane; or
 - such an excavation is in stable material: Provided that-
 - permission has been given in writing by the appointed competent person contemplated above upon evaluation by him or her of the site conditions; and
 - where any uncertainty pertaining to the stability of the soil still exists, the decision from a professional engineer or a professional technologist competent in excavations is decisive

and such a decision must be noted in writing and signed by both the competent person and the professional engineer or technologist, as the case may be;

- must take steps to ensure that the shoring or bracing contemplated above is designed and constructed in a manner that renders it strong enough to support the sides of the excavation in question;
- must ensure that no load, material, plant or equipment is placed or moved near the edge of any excavation where it may cause its collapse and consequently endangers the safety of any person, unless precautions such as the provision of sufficient and suitable shoring or bracing are taken to prevent the sides from collapsing;
- must ensure that where the stability of an adjoining building, structure or road is likely to be affected by the making of an excavation, steps are taken to ensure the stability of such building, structure or road and the safety of persons;
- must cause convenient and safe means of access to be provided to every excavation in which persons are required to work, and such access may not be further than six meters from the point where any worker within the excavation is working;
- must ascertain, as far as is reasonably practicable, the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed, and must before the commencement of excavation work that may affect any such service, take the steps that are necessary to render the circumstances safe for all persons involved;
 - must ensure that every excavation, including all bracing and shoring, is inspected-
 - daily, prior to the commencement of each shift;
 - after every blasting operation;
 - after an unexpected fall of ground;
 - after damage to supports; and
 - after rain,

by the competent person, in order to ensure the safety of the excavation and of persons, and those results must be recorded in a register kept on site and made available on request to an inspector, the client, the client's agent, any other contractor or any employee;

- must cause every excavation which is accessible to the public or which is adjacent to public roads or thoroughfares, or whereby the safety of persons may be endangered, to be –
 - adequately protected by a barrier or fence of at least one metre in height and as close to the excavation as is practicable; and
 - provided with warning illuminates or any other clearly visible boundary indicators at night or when visibility is poor, or have resort to any other suitable and sufficient precautionary measure where this is not practicable;
- must ensure that all precautionary measures stipulated for confined spaces as determined in the General Safety Regulations, 2003, are complied with by any person entering any excavation;
- must, where the excavation work involves the use of explosives, appoint a competent person in the use of explosives for excavation, and must ensure that a method statement is developed by that person in accordance with the applicable explosive's legislation; and
- must cause warning signs to be positioned next to an excavation within which or where persons are working or carrying out inspections or tests.

2.35 Demolition Work

Not applicable to this project.

2.36 Tunnelling

Not applicable to this project.

2.37 Scaffolding

Not applicable to this project.

2.38 Bulk mixing plant

A contractor must ensure that the operation of a bulk mixing plant is supervised by a competent person who has been appointed in writing and is –

- aware of all the dangers involved in the operation thereof; and
- conversant with the precautionary measures to be taken in the interest of health and safety.

No person supervising or operating a bulk mixing plant may authorize any other person to operate the plant, unless that person is competent to operate a bulk mixing plant.

A contractor must ensure that the placement and erection of a bulk mixing plant complies with the requirements set out by the manufacturer and that such plant is erected as designed.

A contractor must ensure that all devices to start and stop a bulk mixing plant are provided and that those devices are placed in an easily accessible position and constructed in a manner to prevent accidental starting.

A contractor must ensure that the machinery and plant selected is suitable for the mixing task and that all dangerous moving parts of a mixer are placed beyond the reach of persons by means of doors, covers or other similar means.

No person may remove or modify any guard or safety equipment relating to a bulk mixing plant, unless authorized to do so by the appointed person.

A contractor must ensure that all precautionary measures stipulated for confined spaces as determined in the General Safety Regulations, 2003, are complied with when entering any silo.

A contractor must ensure that a record is kept of all repairs or maintenance to a bulk mixing plant and that the record is available on site to an inspector, the client, the client's agent or any employee.

2.39 Rope Access Work

Not applicable to this project.

2.40 Hazardous Chemical Substances (HCS)

In addition to the requirements in the HCS Regulations, the principal contractor must provide proof in the Health and Safety Plan that:

- Material Safety Data Sheets (MSDS's) of the relevant materials / hazardous chemical substances are available prior to use by the contractor. All MSDS's shall always be available for inspection by the agent.
- Risk assessments are done at least once every 6 months.
- Exposure monitoring is done according to OESSM and by an Approved Inspection Authority (AIA) and that the medical surveillance programme is based on the outcomes of the exposure monitoring.
- How the relevant HCS's are being/going to be controlled by referring to:
 - Limiting the amount of HCS
 - Limiting the number of employees
 - Limiting the period of exposure
 - Substituting the HCS
 - Using engineering controls
 - Using appropriate written work procedures
- The correct PPE is being used.
- HCS are stored and transported according to SABS 072 and 0228.
- Training with regards to these regulations was given.

The Health and Safety plan should make reference to the disposal of hazardous waste on classified sites and the location thereof (where applicable).

The First Aider must be made aware of the MSDS and trained in how to treat HCS incidents appropriately.

2.41 Noise Induced Hearing Loss

Where noise is identified as a hazard the requirements of the NIHL regulations must be complied with and the following must be included / referred to in the Health and Safety Plan:

- Proof of training with regards to these regulations.
- Risk assessment done within 1 month of commencement of work.
- That monitoring carried out by an AIA and done according to SABS 083.
- Medical surveillance programme established and maintained for the necessary employees.
- Control of noise by referring to:
 - Engineering methods considered
 - Admin control (number of employees exposed) considered
 - Personal protective equipment considered/decided on
 - Describe how records are going to be kept for 40 years.

2.42 Explosives and Blasting

Not applicable to this project.

2.43 Personal Protective Equipment (PPE)

The Contractor shall carry out PPE or clothing needs analysis in accordance with his risk assessment, to determine the necessary PPE or clothing to be used during construction. The Contractor shall make provision and keep adequate quantities of SABS approved PPE or clothing on site at all times.

The Contractor must ensure that personnel are trained in the correct use of PPE to be used.

The Contractor must ensure that lost, stolen, worn out or damaged PPE is replaced as required and receipt signed for by employees on site.

2.44 Asbestos

Not applicable to this project.

2.45 Pressure Vessels (Including Gas Bottles)

Not applicable to this project.

2.46 Fire Extinguishers and Fire Fighting Equipment

The Contractor shall provide adequate, regularly serviced fire extinguishers located at strategic points on site. The Contractor shall keep spare serviced portable fire extinguishers. The Contractor shall have adequate persons trained or competent to use the Fire Fighting Equipment.

Safety signage shall be posted up in all areas where fire extinguishers are located.

Proof that an adequate number of employees have been trained in firefighting must be kept on site.

2.47 Lifting Machinery and Tackle

Not applicable to this project.

2.48 Ladders and Ladder work

The Contractor shall ensure that all ladders are numbered and inspected regularly as well as keeping record of inspections. It should be noted that Aluminium ladders are preferred to wooden ladders.

2.49 General Machinery

The Contractor shall comply with the Driven Machinery Regulations, which include inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE or clothing and training those that use machinery and enforce compliance.

2.50 Portable Electrical Tools

The Contractor shall ensure that use and storage of all explosive actuating fastening devices and portable electrical tools are in compliance with relevant legislation.

The Contractor shall consider that:

- A competent person undertakes routine inspections;
- Only authorised persons use the tools;
- There are safe working procedures applied;
- Awareness training is carried out and compliance is enforced at all times; and
- PPE and clothing is provided and maintained.

2.51 High Voltage Electrical Equipment

The Contractor shall ensure that, where the work is under, on or near high-voltage electrical equipment the Electrical Installation Regulations, together with safety instructions (Regulations of the Owner of the Equipment) are complied with. Such equipment includes:

- Eskom and the Local Authority equipment
- The Contractor's own power supply; and
- Electrical equipment being installed but not yet taken over from a Contractor by The Client.

2.52 Public Health and Safety

The Contractor shall ensure that each person working on or visiting a site, and the surrounding community, shall be made aware of the dangers likely to arise from on-site activities and the precautions to be observed to avoid or minimize those dangers. Appropriate health and safety signage shall be posted at all times.

2.53 Night Work

Not applicable for this project

2.54 Environmental Conditions and Flora and Fauna

The Contractor must be mindful of adverse weather conditions upon the health and safety of the workforce. This includes inclement weather, strong wind, heat stress, extreme cold, etc. The Contractor's risk assessment process must take into account the risks associated with such weather conditions. The same is true when working in an environment where there is a risk to employees' health and safety from presence of poisonous flora, or wildlife (including bees, snakes, etc). The Contractor's risk assessment process must take these risks into account.

2.55 Occupational Health

Exposure of workers to occupational health hazards and risks are very common in any work environment, especially in construction. Occupational health hazards and risks exposure is a major problem and all Contractors are to ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards and risks.

The occupational hazards and risks may enter the body in three ways:

- Inhalation through breathing e.g. cement and dust;
- Ingestion through swallowing maybe through food intake; and/or
- Absorption through the skin (pores) e.g. painting or use of thinners.

The contractor is required to ensure that all his personnel are medically fit prior to being allowed onto the work site.

All Contractors should ensure that Occupational Hygiene surveys are conducted as per the Occupational Health and Safety Act to ensure employees is not exposed to hazards. Risk Assessments should identify areas where surveys are to be conducted.

2.56 Suspended Platforms

Not applicable to this project.

2.57 Material Hoists

Not applicable to this project.

2.58 Explosive Actuated Fastening Device

Not applicable to this project

OTHER HEALTH AND SAFETY SPECIFICATION REQUIREMENTS

The contractor must be aware of the following additional requirements:

What	When	Output
Awareness training (Toolbox Talks)	Toolbox talk must be communicated in every begging of the week.	Attendance Register
Health and Safety Committee Meetings	Monthly	Minutes signed by the employer (Contractor) covering: a) Health and Safety Representative Checklist
Health and Safety Reports	Monthly	Report covering: a) Incidents/Accidents and Investigations b) Non-conformance c) Health and Safety Training d) HIRA Updates e) Internal and External Audits
General Inspections	As per Health and Safety Specification and OHSA	Report on Health and Safety Specification and OHSA compliance: a) Excavation b) Equipment c) Vehicles
General Inspections	Monthly	Covering: a) Firefighting Equipment b) Portable Electrical Equipment c) Ladders
Record keeping	Ongoing	Covering: a) General complaints b) Fines c) General incidents d) MSDS' e) Surveillance Medicals f) Inspection Register g) Dept of Labour Notices

Key:

OHSA – Occupational Health and Safety Act, 85 of 1993

ANNEXURE A

The Contractor shall submit the info below in an Annexure 2 prior to construction commencement.

Item No.	Health and Safety Specification Requirement	OHSA Requirement	Submission date
1	Assignment of Responsible Person to Manage Building Work via Health and Safety Organogram	Construction Regulations 2014	Before commencement on site
2	Competency for Health and Safety Positions	Client / Client Agent requirement	Before commencement on site
3	Compensation of Occupational Injuries and Diseases Act (COIDA) 130 of 1993	COIDA Requirement	Before commencement on site
4	Occupational Health and Safety Policy	Client / Client Agent requirement	Before commencement on site
5	Risk Assessment, Safety Plan and Fall Protection Plan and Method Statements	Client / Client Agent requirement	Before construction work commences

ANNEXURE B - The contractor shall make the following appointments, as required:

Chief Executive Officer (OSHACT 16(1))
Contract Director/Manager (OSHACT 16(2))
Construction Manager (CR 8(1))
Assistant Construction Manager (CR8(2))
Construction Supervisor (CR 8(7))
Assistant Construction Supervisor (CR 8(8))



ENVIRONMENTAL WORK INSTRUCTIONS

THE ACSA ENVIRONMENTAL SPECIFICATION

It is a requirement of the Airports Company South Africa (ACSA)- that all construction works within ACSA airports be undertaken in accordance with the ACSA Environmental Specification

TABLE OF CONTENTS

INDEX

SECTION 1: ACSA - ENVIRONMENTAL SPECIFICATIONS OVERVIEW

- 1. Purpose of the Environmental Specifications**
- 2. Implementation of the Environmental Specifications**
- 3. Structure of the Environmental Specifications**

SECTION 2: ACSA ENVIRONMENTAL PARTICULAR SPECIFICATIONS

- EP1 Introduction**
- EP2 Organisational Requirements**
- EP3 Method Statements**
- EP4 General Site Procedures**
- EP5 Site Clearance**
- EP6 Site Rehabilitation**
- EP7 Management and Monitoring**
- EP8 Measurement and Payment**

LIST OF ABBREVIATIONS

ACSA	Airports Company South Africa
AEC	Airport Environmental Committee
EO	Environmental Officer
ES	Environmental Specification
EMS	Environmental Management System for ACSA
ESA	Environmentally Sensitive Areas
SABS	South African Bureau of Standards
SAHRA	South African Heritage Resource Agency
SSSI	Sites of Special Scientific Interest



PART 1: ACSA ENVIRONMENTAL SPECIFICATIONS OVERVIEW

1. PURPOSE OF THE ENVIRONMENTAL SPECIFICATIONS

The purpose of the Environmental Specifications (ES) is to translate the recommendations of the Environmental Management System (EMS) into a contractual environmental specification for application during construction activities.

The Environmental Specifications will be applicable to all construction activities that occur on ACSA owned and/or managed airports. Construction activities include construction of buildings, infrastructure as well as developer / tenant property and rehabilitation work at the airport.

2. IMPLEMENTATION OF THE ENVIRONMENTAL SPECIFICATIONS

The Environmental Specifications is intended for dissemination by ACSA to the “Employer”, who is the party for whom the construction works are to be executed (hereafter referred to as the Employer). The Employer may therefore be ACSA (the relevant Departmental Manager responsible for construction activities), a tenant or a developer with a land lease or another party such as a contractor responsible for developing or rehabilitation of the site or sites at the airport.

The Employer shall ensure that the Environmental Specification is included in the Tender Document(s) issued to the prospective Contractor and is also responsible for appointing/designating, in writing, a Responsible Person for the construction works.

The Responsible Person would manage the requirements outlined in the Environmental Specifications on behalf of the Employer. The Contractors shall incorporate the requirements of the ES in their tender submissions to the Employer and are responsible for implementing the ES on a daily basis.

The Environmental Officer (EO) will be responsible for updating the ES as required, auditing the implementation of the ES for each construction project and for maintaining the document control and record systems associated with it.

The Environmental Specifications report has been structured to be incorporated into a standard engineering tender document as the Environmental Particular Specification.

A ‘Particular Specification’ is the terminology used for a specification that covers activities that are not adequately covered in the standardised SABS 1200 series specifications for engineering contracts, or where the specification is sufficiently detailed to make it inappropriate for inclusion as a variation or addition to a standardised specification.

The Environmental Specification is a generic document applicable to construction projects at all ACSA airports. The majority of the specifications within the ES will apply to all construction work, although it is anticipated that variations to this specification may need to be

PART 2: ENVIRONMENTAL Particular SPECIFICATIONS

Index to Environmental Particular (EP) Specifications

Clause	Description
EP1	INTRODUCTION
EP2	ORGANISATIONAL REQUIREMENTS
EP2.1	Organisational overview and structure
EP2.2	Roles and responsibilities
EP3	METHOD STATEMENTS



EP4	GENERAL SITE PROCEDURES
EP4.1	Demarcation of Environmentally Sensitive Areas (ESAs)
EP4.2	Location of camp and depot
EP4.3	Demarcation of the site
EP4.4	Ablution Facilities
EP4.5	Domestic waste water
EP4.6	Refuse
EP4.7	Protection of the fauna and flora
EP4.8	Defacement of natural features
EP4.9	Protection of archaeological and paleontological sites
EP4.10	Effluent and storm-water management
EP4.11	Dust control
EP4.12	Noise control
EP4.13	Materials use, handling, storage and transport
EP4.14	Emergency procedures
EP4.15	Social issues
EP5	SITE CLEARANCE
EP5.1	Removal of top soil
EP5.2	Stabilisation of steep slopes
EP5.3	Removal of alien vegetation
EP6	SITE REHABILITATION
EP6.1	Scope
EP6.2	Landscaping and preparation for re-vegetation
EP7	MANAGEMENT AND MONITORING:
EP7.1	Monitoring and reporting
EP7.2	Environmental awareness training
EP7.3	Non-conformance and corrective actions
EP7.4	Documentation
EP7.5	Incentives and penalties
EP7.6	External audit
EP8	MEASUREMENT AND PAYMENT



EP1 INTRODUCTION

The ES has been prepared and is to be implemented as part of the Environmental Management Systems for ACSA.

The ES provides specifications that the Contractor shall adhere to, in order to minimise adverse environmental impacts and optimise opportunities associated with construction activities.

The ES is provided to the Contractor at the tender stage so that the costs of implementing the ES are included into the contract cost and so that the Contractor is aware of his environmental responsibilities before commencing work.

The aim of this ES is to ensure that environmental management of site activities is integrated into the other management systems implemented by the Contractor (e.g. quality management, health and safety). For this reason, the ES includes a requirement for the Contractor(s) to develop their own system (i.e. roles, responsibilities and timing) for ensuring that the requirements of the ES are met, and that the Contractor checks, by means of an internal audit, that this system is operating effectively.

EP2 ORGANISATIONAL REQUIREMENTS

EP2.1 Organisational Structure

This section outlines the required management structure for the administration of the ES, with particular emphasis on the roles and responsibilities of key individuals.

The organisational structure for the implementation of the ES is presented in Figure 1 and should be viewed in conjunction with the roles and responsibilities below.

EP2.2 Roles and responsibilities

EP2.2.1 Airports Company South Africa

Airports Company South Africa is ultimately responsible for ensuring effective environmental management at the airport in terms of the scope of the Environmental Management Systems.

EP2.2.2 Environmental Officer (EO)

The Environmental Officer has been appointed by ACSA and is responsible for monitoring the implementation of the requirements of the Environmental Specification by the relevant parties as specified.

The Environmental Officer shall:

- Review and approve in writing valid method statements;
- Inspect the Contractor's site to check compliance with method statements and the requirements of the ES (at least weekly and more frequently if thought to be warranted by the EO) and maintain inspection reports on file;
- Meet with the Responsible Person for the developer or tenant, whereby the Responsible Person reports on the implementation of the ES (at least monthly) and keep a record of minutes of the above meetings;
- Provide material / manuals and assistance to the Responsible Person for the initial environmental training sessions; and
- Report in writing any problems related to conformance with the ES which cannot be resolved in co-operation with the relevant Responsible Person to ACSA Managers or the relevant developer / tenant.



EP2.2.3 Employer

The Employer shall:

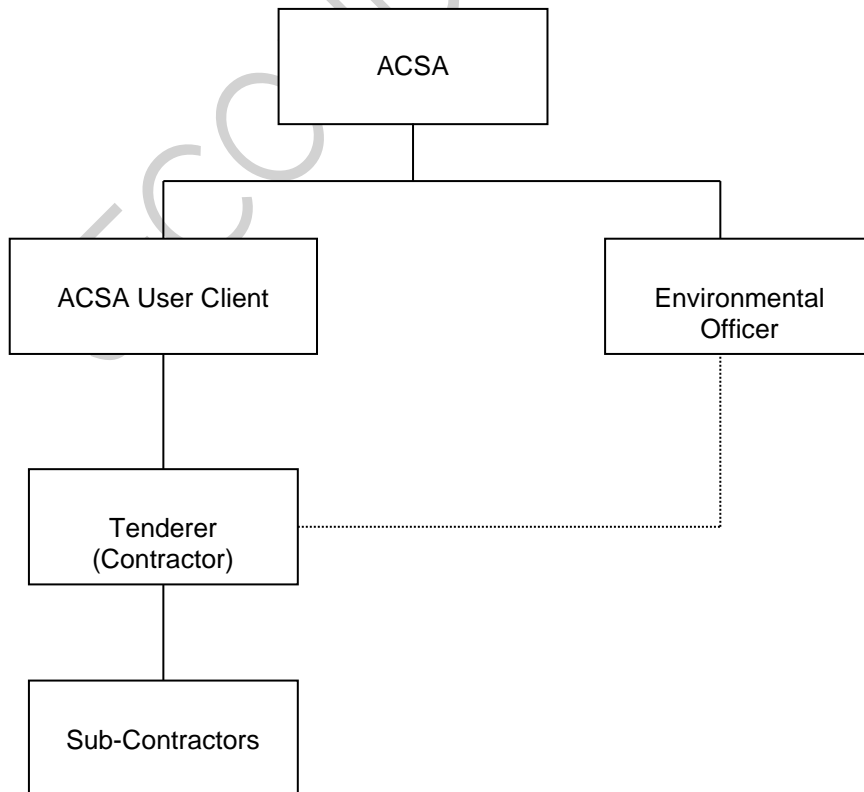
- Include the ES, with any revisions, in any tender document related to construction activities on site;
- Designate in writing a Responsible Person for the proper implementation of the ES; and
- Send a copy of the letter of appointment of the Responsible Person to the EO.

EP2.2.4 Responsible Person

The Responsible Person for each building site or infrastructure installation shall:

- Develop a system to ensure that the ES is effectively implemented;
- Audit this system so that he/she can demonstrate to the EO that the ES is being effectively implemented;
- Ensure that Contractors staff, sub-contractors, suppliers etc. receive appropriate environmental awareness training prior to commencement of work on the project and maintain records of training. It is anticipated, though not a requirement, that the Responsible Person will deliver training sessions;
- Ensure that responsible persons for sub-contractors are designated to carry out the requirements of the Environmental Specifications
- Submit method statements to the Environmental Officer for approval as specified in the Environmental Specifications and maintain approved method statements on file; and
- Have sufficient authority to issue site instructions to the Contractors staff on their site. It is probable, though not a requirement, that the Responsible Person will be the Engineers Representative.

Figure 1: Organisational structure showing lines of responsibility and communication during the construction phase at the airport.





EP3 METHOD STATEMENTS

The Contractor shall submit a written method statement to the Responsible Person for approval, covering those activities which are identified (in this document and/or by the Environmental Officer), as being potentially harmful to the environment.

Method statements indicate how compliance with the Environmental Particular Specification will be achieved.

The method statement shall state clearly:

- timing of activities;
- materials to be used;
- equipment and staffing requirements;
- the proposed construction procedure designed to implement the relevant environmental specifications;
- the system to be implemented to ensure compliance with the above; and
- other information deemed necessary by the Environmental Officer and Responsible Person.

The method statement shall be submitted at least five working days prior to expected commencement of work on an activity, to allow the Responsible Person time to study and approve the method statement. The contractor shall ensure ACSA that the activity is conducted according to the method statement which will be approved in writing by the ACSA successful Tenderer (and also signed by the ACSA Environmental Officer), which shall be done within five working days of receipt.

Due to changing circumstances, it may be necessary to modify method statements. In such cases, the proposed modifications must be indicated and agreed upon in writing between the Environmental Officer and Responsible Person. The EO and Responsible Person must retain records of any amendments and ensure that the most current version of any method statement is being used.

EP4 GENERAL SITE PROCEDURES

EP4.1 Demarcation of Environmentally Sensitive Areas

Before construction commences there needs to be confirmation by ACSA's Environmental Officer that the vegetation in the area to be impacted by construction activities is not identified as an Environmentally Sensitive Area (ESA). However, should Environmental Sensitive Areas be identified during the construction period the following actions would have to be taken to minimize adverse impacts:

- Environmentally Sensitive Areas, shall not be entered or used for any purpose unless a written motivation has been submitted to the EO by the Responsible Person, and written approval has been obtained from the EO;
- The Contractor shall exercise special care when working close to the ESA's in order to avoid damage or physical disturbance of these areas. The EO may instruct the Responsible Person to restrict the number of construction personnel and equipment operating near Environmentally Sensitive Areas (ESA's);
- Damage caused to ESAs by the Contractor shall be cause for the Contractor to make good any damaged areas to the written satisfaction of the EO;
- The Contractor shall note the proximity to the site of any designated ESAs. The Contractor shall fence any ESAs located within 20-m of the site boundary. The fencing shall extend along the boundary of the ESA for sufficient distance to ensure that the location of the ESA is obvious from the Contractor's site and from the approach to the Contractor's Site; and
- The Contractor shall make provision for the demarcation of ESAs with fencing to the following specifications:



Posts shall be wooden droppers or steel standards where the ground is too hard for wooden droppers to be driven in;

- The posts shall be long enough and spaced closely enough to support a strand of 12-gauge wire at 750- mm above the ground level; and
- The top 300-mm of the posts shall be painted white for easy visibility.

EP4.2 Location of camp and depot

The Contractor's Camp and Materials Storage Area shall be located at a position approved by the Responsible Person. No site staff other than security personnel shall be housed on site.

The Contractor shall provide water and/or washing facilities at the Contractor's Camp for personnel.

The Contractor's Camp and Materials Storage Area shall be kept neat and tidy and free of litter.

EP4.3 Demarcation of the site

It is important that activities are conducted within a limited area to facilitate control and to minimise the impact on the existing natural environment, existing tenants and other construction activities in the vicinity and public thoroughfares.

The Contractor shall demarcate the boundaries of the site in order to restrict his construction activities to the site. The method of demarcation and the location of the demarcated area shall be determined by the Contractor and approved by the Responsible Person before any work being undertaken. The Contractor shall ensure that all plant, labour and materials remain within the boundaries of the site. Failure to do so may result in the Contractor being required to fence the boundaries of the site at his/her own expense to the satisfaction of the Responsible Person.

If additional areas (e.g. for lay down, rest areas) are required, these must be approved in writing by the Responsible Person. The Contractor is advised that it may take approximately one week to obtain such permission from the Responsible Person.

Suitable temporary fencing may need to be erected during construction to minimise the risk of injury to the public, and animals.

EP4.4 Ablution Facilities

The Contractor shall provide the necessary ablution facilities for all his personnel.

Toilets with chemical disinfectants shall be provided, with a minimum of one toilet per 15-persons. Toilets shall be easily accessible and shall be transportable. The toilets shall be secured to prevent them from blowing over and shall be provided with an external closing mechanism to prevent toilet paper from being blown out. Toilet paper dispensers shall be provided in all toilets. Toilets shall be cleaned and serviced regularly by a reputable toilet servicing company. Toilets shall be emptied before long weekends and builders' holidays.

The Contractor shall ensure that chemicals and/or waste from toilet cleaning operations are not spilled on the ground at any time. Should there be repeated spillage of chemicals and/or waste (i.e. more than three incidents), the EO shall require the Contractor to place the toilets on a solid base with a sump at his own expense. Accumulations of chemicals and waste will have to be removed from the site and disposed at an approved waste disposal site or sewage plant.

Ablutions anywhere other than in the toilets shall not be permitted. Repeated use of open areas, rivers or other areas for ablution purposes (i.e. more than three incidents) may result in the guilty party being given a spot fine. The Contractor shall also be responsible for cleaning up any waste deposited by his personnel.



EP4.5 Domestic waste water

Waste-water from any other ablution or kitchen facilities on site shall be discharged into a suitable conservancy tank. The Contractor shall be responsible for ensuring that the system continues to operate effectively throughout the project and that the conservancy tank is emptied as required during the project. The Contractor shall employ a suitable qualified sub-contractor or the local authority to empty the conservancy tank.

EP4.6 Refuse

Refuse refers to all solid waste, including construction debris (e.g. wrapping materials, timber, cans etc.) waste and surplus food, food packaging etc.

The Contractor shall institute an on-site waste management system that is acceptable to the Responsible Person in order to prevent the spread of refuse within and beyond the site. The Contractor is reminded that wind velocities on the construction site can be extremely high.

All waste shall be collected and contained immediately. The Contractor shall institute a weekly clean-up of the site if so, instructed by the Responsible Person. This daily/weekly clean up shall be for the Contractor's account.

The Contractor shall not dispose of any waste and/or construction debris by burning or burying. The use of waste bins and skips is recommended. The bins shall be provided with lids and an external closing mechanism to prevent their contents from blowing out. The Contractor shall ensure that all waste is deposited by his employees in the waste bins for removal by the Contractor. Bins shall not be used for any purposes other than waste collection and shall be emptied on a regular basis. All waste shall be disposed of offsite at approved landfill sites.

Waste generated at the construction camps shall be separated into recyclable and non-recyclable waste, and shall be separated as follows:

- Hazardous waste (including used oil, diesel, petrol tins, paint, bitumen, etc.);
- Recyclable waste (paper, tins, glass);
- General waste; and
- Reusable construction material

Recyclable waste shall be deposited in separate skips/bins and removed off site for recycling. The Contractor may wish to enter into an agreement with the surrounding communities and/or his staff with regard to the collection and sale of recyclable and reusable materials.

Hazardous waste, including waste oil and other chemicals (e.g. paints, solvents) shall be stored in (an) enclosed area(s), and shall be clearly marked. If deemed necessary by the Responsible Person, the Contractor shall obtain the advice of a specialist waste expert concerning the storage of hazardous waste. Such waste shall be disposed of off-site by a specialist waste contractor, at a permitted hazardous waste disposal site.

The EO shall be consulted about, and agree to, the method of storage and disposal of hazardous waste.

The Contractor is advised that spot fines for littering have been included in this document. Offenders found littering will be liable for a spot fine.

**EP4.7 Protection of fauna and flora**

All fauna within and around the site shall be protected. Birds and animals shall not be caught or killed by any means, including poisoning, trapping, shooting or setting of snares. Offenders may be prosecuted in terms of the Animals Protection Act 71 of 1962.

EP4.8 Defacement of natural features

Defacement of any features outside of the construction site shall not occur without the prior written permission of the Responsible Person. Any features defaced by the Contractor shall be restored to the satisfaction of the Responsible Person.

EP4.9 Protection of archaeological and palaeontological Sites

If any possible palaeontological /archaeological material is found during excavations, the Contractor shall stop work immediately and inform the Responsible Person. The Responsible person will inform the South African Heritage Resource Agency (SAHRA) and arrange for a palaeontologist/archaeologist to inspect, and if necessary, excavate, the material, subject to acquiring the requisite permits from the National Monuments Council. Costs incurred will be for the Employer's account.

EP4.10 Effluent and storm-water management**EP4.10.1 General**

The Contractor must ensure that pollution of the ground or surface water does not occur as a result of site activities. Pollution could result from the accidental release of contaminated run-off from construction camps, discharge of contaminated construction water, chemicals, oils, fuels, sewage, run-off from stockpiles, solid waste, litter, etc.

EP4.10.2 Run off from construction camps

The Contractor shall ensure that polluted run-off (excluding silt "pollution"), such as run-off from construction camps where equipment is cleaned and/or serviced, fuel stores, workshops, etc. is not discharged overland. The Contractor may direct it into the local sewerage main, with the written permission of the Responsible Person. Alternatively, the Contractor shall erect an earth/brick berm 0,5 m high around such areas and shall collect all run-off from these areas and store it in a conservancy tank for removal from the site. The Contractor shall ensure that silt-laden water is not discharged directly into any surface watercourses (i.e. vleis, etc.), and shall take suitable measures to prevent this.

Natural run-off shall be diverted away from any camps towards the storm-water drains where these are available. Special care must be taken in areas susceptible to erosion, e.g. steep slopes. The Contractor shall ensure that excessive quantities of sand, silt and silt-laden water do not enter the storm-water drain system, or any surface watercourse. The Contractor shall take appropriate measures, e.g. the erection of silt traps, or drainage retention areas, to prevent silt and sand entering drainage or watercourses. Any partial or complete blockage of the storm-water drainage system shall be cleared by the Contractor at his / her own expense.

EP4.10.3 Discharge of construction water

Construction water refers to all water dirtied as a result of construction activities.

The Contractor may discharge silt laden water overland and allow this water to filter into the ground. However, s/he shall ensure that he does not cause erosion as a result of any overland discharge.

The Contractor may discharge limited quantities (less than 50L) of cement-laden water overland, i.e. washings from trowels, wheelbarrows and the like.



Water from washing large concrete-mixing equipment (mixers and the like) shall not be discharged overland. Such water shall be collected in a conservancy tank, removed from the site and disposed of in the correct manner. The Contractor may consider reusing such water for washing other concrete equipment to minimise the amount required to be removed off site.

Trucks delivering concrete shall not wash the trucks or the chutes on the site. All washing operations shall take place off site at a location where wastewater can be disposed of in the correct manner.

EP4.10.4 Servicing/fuelling of construction equipment

Servicing and fuelling should preferably occur off site.

However, if these activities occur on site, the Contractor shall ensure that all servicing of vehicles and equipment takes place in designated areas agreed upon by the Responsible Person. All waste shall be collected and disposed of off-site at an appropriately licensed landfill site. All equipment that leaks onto the ground shall be repaired immediately or removed.

Similarly, no vehicles or machines shall be refuelled on site except at designated refuelling locations, unless otherwise agreed with the Responsible Person. The Contractor shall not change oil or lubricants anywhere on site except at designated locations, except if there is a breakdown or an emergency repair. In such instances, the Contractor shall ensure that he has Drizit pads (or equivalent) and/or drip trays available to collect any oil, fluid, etc.

EP4.10.5 Fuels and chemicals

The Contractor shall take all reasonable precautions to prevent the pollution of the ground and/or water resources by fuels and chemicals as a result of his activities.

The Contractor shall keep the necessary materials and equipment on site to deal with ground spills of any of the materials used or stored on site.

The Contractor shall ensure that no oil, petrol, diesel, etc. is discharged onto the ground. Pumps and other machinery requiring oil, diesel, which is intended to remain in one position for longer than two days shall be placed on drip trays. The drip trays shall be emptied regularly and the contaminated water disposed of off-site at a facility capable of handling such wastewater. Drip trays shall be cleaned before any possible rain events that may result in the drip trays overflowing, and before long weekends and holidays.

The Contractor shall remove all oil-, petrol-, and diesel-soaked sand immediately and shall dispose of it as hazardous waste.

Should the Responsible Person/ECO and/or the relevant authorities deem it necessary to institute a programme for the removal of contaminated ground resulting from the non-compliance of the controls detailed above, these costs will be for the Contractor's account. Remedial action shall be approved by the ECO and relevant authorities, if appropriate.

EP4.11 Dust control

The Contractor shall be responsible for the continued control of dust arising from his/her operations, through measures including, but not limited to, spraying of water on bare areas, rotovating straw bales into the soil surface and the scheduling of dust-generating activities to times when wind velocity is low. Overhead sprayers shall not be used in windy conditions, due to water loss through evaporation. The use of water carts is preferred.



The Contractor shall inform the Responsible Person 48 hours in advance of anticipated “unavoidable” dust-generating activities. The Responsible Person and/or ECO may inform adjacent land users, tenants and communities about the possibility of dust pollution, and the approximate duration of the problem.

EP4.12 Noise control

The Contractor shall take all reasonable precautions to minimise noise generated on site as a result of his operations, especially when working in areas or on activities that may impact on neighbouring land users.

The Contractor shall comply with the applicable regulations with regard to noise.

The Contractor shall inform the Responsible Person 48-hours in advance of anticipated “unavoidable” noise-generating activities. The Responsible Person and/or Environmental Officer may inform adjacent land users, tenants and communities about the possibility of noise pollution and the approximate duration of the problem.

EP4.13 Materials use, handling, storage and transport

Procedure for material handling must be discussed with and approved by the Responsible Person prior to commencement of this activity.

EP4.13.1 Use of cement/concrete

The Contractor is advised that cement and concrete are regarded as highly hazardous to the natural environment on account of the very high pH of the material, and the chemicals contained therein. Therefore, the Contractor shall ensure that:

- concrete is mixed on mortar boards, and not directly on the ground;
- visible remains of concrete, either solid, or from washings, are physically removed immediately and disposed of as waste. Washing visible signs into the ground is not acceptable; and
- all aggregate is also removed.

EP4.13.2 Fuel storage and use

Tanks containing fuels shall have lids and shall remain firmly shut. Only clean, empty tanks may be stored on the bare ground. Fuel stores shall be placed on a bunded sealed base - the bunds shall have a volume of 110% of the volume of the largest tank in the storage area. Any waste-water or spilled fuel collected within the bund shall be disposed of as hazardous waste.

The Contractor shall take all the necessary precautions to prevent fires or spills. No smoking shall be allowed in the vicinity of the fuel stores. Failure to adhere to this specification shall be cause for a spot fine being imposed on the offender.

The Contractor shall ensure that there is adequate fire-fighting equipment at the fuel stores.

EP4.13.3 Hazardous materials

The Contractor shall comply with all relevant national, regional and local legislation with regard to the transport, use and disposal of hazardous materials. If necessary, the Contractor shall obtain the advice of the manufacturer with regard to the safe handling of hazardous materials. Any claims against the Contractor shall be for his/her account.

The Contractor shall provide the Responsible Person with a list of hazardous substances on site, together with storage procedures for these materials.



The Contractor shall ensure that there is an emergency procedure to deal with accidents and incidents (e.g. spills) arising from hazardous substances. The Contractor shall report major incidents (spills in excess of 50 litres) to the Responsible Person immediately.

The Contractor shall maintain a register of spills or incidents involving hazardous materials, as well as measures taken.

The Contractor shall ensure that information on all hazardous substances is available to all personnel on site. The Contractor shall furthermore be responsible for the training of all personnel on site who will be handling the material about its proper use, handling and disposal.

EP4.13.4 Transport of materials outside the site

The Contractor shall comply with all the applicable local, regional and national by-laws with regard to road safety and the transport of materials, especially hazardous and/or toxic materials. Any claims against the Contractor shall be for his account.

The Responsible Person shall provide the Environmental Officer with a schedule of the proposed transportation of significant quantities of hazardous material onto the site, before commencing work on site. The Environmental Officer may request further details or notifications of specific material movements if considered necessary.

EP4.14 Emergency procedures

EP4.14.1 General

The Contractor shall ensure that emergency procedures are set up prior to commencing work. Emergency procedures shall include, but are not limited to, fire, spills, contamination of the ground, accidents to employees, use of hazardous substances, etc. Emergency procedures, including responsible personnel, contact details of emergency services, etc. shall be made available to all the relevant personnel and shall be clearly demarcated at the relevant locations around the site.

The Responsible Person shall advise the EO of any emergencies on site, together with a record of action taken.

EP4.14.2 Fire

The Contractor shall take all the necessary precautions to ensure that fires are not started as a result of his/her activities on site and shall also comply with the requirements of the Occupational Health and Safety Act 85 of 1993.

No open fires shall be permitted on or off site. Closed fires or stoves shall only be permitted at designated safe sites in the construction camps. Fires shall also not be permitted near any potential sources of combustion, such as fuel stores, stockpiles of plant material etc.

The Contractor is advised that sparks generated during welding, cutting of metal or gas cutting can cause fires. Every possible precaution shall therefore be taken when working with this equipment near potential sources of combustion. Such precautions include having an approved fire extinguisher immediately available at the site of any such activities.

The Contractor shall be liable for any expenses incurred by any organisations called to assist with fighting fires, and for any costs relating to the rehabilitation of burnt areas.

EP4.15 Social issues

EP4.15.1 Third party or public complaints



The Environmental Officer shall be responsible for responding to queries and/or complaints and may request assistance from the Responsible Person in this regard.

The Environmental Officer shall notify the Responsible Person of any complaints lodged by a third party and request appropriate information and measures to address such complaints. The Environmental Officer shall be responsible for maintaining a complaint register in which all complaints are recorded, as well as action taken. This register shall be available to the Responsible Person and the Contractor on request.

EP4.15.2 Information sharing

The Responsible Person and/or the Contractor may need to make staff available for formal consultation with affected parties for the purpose of explaining the construction process and answering queries if necessary.

EP5 SITE CLEARANCE

EP5.1 Removal of topsoil

Following removal of vegetation from the site, all topsoil shall be removed (up to a maximum of 30-cm depth) and stock-piled for re-use in subsequent rehabilitation and landscaping activities. The stockpiles shall not be higher than 2-m in order to minimise composting. The stockpiles of topsoil shall be located in an area agreed with the Responsible Person.

EP5.2 Stabilisation of steep slopes

The disturbance of steep slopes, for example by the removal of vegetation, may result in slope instability and erosion by rain and surface run off. The Contractor shall ensure that slopes that are disturbed during construction are stabilised to prevent erosion occurring. Where re-vegetation of slopes is undertaken, this shall be in accordance with the specification provided in EP6.

Slopes that are susceptible to accidental damage during construction shall be protected to reduce the risk of disturbance.

Any erosion that does occur must be reinstated at the Contractor's cost.

EP5.3 Removal of alien vegetation

The Contractor shall clear all alien vegetation from areas within the demarcated site that are to be landscaped or which fall within open space or buffer zones (e.g. pipeline routes, road fringes).

EP6 SITE REHABILITATION

EP6.1 Scope

The Contractor shall be responsible for rehabilitating any areas cleared or disturbed for construction purposes that are to be incorporated into open space or buffer zones. The Contractor shall re-vegetate such areas in accordance with the specification provided below.

The Contractor shall stabilise, by straw rot ovation or other means, any areas that are cleared or disturbed for construction purposes which are not going to be incorporated into open space or buffer zones (i.e. areas that will be subsequently developed by another party).



All construction equipment and excess aggregate, gravel, stone, concrete, bricks, temporary fencing and the like shall be removed from the site upon completion of the work. No discarded materials of whatsoever nature shall be buried on the site or on any other land not owned by ACSA.

EP6.2 Landscaping and preparation for re-vegetation

Areas that require reshaping shall be cut, filled and compacted to follow the contours of the surrounding landscape. Topsoil removed from the area initially shall be replaced. Care must be taken not to mix the topsoil with the subsoil during shaping operations. Should a crust form on the soil before re-vegetation is commenced, the Contractor shall, at his own cost, loosen the crust by scarifying to a depth of 150-mm.

EP7 MANAGEMENT AND MONITORING

This section focuses on the systems and procedures required to ensure that the environmental specifications are effectively implemented. The emphasis is on monitoring, training and penalties/incentives aimed at ensuring compliance with this document. Suitable documentation and external checks are crucial to ensure compliance and methods to achieve this are also presented in this section.

EP7.1 General Inspection, Monitoring and Reporting

The Responsible Person shall:

- Inspect the site on a daily basis to ensure that the environmental specifications are adhered to.
- Provide the Environmental Officer with a monthly written report, detailing both compliance with the Environmental Specifications as well as general environmental performance.
- Maintain a record of major incidents (spills, impacts, complaints, legal transgressions etc) as well as corrective and preventive actions taken, for submission to the Environmental Officer at scheduled monthly report back meetings.
- Conduct regular internal audits to ensure that the system for implementation of the ES is operating effectively. The audit shall check that a procedure is in place to ensure that:
 - the Method Statements and Environmental Specifications being used are the up-to-date versions;
 - variations to the Environmental Specifications/Method Statements and non-compliances and
 - corrective action is documented;
 - appropriate environmental training of personnel is undertaken; and
 - emergency procedures are in place and effectively communicated to personnel.
- Provide the required information to the Environmental Officer during external audits conducted, as part of the Environmental Management Systems auditing procedure. The information required will include the reports of internal audits conducted by the Responsible Person.

EP7.2 Environmental awareness training

EP7.2.1 Environmental awareness training prior to commencing work

An initial environmental awareness training workshop shall be held prior to any work commencing at the airport. The Responsible Person shall organise (deliver) the workshop and will record the names of those attending. It is recommended that the Contractor allow one hour for this workshop. The workshop shall be attended by all site staff, including sub-contractor's staff.



The Contractor is responsible for ensuring that personnel commencing work on site after the start of the contract (who therefore miss the initial workshop) are also made aware of the environmental procedures before commencing work.

The emphasis should be on any (potential) environmental impacts relating to the construction activities to be undertaken on site and the related environmental precautions, which need to be taken to avoid or mitigate these impacts. The contractual obligation to comply with the specifications in the Environmental Specifications must also be emphasised (some training material will be specific to certain sites or tenders).

A general environmental awareness programme aimed at all employees of the Contractor, sub-contractors and suppliers is available from the Environmental Officer.

EP7.2.2 Additional environmental awareness sessions

If there are persistent breaches of the specifications contained in the Environmental Specification and/or if new environmental issues arise during construction, the Environmental Officer may require additional environmental training sessions. Attendance at these sessions will be determined by the EO, in consultation with the Responsible Person. The Contractor shall make provision for one hour a month for attendance (of construction staff) at these meetings.

EP7.3 Documentation

The Responsible Person shall ensure that all records of spills, pollution incidents, spot fines, training details etc. are copied to the Environmental Officer for his/her records. All documents shall be open for inspection by the Airport Environmental Committee (AEC).

The Environmental Officer shall ensure that a register of public complaints and action taken thereon, plus the relevant documentation from the Contractors, is maintained.

EP7.4 Incentives and penalties

EP7.4.1 Incentives

The Environmental Officer may identify a Contractor that is best implementing this Environmental Specifications and may make a (monthly) award to, or acknowledge, that Contractor.

EP7.4.2 Penalties

Spot fines shall be imposed by the Environmental Officer on Contractors who are found to be infringing these specifications. The Contractor shall be advised in writing of the nature of the infringement and the amount of the spot fine, and furthermore the Contractor shall determine how to recover the fine from the relevant employee and/or sub-contractor. The Contractor shall also take the necessary steps (e.g. training) to prevent a recurrence of the infringement and shall advise the Environmental Officer accordingly.

The Contractor is also advised that the imposition of spot fines does not replace any legal proceedings by the Council, authorities, land owners and/or members of the public may institute against the Contractor.

Spot fines shall be between R13,500 and R2000, depending upon the severity of the infringement. The decision on how much to impose will be made by the Environmental Officer and will be final. In addition to the spot fine, the Contractor shall be required to make good any damage caused as a result of the infringement at his/her own expense.

A preliminary list of infringements for which spot fines will be imposed is as follows:



- moving outside the demarcated site boundaries;
- littering of waste on site and surrounds and burying waste on site and surrounds;
- smoking in the vicinity of fuel storage and filling areas and in any other areas where flammable materials are stored/used;
- making fires outside designated areas;
- defacement of natural features;
- spillage onto the ground of oil, diesel, etc;
- picking/damaging plant material;
- damaging/killing wild animals; and
- additional fines as determined by the Environmental Officer.

The Responsible Person may also order the Contractor to suspend part or all the works if the Contractor repeatedly causes damage to the environment by not adhering to the ES (i.e. more than 3 cases of infringements). The suspension will be enforced until the offending actions, procedure or equipment is corrected. No extension of time will be granted for such delays and all costs will be borne by the Contractor.

EP7.5 External audit

Regular scheduled audits of the EMS will be conducted. However, this is not a dedicated audit of the implementation of this document (which is one of many components of the EMS). Nevertheless, it is anticipated that implementation of the terms and specifications contained in this document will be periodically audited as part of the EMS audit.

All documentation held by the Environmental Officer shall always be available for the EMS audit. Contractors shall also be required to provide any information required by the EMS auditors.

EP8 Measurement and Payment

Item	Unit
D10.01	Implementation of Construction Environmental Management Plan month

The unit of measurement for Item D10.01 shall be the month, or part thereof for the duration of the approved contract period. Part of a month shall be calculated to two decimal places. The contract rate shall include full compensation for implementing the Construction Environmental Management Plan, including the provision of a full time Designated Environmental Officer (DEO) to carrying the specified duties in terms of the Specifications. The contract rate shall also include the provision of a monthly environmental compliance report to the Engineer.



C3.7.3 IMPLEMENTATION OF THE CIDB B.U.I.L.D. PROGRAM

1. GENERAL

The contractor shall achieve in the performance of the contract the Contract Skills Development Goals as stated in the Standard For Developing Skills through Infrastructure Contracts (Published in GN 48491 of 28 April 2023)

CSDG shall be achieved in the performance of a contract in relation to the provision of different types of workplace opportunities linked to work associated with a contract which culminate in or lead to:

- a) **Method 1:** a part- or full occupational qualification registered on the National Qualification Framework;
- b) **Method 2:** a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012);
- c) **Method 3:** a national diploma registered on the National Qualification Framework; and
- d) **Method 4:** registration in a professional category by one of the professional bodies listed in the standard.

The section shall be read concurrently with the Standard for Developing Skills through infrastructure Contracts (Published in GN 48491 of 28 April 2023). The Contractor shall comply with the provisions of the Standard for Developing Skills through infrastructure Contracts for the contract duration.

Bidders shall commit to achieving the contract skills development goal and are provided with a number of methods for measuring their achievements. Bidders may, if need be, devolve their obligations onto subcontractors.

The Construction Skills Development Goal shall be a minimum of 0.25% of the contract value for this contract. The contractor shall make use of the table below in preparing **a proposal on how the CSDG will be met in this contract.**

By signing this form, the bidder commits to meeting the CSDG goals during the performance of the contract as set out in this form and in the **Standard for Developing Skills through Infrastructure Contracts (Published in GN 48491 of 28 April 2023).** The bidder further understands and accepts the contents of the Standard **for Developing skills through Infrastructure Contracts (Published in GN 48491 of 28 April 2023)**

Pavement Item E10.01 has been allowed in the bill of quantities for implementation of the CSDG over a period of 6 months. This item is a time related item and shall be paid out monthly for over the contract duration.

The table below shall be used by the Contractor to propose the method in which the CSDG will be met. In the event of the Contractor failing to meet the relevant requirements and goals, the Contractor will be penalised as detailed in Item 5 of C3.5.4 above.

2. MEASUREMENT AND PAYMENT

Item	Unit
F10.01 Implementation of the CIDB B.U.I.L.D programme	month

The unit of measurement for Item F10.01 shall be the month, or part thereof for the duration of the approved contract period. Part of a month shall be calculated to two decimal places. The contract rate shall include full compensation for implementing the CIDB B.U.I.L.D. Program, including the provision of a dedicated, full time responsible person, the carrying out all the required administrative duties



accompanied with the establishment, implementation and supervision of the CIDB B.U.I.L.D. Program compliance report to the Engineer as detailed in the CIDB Standard for Developing Skills through infrastructure Contracts, 31 March 2023. General Notice 1779 of 2023. Supervision of the CIDB B.U.I.L.D Program. The contract rate shall also include the provision of a monthly CIDB B.U.I.L.D. Program compliance report to the Engineer

SECOND DRAFT

Skills Types	Number of Learners	*Notional Cost/ Learner/ Quarter (Rand)	Notional Cost /learner/ year (Rand)	Total Notional Cost over 12 Months Contract (Rand)
Method 1: a part- or full occupational qualification registered on the National Qualification Framework;				
Method 2: a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012);				
Method 3: a national diploma registered on the National Qualification Framework;				
Method 4: registration in a professional category by one of the professional bodies listed in the standard.				
Total Cost (Cost of CSDG)				
CSDG Score % (Total cost of CSDG/Contract value Excluding VAT)				

AIRPORTS COMPANY SOUTH AFRICA

GEORGE AIRPORT

CONTRACT NO: GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

C4: SITE INFORMATION

C4.1 SCOPE AND DISCLAIMERS

C4.2 SITE DESCRIPTION

C4.3 RESTRICTED ACCESS TO THE SITE OF THE WORKS

C4 SITE INFORMATION

C.4.1. SCOPE AND DISCLAIMERS

The information contained in Part C4 is intended as an indication of the conditions likely to be encountered. All drawings, opinions, interpretations and suggested working methods given in this volume must be regarded as a guide. The results are given in good faith but no warranty is given that the information is representative of the entire airport or route, and no responsibility will be accepted for any consequence arising from actual conditions being different from those indicated in this volume.

C4.2. SITE DESCRIPTION

C4.2.1 GENERAL

The general locality of the main facilities is indicated in the diagram below:



Figure 1: Layout plan showing the work areas

C4.3 RESTRICTED ACCESS TO THE SITE OF THE WORKS

The designated access point for plant and personnel will be provided to the contractor. The Contractor will be required to provide 24 hour security at these Gates. The security stall at this Gate will be in radio contact with Fire & Rescue at all times to enable the provision of escort services.

Construction material must be delivered via the temporary access gate to the site camp under escort service. The Contractor shall erect, maintain, move and finally remove temporary barriers, fences, signs and markings, all as prescribed by the airport authorities. The Contractor shall ensure that all barricades, markers and signs are placed under escort, prior to entering a work area for construction purposes.

Movement outside the areas demarcated for construction shall not be permitted, unless special arrangements have been made and approved by the AM.



Figure 2: Proposed Camp Site



GEORGE
TEL: +27 (0) 44 873 4923 FAX: +27 (0) 44 874 5953
EMAIL: info@sesc.net WEBSITE: www.sesc.net
ADDRESS: Unit 17 Cathedral Square,
Cathedral Street, George, 6530
PO BOX: 9087, George, 6530

CAPE TOWN
TEL: +27 (0) 21 554 5195 FAX: +27 (0) 86 575 2869
EMAIL: betsy@sesc.net WEBSITE: www.sesc.net
ADDRESS: Tableview, Cape Town, 7441
PO BOX: 443, Milnerton, 7435

Our Ref: LET/GRG/AP/ECO/6/24

V3 Consulting Engineers
P O Box 730
MOSSSEL BAY
6500

August 7, 2024

Attention: Rudi Beeslaar

**SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE
LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH
AFRICA SOC LTD.**

Having been show the proposed area to be fenced it is the opinion of Sharples Environmental Services cc (SES) that the fence will not trigger a listed activity and therefore there is no need for a National Environmental Management Act (NEMA) application.

There is also no need in terms of the NEMA legislation for the appointment of an Environmental Control Officer (ECO).

Kind Regards

John Sharples
Director
SHARPLES ENVIRONMENTAL SERVICES cc

• Environmental Impact Assessments • Basic Assessments • Environmental Management Planning
• Environmental Control & Monitoring • Water Use License Applications • Aquatic Assessments



ANNEXURE AA

**PROJECT ELECTRICAL
SPECIFICATIONS**

SECTION 1: GENERAL REQUIREMENT

GENERAL

- Section 1: contains a general description of the project, available facilities, and the conditions with which the works must comply.
- Section 2: contains the technical requirements and specifications for the project.
- Section 3: contains the project management requirements.
- Section 4: contains the standard technical specifications

INTERPRETATION AND TERMINOLOGY

DESCRIPTION	ABBREVIATION / INTERPRETATION
Alternating Current	AC
Certificate of Compliance	COC
Contract Price Adjustment	CPA
Control and Management System	CMS
Direct Current	DC
Engineering Procurement and Construction	EPC
Factory Acceptance Testing	FAT
Low Voltage	LV
Medium Voltage	MV
Operating and Maintenance	O&M
Provisional Acceptance Test	PAT
Terminal Building Substation	TBS
Approved	Approved in writing by the Employer
Certificate of Completion	When the outstanding items on the practical Completion Certificated is repaired and signed-off by the Engineer. Also referred to as Works Completion Certificate
Commencement date	The date that the Agreement, made in terms of the Form of Offer and Acceptance, comes into effect
Commencement of Works	When the Contractor commence executing the Works, following instruction by the Engineer
Contract	The documentation of the agreement between the parties in terms of the Form of Offer and Acceptance
Contractor	The successful Tenderer appointed to execute the Contract
Defects Liability Period	The 12-month period commencing from the issue of the Certificate of Completion
Document	This complete set of bound conditions, specifications, Bill of Quantities, and schedules also referred to as the Tender Document
Drawings	Drawings issued with the Tender Documentation
As Built Drawings	As-Built Drawings of the complete plant including civil works and equipment installation specifications
Employer	The Employer or ACSA
Engineer	The Chief Engineer of the ACSA
Erect	To place or mount and fix in position
Final Completion	When the Final Approval Certificate is issued by the Engineer stating the date on which the Works were completed, and all defects corrected in accordance with the Contract
Grid	Existing 11kV electrical reticulation network
Handover	When the Contractor is given permission to enter the site
Install	To erect, connect, and commission, complete with related accessories

DESCRIPTION	ABBREVIATION / INTERPRETATION
Indicated, Shown, Noted	As indicated or shown on drawings
Performance Guarantee	Form of Guarantee issued by the Contractor
Point of Supply	Point where the Plant connect to the Grid
Practical Completion	When the whole or portion of the Works has reached a state of readiness fit for the intended purpose, and occupation without danger or undue inconvenience to the Employer, although some work may be outstanding
Project Specification	This Scope of Work also serves as the Project Specification
Scope of Work	The document that specifies and describe the Works which are to be provided, and any other requirements and constraints relating to the way the work is to be carried out
Site	The building or land and other places made available by the Employer, for the purpose of the Contract, on, under, over, in or through which the Works are to be executed
Similar or Equal	Equal or better in efficiency or performance and compatibility with the installation as specified
Specification	The complete tender Document including this Scope of Work
Subcontractor	Sub-contractors appointed or utilised at the full responsibility of the Contractor
Successful Tenderer	The Tenderer appointed as Contractor
Supply	To purchase or procure and deliver complete with all necessary and additional specified accessories
Works Completion Certificate	Refer to the Certificate of Completion
Works	The Permanent Works together with such Temporary Works as may be necessary for the execution of the Works

CONTRACTOR'S RESPONSIBILITY

This document sets the general technical requirements for the Detailed Design, Procurement, Construction, Commissioning and Maintenance during the Defects Liability Period of the installation. The design definitions and guidelines, plant performance requirements, quality management and minimum codes and standards, but not limited to, forms part of this document. The tendered prices shall include all costs incurred in meeting these requirements.

All materials supplied must carry a guarantee and be new. The installation must comply with this Specification and the Standardised Specifications (refer to Section 4). Workmanship must be of the best quality and be carried out in accordance with the Occupational Health and Safety (Act 85 of 1993).

The Project Specification and Drawings show the general nature of the work and not all details are shown. The responsibility lies with the Contractor to provide for all equipment and materials in order to furnish a complete functional installation.

Over and above the compulsory site inspection, prospective Tenderers must visit the site and must make sure of the circumstances of the installation. No claims due to lack of knowledge in this regard will be entertained after appointment of the successful Tenderer.

STATUTORY REQUIREMENTS SPECIFICATIONS AND STANDARDS

The construction activities and final Works shall comply with the statutory requirements as amended and relevant guidelines, inter alia:

Standards and Specifications of the ACSA.
The Occupational Health and Safety (Act 85 of 1993).
Environmental Conservation Act (Act 50 of 2003).
Civil Aviation Act (Act 13 of 2009)
Municipal bylaws and regulations.
Applicable relevant standards and codes of practice, whether BS, IEC, NRS or SANS.

CONFLICT BETWEEN SPECIFICATIONS AND DRAWINGS

Should there be conflict between the Specifications and the Drawings then sections shall be considered in the following order of priority:

Bill of Quantities
Scope of Work (Project Specification)
Drawings
Standard Technical Specifications

Should the Contractor note an inconsistency between the Project Specification and Drawings he shall be responsible for notifying the Engineer and obtaining clarification or instructions prior to ordering or installing equipment.

ITEMS REQUIRING SPECIAL ATTENTION

As the work progresses, the Contractor shall keep an accurate record of any variation or deviation from the original design, bill of quantities and drawings.

Within 14 (fourteen) days after the Practical Completion of the project by the Contractor, a Certificate of Completion, test certificates and a set of co-ordinated "As Built" drawings must be handed over to the Employer. It is important to note that the contract is not completed until such completion documentation is in the possession of the Employer.

All test certificates of the various manufacturers/suppliers as well as tests on site must be provided to the Employer before equipment and or material will be accepted.

Factory acceptance tests is required for specific items and/or equipment. Items delivered to site without Factory acceptance certification will not be accepted.

OCCUPATIONAL HEALTH AND SAFETY ACT (Act 85 of 1993)

The Contactor shall meet the health and safety requirements as stipulated in health and safety plan specification.

The Contractor shall be obliged to sign an OHS Mandatory agreement.

It is confirmed that the Engineer will not act as agent for the Employer as contemplated in Section 4.5 of the Construction Regulations, promulgated in terms of the Occupational Health and Safety Act 85 of 1993. A suitably qualified competent person shall be appointed by the Employer to undertake the responsibilities of the Employer Client as laid down in these Regulations.

SAFETY PROCEDURE: NETWORK SWITCHING

Any switching of existing power supplies shall be arranged beforehand with the Responsible Person of the ACSA.

The Contractor shall not perform work on any portion of a network until such portions have been isolated and earthed.

The Contractor shall request a written "Work Permit" from the Responsible Person, which shall be completed in duplicate. The original "Work Permit" shall be retained by the Contractor until completion of his work. Upon completion of the work, the Contractor shall sign a statement to this effect. He shall hand this statement, as well as the used "Work Permit" to the Responsible Person, to enable the latter to re-energise the relevant portion/portions of the network.

SCHEDULES TO BE COMPLETED

All schedules included in this tender document must be completed and signed.

SECTION 2: TECHNICAL REQUIREMENTS

DESCRIPTION OF THE WORK

The Project requires installation of an access control boom on the road to the car rental depot and general aviation area. There is also a requirement for the integration of the new access control point with the existing Pay Stations, the upgrade and consolidation of the electrical supply to the various existing access control points and redundancy provision for future additional security improvements.

Upgrade of power supply from the existing substation in the terminal building to the existing Pay Station in the parking area is a fundamental requirement to ensure a secure and sustainable supply. The installation of a new UPS unit in the Terminal Substation building, as a single-point backup supply to the parking security system is included in the scope of work.

The project consists *inter alia* of the following sections:

- 1.1 The supply, installation and commissioning of an additional 400V Essential Supply DB in the existing terminal building substation to act as an extension of the existing Essential Supply DB
- 1.2 The supply, installation and commissioning of an UPS DB in the existing terminal building substation.
- 1.3 The supply, installation and commissioning of 5 landside parking area distribution kiosks:
 - 1.3.1 Kiosk 1A will be installed at the Pay station with all existing equipment in that vicinity> The existing supply to the Pay Station shall be rerouted and connected to new Kiosk 1A.
 - 1.3.2 Kiosk 1B will be installed at the Parking exit station, replacing the existing kiosk with all equipment in that vicinity to be rerouted and connected to Kiosk 1B.
 - 1.3.3 Kiosk 1C with all new equipment will be supplied from Kiosk 1B with a 16mm² 2 core Cu cable, single-phase, with fibre link from exiting Parking Security network.
 - 1.3.4 Kiosk 2A will be installed at the existing Staff Parking station, replacing the existing data kiosk with all existing equipment in that vicinity to be rerouted and connected to the new Kiosk 2A.
 - 1.3.5 Kiosk 2B will be installed at the existing Parking entry station, replacing the existing kiosk with all existing equipment in that vicinity to be rerouted and connected to new Kiosk 2B with supply to the new electrical gate at the pump station entry road.
- 1.4 Electrical and data sleeve network including manholes and related road crossings:
 - 1.4.1 New sleeves ring shall be installed along outer existing planter perimeter to eliminate reinstating asphalt and accommodate a new irrigation system.
 - 1.4.2 The sleeve ring shall consist of 2 x black corrugated 110mm diameter sleeves for electrical and 1 x green corrugated 110mm diameter sleeve for data at a depth of 900mm.
 - 1.4.3 Two existing 450mm x 450mm manholes along the sleeve route will be demolished and rebuilt.
 - 1.4.4 All new manholes will be 900(L)x600(W)x1200(D) with new heavy-duty Polymer Concrete covers & frames. All new road crossing installation depends on viability and normal operations disruptions.
- 1.5 Fibre optic and CAT 6 cable installations and related equipment.
- 1.6 CCTV camera and area lighting installation.
- 1.7 25kVA 400v AC UPS system.
- 1.8 Integrated security boom system.

- 1.9 The substation is not on the airside, however due to the essential supplies involved, work will only be allowed when the airport is closed.
- 1.10 The typical operating hours of the airport is summarized as follows:
- Between 06:00 and 19:00 during the week.
 - Between 06:00 and 15:00 on Saturdays.
 - Between 07:00 and 19:30 on Sundays.
- 1.11 Contractors shall be allowed to execute the works outside the airport operating hours:
- Between 15:00 on Saturday and 05:00 on Sunday.
 - Between 19:00 and 12:00 during the week.

Tender prices shall allow and include for the execution of the works outside the airport operating hours. No additional claims will be entertained in this regard after appointment of the successful Tenderer.

1. LOCALITY AND ACCESS

The work to be done is at the terminal building and landside parking area of George airport. A permit system for access to the substation is not required.

2. NATURE OF STRATA AND MATERIAL ON SITE

It is the Contractor's responsibility to acquaint him with the site conditions. No additional claims will be entertained over and above the tender rates as submitted by the Contractor due to the lack of knowledge by the Contractor about the site conditions.

3. OPERATING CONDITIONS AND PARAMETERS

Note that the following site data is for tender purposes only. It is the responsibility of the Contractor to verify the data for design purposes.

It is the Contractor's responsibility to acquaint himself with the site conditions as well as the nature and strata of material on site. No additional claims will be entertained over and above the tender rates as submitted by the Contractor due to the lack of knowledge by the Contractor about the site conditions.

All the material and equipment being supplied in terms of this Contract shall be suitable for continuous operation at the total specified output or capacity under the following conditions:

Applicable site conditions	Unit	Value
Maximum Absolute Temperature	°C	40
Minimum absolute Temperature	°C	-5
Monthly average temp. of the hottest month	°C	26
Corrosion conditions	-	Aggressive
Pollution conditions	-	Moderate
Relative Humidity	%	95% max, 5% min
Atmosphere	-	Salt laden Dry in summer Damp in winter
Monthly average rain	mm	15
Prevailing wind direction	-	Summer - south easterly Winter - north westerly
1:50 Year quantiles of annual maximum gusts	m/s	35-40
1:50 Year quantiles of annual maximum hourly mean wind speeds	m/s	20-25
Distance from sea	km	5.8
Air dust maximum (not existent, low, medium, high, extremely high)	-	Medium dusty
Soil average thermal resistivity		1,2 EC m/W may reach 3,0 EC m/W
Lightning stroke density	/km ² /year	<2
Earthquake category		N/A
Noise general work area	dB (A)	Up to 100 at ramming machine
Noise control room	dB (A)	Not Defined
Noise increase at fence	dB (A)	5

Electrical network status	Value
Maximum short circuit current at the Substation	11 kV - 25 kA 400 V – 35 kA
System nominal voltage	11 / 0.400 / 0.230 kV
System highest voltage	12 / 0.45 / 0.26 kV
Contractual voltage	11 / 0.42 / 0.242 kV
Frequency + possible variation	50 Hz ± 1%
Neutral grounding system	Solid
Settings of upstream protection relays	200A cut-out fuses

4. AC ASSEMBLIES

- 5.1 All equipment and services supplied shall also comply with the standards of the Standard Specification: Low Voltage Assemblies in Section 4.
- 5.2 The indoor AC Boards shall be fabricated from 3CR12 with a minimum thickness of 2 mm. The box shall be vermin proof, with a minimum IP3X rating. The box must be seam welded. Cognisance shall be taken of the fact that any area where water or dirt can accumulate such as inadequate welds, bolted surfaces and sharp areas will result in accelerated corrosion if any iron filings is not completely removed after manufacturing and/or installation. All doors shall have a stainless steel earth stud. Trunking used in the AC Board must be permanently secured using nuts and bolts.
- 5.3 The assemblies shall be provided with front and back access swing doors. The back access doors shall be provided with a castle key or similar and equal Approved locking mechanism.
- 5.4 The paint finishing colour scheme shall match the existing colours for the specific type of assembly.
- 5.5 The gland plate (heavy duty galvanized Unistrut) shall be placed 400 mm above the bottom of the panel. Each circuit's terminals shall be pre-wired with welding cable to the appropriate circuit breaker.
- 5.6 Circuit breakers accommodating cables bigger than 70 mm² in size shall be pre-fitted with insulated bus bar extensions, extended horizontally backwards, and vertically down to create termination points as close as possible above the gland plate.
- 5.7 The design of AC Boards shall comply to clause 5.1.1 of SANS 10142-1, which states that:
- It shall not be possible to touch any live part within arm's reach with the standard finger test.
- During normal operation, or
 - When a cover is removed, unless the cover is removed with the use of a tool or a key.
- 5.8 All metal parts shall be connected individually and direct to the earth bar via a green 4mm² PVC copper conductors. All terminal rails should be fitted with an earthing terminal. All electrical components that have a provision for earth, must be earthed. Looping of the earth wire between metal parts will not be acceptable. Each metal part shall have its own earth connected to the earth bar or earth stud. A 40 x 40 x 3mm copper pad shall be brazed to the outside of the box. All gland plates shall be earthed to the predrilled earthing bar by means of a braided tinned copper earthing strap with an effective copper cross-sectional area of 12 mm². The contact resistance between the main earth bar/stud and any earth stud located on doors, gland plates etc., must not exceed 0.1 ohms. All earth connections shall be as short as possible and shall not be coiled.
- 5.9 Spare space shall be allowed for future circuits as indicated on the drawings.
- 5.10 Essential DB Classification and electrical characteristics:

#	PARAMETER	SCHEDULE A	SCHEDULE B
1	Manufacturer	-	
2	External design	Enclosed, multi-cubicle	
3	Place of installation	Indoor, closed room	
4	Conditions of installation	Stationary	
5	Degree of protection	IP3X	
6	Type of enclosure	Metal clad, front & rear access swing doors	
7	Gland plate	Heavy duty galvanised Unistrut	
8	Cable terminations	Extended circuit breaker busbars and terminals	
9	Method of mounting	Floor standing, over cable duct	
10	Busbars	Panel widths sections on top	
11	Cable entry & exit	Bottom	
12	Measure of protection of persons	Direct, indirect & protective circuits	
13	Form of internal separation	3b	
14	Type of electrical connections of functional units	FFF	

#	PARAMETER	SCHEDULE A	SCHEDULE B
1	Rated operational voltage	230/400V ±10%	
2	Rated insulation voltage	1000V	
3	Rated impulse withstand voltage	6kV	
4	Rated current (busbar rating RWB)	400A	
5	Busbar current density at full load	1.6A/mm ²	
6	Rated current (busbar rating N)	300A	
7	Fault level	25kA	
8	Rated diversity current	0.9	
9	Rated frequency	50Hz	

5.11 UPS DB Classification and electrical characteristics:

#	PARAMETER	SCHEDULE A	SCHEDULE B
1	Manufacturer	-	
2	External design	Enclosed, multi-cubicle	
3	Place of installation	Indoor, closed room	
4	Conditions of installation	Stationary	
5	Degree of protection	IP3X	
6	Type of enclosure	Metal clad, front access swing doors	
7	Gland plate	Heavy duty galvanised Unistrut	
8	Cable terminations	Extended circuit breaker busbars and terminals	
9	Method of mounting	Floor standing, over cable duct	
10	Busbars	Panel widths sections on top	
11	Cable entry & exit	Bottom	
12	Measure of protection of persons	Direct, indirect & protective circuits	
13	Form of internal separation	3b	
14	Type of electrical connections of functional units	FFF	

#	PARAMETER	SCHEDULE A	SCHEDULE B
1	Rated operational voltage	230/400V ±10%	
2	Rated insulation voltage	1000V	
3	Rated impulse withstand voltage	6kV	
4	Rated current (busbar rating RWB)	200A	
5	Busbar current density at full load	1.6A/mm ²	
6	Rated current (busbar rating N)	150A	
7	Fault level	25kA	
8	Rated diversity current	0.9	
9	Rated frequency	50Hz	

5. UPS

A 25kVA on-line 3 phase UPS with internal 8A charger module shall be provided and installed as depicted on the drawings. The system shall be similar or equal to the PowerMan PM33-HF025R model.

The battery unit shall consist of 8x 64V 50Ah LiFePo4 batteries.

A 24-hour remote monitoring and control network management card with supporting software shall be provided for integration with the existing server.

6. POLYETHYLENE KIOSKS AND POLE BOXES

Kiosks shall be 6-way linear low-density polyurethane type with wooden backboard divider with a IP54 rating. Kiosks will have two 130° opening doors with front labelled as Electrical & rear labelled as Data. The data side is to be provided with a blue dedicated switch socket outlet. Kiosk 1C is to be provided with a fibre converter & network hub for boom station equipment and CCTV camera connections.

Poles boxes shall be 400(W) x 450(H) x 190(D) low-density polyurethane type with wooden backboard divider with a IP54 rating. Kiosks will have two 130° opening door.

7. COMMUNICATION NETWORK

Existing data kiosks will remain and only the power supply will be rerouted to a new kiosk with a UPS standby supply.

The data kiosk at new Kiosk 2A position will be replaced and existing fibre data equipment will be reinstalled in kiosk 2A.

New fibre to Kiosk 1C from the Pay station will be installed via new sleeves and connected to the existing network at the Pay Station.

8. GENERAL AREA (GA) ENTRY STATION

A Jupiter Hub boom system shall be supplied, installed and commissioned, consisting of the following:

- Ticket Dispenser (Entry).
- Ticket Acceptor (Exit).
- Intercom (Both Entry & Exit)
- Proximity sensor for employee access cards (Both Entry & Exit).
- 3m High-speed Barrier (Both Entry & Exit) road width dependant.
- Software extension to connect to the Pay station.

- Number plate recognition cameras (Both Entry & Exit).
- Connection to the Parking office for remote opening of the booms.
- Intercom will be linked to pay station as per existing intercom system with open/close control.
- Remote override control (Both Entry & Exit) (Rate Only).
- Face recognition cameras (Both Entry & Exit) (Rate Only).

9. CCTV CAMERA POLES

The required concrete poles shall comply with SANS 470:2012 and meet the following requirements:

- 9m long Class 4.
- 152 x 152 x 51 mm cable entry.
- Wooden back boards for cable compartment (min 20mm thick).
- PVC plastic door with Allen key screws.

Refer to BDE drawing GRG-51/RT/DT/06 for further details.

10. CCTV CAMERAS

9.1 General requirements:

24/7 Full color 2mp motorized lens bullet camera with hybrid 40m IR and white LED shall be provided.

The detail design and specification for specific camera requirements to be tested and confirmed by the installer.

The two new CCTV pole installations shall be verified by a Registered Structural Engineer.

9.2 Cameras to be used in the following areas:

- Outdoor general surveillance that requires a 24/7 colour scene.
- Facial detection. Up to 25 meters from persons. Entrance doors, escalators, passages.
- Detailed surveillance views, narrow coverage areas. Up to 30 meters from objects. Roadways, traffic control

9.3 Network cameras minimum specification:

- Cameras operating on the Flir 8.0 platform.
- 1/3" 4Megapixel progressive scan CMOS, 2.7mm ~12mm motorized lens. 25fps@4Mp.
- (2688x1520) H.265&H.264 dual-stream encoding. Independent and variable frame rates per stream.
- Networked POE capable. 802.3af compliant.
- Infra-Red LED's up to 50m Length.

- Vandal Resistant IK10 Clear Bubble front.
- Indoor and Outdoor IP67 rating.

9.4 Camera specifications:

- 3D-DNR.
- IP67.
- Audio in + Built-in microphone.
- Sensor: 1/3" CMOS (16:9).
- Resolution: 2688x1520 25/30FPS (4MP).
- Lens: 2.8-12mm MVF with Auto Focus (97-32°) ICR + 24/7 Full-Color Day Mode.

Illumination: 40m (1 High-Power IR LED) + 40m (1 High-Power White LEDs) + Red/Blue Strobe Lights.

- Compression: H.265+ / H.264+ / H.265 / H.264 / MJPEG.
- Quantum IoT Nano agent by Check Point™.
- General Analytics: Camera Tampering.
- AI (Object Recognition): DDA Sterile Area, DDA Line Crossing, DDA Object Counting (Line), DDA.
- Object Counting (Area).
- DDA2: Advanced Object Classification.
- True WDR (120dB), BLC, HLC, ROI
- SD Card: Event/Schedule Record (Up to 256Gb).
- Alarm in + Alarm Out.
- Built-in Microphone + Audio input + Audio output.
- ONVIF: Profile T/S/G.
- Waterproof: IP66.
- Weight: ~800g.
- Power: DC12V/~800mA / PoE/~11.5W.
- IR Distance 40m (3 High-Power IR LED), 40m (3 High-Power White LED).
- Network Protocol IPv4, IPv6, TCP, UDP, DHCP, NTP, DDNS, 802.1X, RTSP, Multicast, UPnP, Email.
- FTP, HTTPS, QoS.
- Ethernet 100Mbps.

Main Stream: 4Mp (variable frame rates 1~25fps). Will be used for viewing at the highest quality frame rate.

- 2nd Stream: 4Mp (variable frame rate 1~25fps) @ 1440p. Variable frames for the purpose of recording.
- Dual Streams with individual H.265 30/25 FPS @ 4 Megapixel (2688x1520) profile. Independent
- Recording and Live stream profiles @ 4 Megapixel, variable frame rates per stream higher platform.
- The camera types and models should be compatible with and integrate into the FLIR 8.0 and

11. ELECTRICAL CABLING

All cable and cabling equipment and services supplied shall comply with the standards listed below:

- SANS 1507 Part 1: General - Electric cables with extruded solid dielectric insulation for fixed installations (300/500 V to 1900/3300 V).
- SANS 1507 Part 2: Wiring Cables - Electric cables with extruded solid dielectric insulation for fixed installations (300/500 V to 1900/3300 V).
- SANS 1507 Part 3: PVC Distribution cables - Electric cables with extruded solid dielectric insulation for fixed installations (300/500 V to 1900/3300 V).
- SANS 1507 Part 4: XLPE Distribution cables – Electric cables with extruded solid dielectric insulation for fixed installations (300/500 V to 1 900/3300 V).
- SANS 1507 Part 5: Halogen-free Distribution Cables - Electric cables with extruded solid dielectric insulation for fixed installations (300/500 V to 1900/3300 V).
- SANS 1507 Part 6: Service cables - Electric cables with extruded solid dielectric insulation for fixed installations (300/500 V to 1900/3300 V).
- SANS 10198 Parts 1-14 :2004 The selection, handling, and installation of electric power cables of rating not exceeding 33 kV Part 1 to 14.
- SANS 1213 Mechanical Cable Glands.
- SANS 1339: Electric cables-Cross-linked polyethylene (XLPE) insulated cables for rated voltages 3.8/6.6 kV to 19/33 kV.
- SANS 97 Electrical Cables Impregnated paper insulated metal-sheathed cables for rated voltages 3,3 kV to 19/33kV.
- NRS 074-1/2 Low Voltage cables systems.

12. LV CABLING

- 7.1 The selection, handling and installation of electric cables shall meet the requirements of SANS 10198 Part 1 to Part 14.
- 7.2 The LV cables shall be PVC insulated PVC bedded SWA PVC sheltered 600/1000V cables manufactured to SANS 1507.

13. EARTHING

The Contractor shall conduct tests on the earthing system to fully verify compliance to specifications and the safety of the site.

SECTION 3: MANAGEMENT OF THE WORKS

1. CONTRACTUAL

- 1.1 The Electrical Contractor shall be a subcontractor of the Main Contractor.
- 1.2 An approved Health and Safety Plan is required before commencement of any Works.

2. FACTORY ACCEPTANCE INSPECTIONS AND TESTS

Factory acceptance inspections is required for the following:

- AC Assemblies.
- UPS system.
- Polyethylene distribution kiosks

3. DRAWINGS

The Drawings applicable to this tender is as follows:

- GRG-510/RT/LV/01: LV & Data Reticulation Layout
- GRG-510/RT/SC/02: Schematic Diagram & Typical Detail Layouts
- GRG-510/RT/DS/03: Electrical & Data Sleeve Reticulation Layout
- GRG-510/RT/BL/04: Terminal Substation Layout
- GRG-510/RT/DT/05: CCTV Concrete Pole

4. CONTRACTORS GUARANTEE

The complete installation with associated assemblies and equipment shall be fully guaranteed against manufacturing defects for a period of 12 months, commencing from the date on which the Works Completion Certificate has been issued by the Engineer.

The final take over inspection and defects list will be done after the 12-month guarantee period. The Final Approval Certificate will only be issued after rectification of the defects to the satisfaction of the Engineer.

Should any item or any of its constituents fail because of construction or manufacturing defects within the abovementioned period the Contractor shall be responsible for locating and repairing the fault and testing and re-commissioning the unit/item at no cost to the Employer. Such component which has to be replaced or repaired shall then be guaranteed for an additional 12-month period from date of re-energizing or repair.

The latent defects period is 10 years

5. DOCUMENTATION

1.3 GENERAL

The following documentation and drawings shall be submitted to the engineer prior to the manufacturing of Assemblies and related equipment as applicable:

- Cable block diagrams.
- General arrangement and elevation drawings, compartment door layouts, typical component mounting plate layouts, and foundation plans.
- Electrical schematic diagrams showing all equipment and components incorporated into

the Assembly. Known circuitry outside of the Assembly and connected to it, shall be shown on all drawings. All contacts shall be cross-referenced to their associated components using a grid / line reference system.

- Protective device grading for overcurrent, short circuit, and earth fault / leakage devices incorporated within the Assembly, together with a schedule of proposed settings that will ensure discrimination.
- PLC software and configuration documentation; including ladder logic diagrams and HMI display screens, etc. The documentation shall be complete and annotated with purpose, function, duty, cross- references, and descriptions, etc.; sufficient to guide an unfamiliar person through the operation of the software.

6. CERTIFICATE OF COMPLIANCE

A COC shall be provided for the Assemblies and completely new installation The original COC shall go to the client's electrical representative. A copy of the COC shall be included in the O&M Manual.

7. OPERATING AND MAINTENANCE MAINUAL

One copy of the draft O&M manual and spare parts list shall be provided at an agreed date; in advance of the date of the start of the final testing and commissioning, for acceptance by the Engineer. Two copies of the final editions shall be provided to the Engineer by an agreed date before successful completion of final testing and commissioning. The O&M manual shall be bound into a suited hard-backed ring binder and shall be provided with an index of all drawings pertinent to the Assembly. The index shall include each drawing's origin, number, issue, status, and the Client's drawing number (where issued by the Engineer).

8. SPARES

Not required

SECTION 4: STANDARD SPECIFICATIONS: LOW VOLTAGE ASSEMBLIES

1. APPLICATION

This Standard Specification defines the requirements for the design, construction, installation, inspection, testing and commissioning of any purpose-built switchgear and control equipment, including distribution switchgear, motor control centres (MCCs), single standalone starters or controllers, control panels / desks, SCADA / telemetry panels, and similar control equipment; each hereafter referred to as an Assembly. Where this type of electrical equipment is incorporated within a plant supply package, the provisions of this Specification shall be applied to all applicable electrical equipment supplied under that package.

2. GENERAL REQUIREMENTS

The completed Assembly shall incorporate all components and equipment necessary to reliably achieve the functionality defined in the Technical Data Sheets and this Specification under all foreseeable conditions; whether they have been explicitly detailed, to provide the end user of the Assembly or the end user's nominated representative (hereafter referred to as the Client) with a fully working installation. All materials, components, and equipment used in the manufacture of the Assembly shall be new and unused, shall be of current manufacture, and shall be free from any defects or imperfections.

3. APPLICABLE STANDARDS

The Assembly and all its constituent components and equipment shall specifically comply with the latest published edition of all relevant international, harmonised European standards, national and industry standards, and codes of practice, including the following:

SANS

- SANS 1019:
Standard voltages, currents and insulation levels for electricity supply.
- SANS 1091:
National colour standards for paint.
- SANS 1973:
Low-voltage switchgear and control gear Assemblies Part 1 to 4.
- SANS 9000:
Quality management systems.
- SANS 10108:
 - The classification of hazardous locations and the selection of apparatus for use in such locations.
- SANS 10142:
Standard Regulations for Wiring of Premises.
- SANS 1765:2003:
Low-voltage switchgear and control gear assemblies (distribution boards) with a rated short-circuit withstand strength up to and including 10 kA.
- SANS 60044:
Instrument Transformers.
- SANS 60146:
Semiconductor converters: General requirements & line commutated converters.
- SANS 60186:
Voltage Transformers.

- SANS 60204:
Safety of machinery. Electrical equipment of machines.
- SANS 60269:
Low-voltage fuses.
- SANS 60439:
Low-voltage switchgear and control gear assemblies Part 1 to 5
- SANS 60439-1 to 5 / IEC 60439-1 to 5:
Low-voltage switchgear and control gear assemblies Parts 1 to 5.
- SANS 60529:
Degrees of protection provided by enclosures (IP Code) SANS 60730: Automatic electrical controls for household and similar use
- SANS 60694:2003/IEC 60694:2002:
Common specifications for high-voltage switchgear and control gear standards.
- SANS 60742:
Isolating transformers and safety isolating transformers.
- SANS 60947:
Low-voltage switchgear and control gear.
- SANS 61000:
Electromagnetic compatibility (EMC).
- SANS 61643-1:
Low-voltage surge protective devices Part 1: Surge protective devices connected to low-voltage power distribution systems
- SANS 61800:
Adjustable speed electronic power drive systems.
- SANS 61131:
Programmable Controllers.
- SANS 62271- 100 / IEC 62271 – 100:
High-voltage switchgear and control gear – Alternating Current Breakers.
- 240-56227516–LV switchgear and control gear assemblies and associated equipment for voltages up to and including 1000 V AC and 1500 V DC Standard.
- SANS 60947 /IEC 60947:
Low-voltage switchgear and control gear.

Other Standards

- IEC 60439-1 to 5:
Low-voltage switchgear and control gear assemblies Parts 1 to 5.
- IEC 60529:
Specification for degrees of protection provided by enclosures (IP code).
- IEC 60898:
Electrical accessories - circuit breakers for overcurrent protection for household and similar installations.
- IEC 60947:
Low-voltage switchgear and control gear.

- IEC 60269:
Low-Voltage fuses.
- IEC 61009:
Residual current operated circuit-breakers with integral overcurrent protection for household and similar uses (RCBO's).
- IEC 157-1:
Low voltage switchgear and control gear: Circuit breakers.
- IEC 416:
General principles for the creation of graphical symbols.
- BS 88:
Cartridge fuses for voltages up to and including 1kV AC and 1.5kV DC.
- BS 142:
Electrical protective relays.
- BS159:
Busbars and busbar connections.
- BS 1433:
Copper for electrical purposes. Rod and bar.
- BS 2950:
Cartridge fuse links for telecommunication and light electrical apparatus.
- BS 3938:
Current transformers.
- BS 4794:
Control switches (Switching devices, including contactor relays, for control & auxiliary circuits, for voltages up to & including 1kV AC & 1.2kV DC)
- BS 5378:
Safety signs and colours.
- BS 5472:
Low voltage switchgear and control gear for industrial use. Terminal marking and distinctive number. General rules.
- BS 5486:
Low voltage switchgear and Control gear assemblies.
- BS 6231:
Specification for PVC insulated cables for switchgear & control gear wiring.
- BS 7671:
Requirements for electrical installations. IEE Wiring Regulations.
- BS EN 418:
Safety of machinery. Emergency stop equipment, functional aspects. Principles for design.
- BS EN 954:
Safety of machinery. Safety related parts of control systems.
- BS EN 50082-1:
Electromagnetic compatibility. Generic immunity standard; residential, commercial and light industry.
- BS EN 60051:

Direct acting indicating analogue electrical measuring instruments and their accessories. Definitions and general requirements common to all parts.

- BS EN 60073:
Basic and safety principles for man-machine interface, marking and identification. Coding principles for indicators and actuators.
- BS EN 60831:
Shunt power capacitors of the self-healing type for AC systems having a rated voltage up to and including 1kV. General. Performance, testing and rating. Safety requirements. Guide for installation and operation.
- 240-56227516–LV:
 - Switchgear and control gear assemblies and associated equipment for voltages up to and including 1000 V AC and 1500 V DC Standard.

4. LOW VOLTAGE SWITCHGEAR AND CONTROLGEAR FOR DISTRIBUTION BOARDS, MOTOR CONTROL CENTRES, CUBICLES, AND PANELS

4.1 GENERAL

Switchgear, control gear and instrumentation shall be rated for the system voltage, frequency and number of phases and for the load current and applicable maximum prospective fault current as specified on the drawings, Technical Schedules and the Project Specification.

4.2 LIGHTNING ARRESTERS

Lightning arresters shall be provided for each phase in all boards, connected to each phase of the incoming cables. Lightning arresters shall conform to SANS 61643 and Eskom Specification NWS 1108, shall bear the SABS mark, and shall be solidly earthed directly onto the cubicle earth bar by means of a copper strap and be as short and straight as possible.

4.3 AIR CIRCUIT BREAKERS

Air circuit breakers shall be of the metal-clad three-pole withdrawable type complying with BS 4752 and IEC 157.

The air circuit breakers shall have an adjustable thermal overload trip unit and an adjustable magnetic short-circuit trip unit. All trip units shall be direct acting. Both trip units shall be replaceable by units of different ratings.

The circuit breakers noted on the drawings as "selective" shall incorporate an adjustable time-delay on the magnetic short-circuit trip unit.

The circuit breakers shall be designed for trip-free manual closing and electrical tripping of the type specified in the project specification or drawings, e.g. shunt, remote or under voltage tripping; delayed contacts; AC or DC coil voltage.

Interlocking shall be provided to ensure that the circuit breaker is fully isolated before access to any live terminals can be obtained.

The circuit breakers shall be horizontally withdrawable allowing full maintenance and tests without the breaker having to be removed from the withdrawal mechanism.

Incorporate interlocks to allow the circuit breaker to be operated in the withdrawn maintenance/test position, and to prevent the circuit breaker from being closed unless fully in the engaged or test position and from being moved when the mechanism is closed.

Special equipment should not be required to remove the circuit breaker from its withdrawal mechanism for transporting. If special equipment is required, it must be provided with the circuit breaker.

Lockable safety shutters shall be provided to screen the fixed contacts and shall operate automatically with the movement of the circuit breaker.

All non-current-carrying metal parts of the circuit breaker shall be solidly interconnected and connected to an earth contact which shall engage with a copper plate connected to the main earth bar of the cubicle, and the arrangement shall be such that the circuit breaker frame is earthed before the circuit breaker contacts engage with the live fixed contacts.

Incorporate a mechanically operated "ON/OFF" or ("I/O") position indicator.

Provide facilities for padlocking in the "off" position.

Provide two normally open and two normally closed spare auxiliary contacts, unless otherwise noted. It shall also be possible to install a change-over contact if required at a later stage.

Auxiliary contacts shall be capable of making and carrying continuously 1A AC or DC.

They shall be capable of breaking 500 VA AC at 0,2 PF and 20 watts DC at an L/R of < 40 ms.

Provide where noted on the drawings "Lowe and Fletcher", "Ronis" or approved alternative, key interlocking facilities.

4.4 MOULDED CASE CIRCUIT BREAKERS (mccb's)

Moulded case circuit breakers shall comply with SANS 156. Mccb's shall be of flush panel mounting type.

Mccb's with ratings of 100 A and less shall be suitable for mounting on a DIN rail.

Mccb's with ratings more than 100 A for distribution networks shall each have an adjustable thermal overload trip unit and an adjustable magnetic short-circuit trip unit.

Both trip units shall be replaceable by units of different ratings.

Mccb's for motor starter circuits shall be of the current limiting type with an adjustable magnetic short circuit trip unit.

Mccb's with ratings of 600 A or more shall have extension type operating handles.

Mechanically coupled single-pole circuit breakers used as double or triple-pole circuit breakers are not acceptable unless overload releases are internally coupled.

The fault current interrupting rating of mccb's shall not be less than the maximum prospective fault current and not less than 5 kA.

Neutral bars associated with each bank of mccb's shall be positioned below each bank and shall be wired in the same sequence as the mccb's.

Mccb's with shunt release shall have an auxiliary contact arranged to interrupt the shunt release current at the end of the opening operation.

Mccb's with an under-voltage release shall be equipped with a time delay relay when specified.

Mccb's shall be fitted with the specified number of spare auxiliary contacts. Where spare auxiliary contacts are not called for, it shall nevertheless be possible to fit at least one normally open and one normally closed contact or a change-over contact at a later stage.

Auxiliary contacts shall be capable of making and carrying continuously 1A AC or DC. They shall be capable of breaking 500 VA AC at 0,2 PF and 20 watts DC at an L/R or < 40 ms.

Where called for, mccb's shall be capable of remote closing using the specified control voltage.

Where specified, it shall be possible to lock the mccb in the "off" position. A separate locking device may be used for this facility.

Current limiting mccb's will be acceptable as an alternative offer for alternating current applications.

Where mccb's are of the current limiting type the Contractor shall determine, and offer suitable ratings in collaboration with the mccb supplier, to ensure discrimination and adequate short-circuit current capability.

Calculations shall be submitted with the tender indicating the degree of current limiting and discrimination achieved as well as techniques used. Full details shall be submitted of the current limiting characteristics of each mccb rating offered.

Mccb's for DC application shall be of the current limiting type and shall have at least one pole in the positive and one pole in the negative circuit. Where additional poles are required in series to meet requirements of the specified application, the series connections between poles of like polarity shall be such that they cannot be removed without special tools.

4.5 ISOLATORS

All isolators shall be of the "load-break-fault-make" type i.e. be switch disconnectors complying with SANS 152.

The isolators shall have the ratings specified on the drawings.

The handle of the isolator shall form part of the panel door. It shall not be possible to close the isolator without the door being closed and it shall not be possible to open the door without the isolator being switched off.

Isolator handles shall have an integral key lock or padlocking facility.

The fault carrying capability of the isolators shall be equivalent to or higher than the fault level of the associated busbar but not less than 5 kA.

4.6 SWITCHES AND SELECTOR SWITCHES

Switches and selector switches shall be switch disconnectors complying with SANS 60947.

Switches and selector switches shall be capable of carrying, making and breaking the full rated current and of making onto the maximum prospective fault current.

The fault rating of switches and selector switches shall not be less than the maximum prospective fault current and not less than 5 kA.

The operating knob and indicator plate shall be manufactured of insulating material and the switch positions must be clearly and indelibly marked thereon.

The switches and selector switches shall be provided with substantial contact and the terminals must be clearly marked and arranged for easy wiring.

The voltmeter or ammeter selector switch shall be mounted directly below the associated volt or ammeter.

Voltmeter selector switches must be arranged so that voltages between phases, and phases to neutral, can be read. Voltmeter selector switches shall be of the break-before-make type.

The voltmeter selector switch shall have one "off" and six "metering" positions and must be suitable for panel mounting in such a way that the operation knob and indicator plate can be mounted on the front of a panel and the switch itself at the back of the panel.

Ammeter selector switches shall be of the make-before-break type with one "off" and four metering" positions arranged to read the current in each phase and in the neutral. When in the "off" position, the metering circuit shall be short-circuited.

The physical construction of ammeter selector switches shall conform to that of voltmeter selector switches.

Switch enclosures shall be provided with an interlocked cover to ensure that the switch is in the "Off" position before the cover can be opened for inspection or fuse removal. It shall not be possible to close the switch without the cover being closed.

Switches shall be provided with a clear "ON/OFF" or "I/O" position indicator.

4.7 BUS-SECTION SWITCHES

Bus-section switches shall be interlocked with the incoming switchgear by means of "Lowe and Fletcher", "Ronis" or an approved alternative key interlocking facility when specified.

Bus-section switches of rating less than 1 000 A shall comprise isolators.

Bus-section switches of rating of 1 000 A and higher shall be air circuit breakers incorporating magnetic short-circuit trip units without thermal overload trip units.

Busbar selector or change-over switches shall be provided with suitable position indicators.

4.8 TIME SWITCHES

The contacts shall be silver-to-silver or other approved single-pole changeover contacts rated at 16A and operated by a spring-driven clockwork, electrically wound with a spring reserve of 8 hours minimum.

Time switches shall be fitted with a manual overriding switch.

An external bypass switch shall be provided in each time switch circuit.

Time switches shall have the following features:

- daily programmable with minimum 30 minute "on" and "off" control facilities.
- weekly programmable with day omission facilities of minimum 12 hours, i.e.
- mornings or afternoons.

The whole mechanism shall be totally inclosed in a dust-proof enclosure.

4.9 PHOTO SWITCHES

Photo switches shall comply with NRS 025.

Photo switches shall have silver to silver or other approved single-pole changeover contacts rated to switch a reactive load of 1 800 A at 230 V and 50 Hz.

An external bypass switch shall be provided in each photo switch circuit.

The photo-electric cells shall have a time delay of not less than 30 seconds.

Photo-electric cells shall be completely waterproof and shall be of robust construction.

The material of the cover shall not crack, deform or deteriorate in any way whatsoever and shall be colour-fast in all weather conditions.

The photo-electric cells shall be provided with built-in lightning arrestors.

Samples of photo-electric cells shall be submitted to the Engineer for approval prior to the ordering thereof.

The prices for the erection of photo-electric cells shall include the supply and delivery and the connection of the cables, etc., from the photocells to LV cubicles, DB's or minisubs.

4.10 COMBINATION FUSE-SWITCH (CFS) UNITS

The fuse-switch units shall comply with SANS 60947 or BS 5419 and shall be fitted with high rupturing capacity (HRC) cartridge type fuses-links complying with SANS 172.

1 Fuse-switches shall be capable of breaking the full rated current and shall have a fault current rating of not less than the maximum prospective fault current and not less than 10 kA for one second.

Fused isolators, i.e. fuse-switches which rely on the fuses to reduce the fault current through the switch portion to provide a higher fault current rating, are not permitted.

Fuse-gear with the fuses mounted in the cover of the unit, with one cover forming the operating lever, are not permitted.

Fuse-switch units shall have chassis and be signed to accommodate HRS fuse links. Fuse-switch units shall be of the double air-break, quick-make, quick-break type and shall have a spring mechanism smoothly driven by springs on both sides of the mechanism.

The fixed contacts shall be shrouded and arranged so that when the switch is in the open position the double-break isolates the HRC fuse links so that they can be replaced in complete safety.

Fuse-switch units shall be triple-pole units and neutral links shall be provided inside the back of the distribution boards to facilitate routine testing.

All components shall be capable of continuously carrying rated current without excessive temperature rise.

Fuse-switch units shall be provided with interlocks such that:

- the cover panel cannot be opened whilst the switch is closed; and
- the unit cannot be operated with the cover open unless an interlock is purposely defeated.

The fuse-switch shall have a handle and an ON/OFF position indicator mechanically operated by the moving contacts to ensure accurate and positive indication.

Provide facilities for padlocking in the "OFF" position.

In all cases, the top terminal of fuses shall be the live terminal.

Six spare fuses shall be provided for each rating fitted.

4.11 FUSE LINKS AND HOLDERS

Fuse links shall be high-rupturing capacity (HRC) cartridge type fuse links conforming to SANS 60269, SABS 172, IEC 282 and BSS 2692.

HRC fuse link holders shall be of the withdrawable bakelite type and shall conform to SANS 172.

Each fuse link and holder shall incorporate a visual inspection eye for fault location.

Fuses protecting a specific instrument shall be mounted as a group in close proximity to the relevant instrument.

A label with the rating of each fuse shall be mounted in close proximity to the relevant fuse holder or fuse switch.

Striker pin switches shall be provided if specified in the project specification in order to trip the associated breaker or contactor to prevent the occurrence of single phasing.

Six spare fuses shall be provided for each rating fitted.

The spare fuses shall not be used by the contractor during erection, commissioning or maintenance.

4.12 EARTH LEAKAGE PROTECTION UNITS

Earth leakage protection units shall conform to SANS 60730.

All single and three phase socket outlets shall be provided with earth leakage protection devices unless specifically excluded in the Code of Practice for the Wiring of Premises.

All units shall have test push buttons and, unless otherwise specified, the sensitivity shall be 30 mA.

Earth leakage shall be arranged to disconnect the faulty circuit from both phase and neutral of a single phase system, and from all three phases of a three phase system.

4.13 CONTACTORS

All contactors for low voltage shall be of the electro-magnetic operated air-break type with specific requirements as specified in the project specification or drawings e.g. AC or DC coil voltage; dipproofing, latched contacts, etc

Contactors shall be in accordance with SANS 60439V and/or IEC 158-1. Category AC3 or DC2 shall in general be used, whichever is applicable. Category AC4 and DC3, whichever is applicable, shall be used for heavy plugging and inching duty systems, e.g. cranes, etc.

Contactors shall have suitable capacities for direct-on-line starting, star delta starting or any other form of starting, whichever is specified in the project specification and the drawings. The contactors shall be rated for at least 130% of the associated load current.

Each contactor shall be provided with at least two normally open and two normally closed auxiliary contacts, unless otherwise specified.

Contactors shall be suitable for remote and automatic operation where specified. Where the number of auxiliary contacts required for remote and automatic operation is greater than can be accommodated on the contactor, an auxiliary relay or an additional contactor, shall be provided.

Each contactor shall be capable of carrying, making and breaking overcurrents during the operating time of its own overcurrent tripping devices at a recovery voltage of 90% of the specified system voltage.

Motor starting applications:

All contactors for starting squirrel-cage motors direct-on-line shall be rated to break 10 times the full-load running current of the motor.

The contactor shall be coordinated with the short circuit protective device to ensure adequate protection for the specified operational current, voltage and the corresponding utilisation category according to "Type 2 Coordination as per IEC 1947", i.e. that under short-circuit conditions, the contactor or starter shall cause no danger to persons or installation and shall be suitable for further use.

5. BUSBAR AND BUSBAR TRUNKING

The main distribution circuit through the Assembly shall comprise a main and distribution busbar system, comprising of 3 phase and neutral busbar system. The rated current of the busbar system shall match the rating of the main incomer

All main and distribution busbars, risers and droppers shall be air-insulated and shall be fabricated from hard drawn, high-conductivity copper. Aluminium busbars will not be permitted. Busbars shall be tinned for coastal applications. If pre-tinned copper work is provided, cut surfaces may remain bare, providing the current path is unaffected and suitable contact lubricants are used before tightening joints.

Main busbars shall be enclosed together within the top of the Assembly. No other conductors shall be run in the busbar compartment. Access to the busbars shall be through covers, requiring the use of a tool for removal. All internal fixings shall be held captive. No components shall be placed in a busbar compartment.

Main and distribution busbars shall be continuous over each section, extending to over the full length of the Assembly with the same current rating and cross-sectional area throughout their length.

Main busbars, distribution busbars and all flexible connections, shall be adequately sized, braced and supported to withstand any electromagnetic forces and thermal effects to which they may be subjected, including the occurrence of fault currents, up to the full fault levels specified.

The vertical riser buses shall be copper full height and rated for the section total load. Small openings in the vertical barriers shall permit the plug-on control unit contacts to pass through and engage with the vertical bus bars. Unused plug-on openings in the vertical barriers shall be equipped with plastic snap-in closing plugs.

All busbar connections shall use joints secured against loosening. Joints and Tee-off Connections in busbars shall be made by means of high-tensile bolts, nuts and approved locking washers. A minimum of two such bolts shall be used per joint or tee. The joints shall not be taped in order to facilitate visual inspection and checking of bolt tensions. The joint contact areas shall be smooth, very flat and polished or tinned for dry jointing.

Busbars shall be provided with phase colour markers, red, white, blue (and black in the case of four wire systems). Such colour identification may take the form of coloured bands at intervals along the busbar run of not more than 800 mm. The combined width of the colour bands per phase shall not be less than 300 mm per 800 mm busbar length. The use of the convention, Red, Rear, Right shall be employed.

The maximum length of any cable connections from a busbar shall be 1000 mm.

A cabled 'busbar' system of the specified radial or closed ring arrangement may be offered as an alternative to a conventional system if:

- The Assembly has a rated short-time withstand current or rated conditional short-circuit current not exceeding 10 kA; or
- The Assembly is protected by current limiting devices having a cut-off current not exceeding 17 kA at their rated breaking capacity.

This will generally mean that the rated current of such an Assembly will be less than or equal to 100 A.

6. WIRING IN CUBICLES, DB'S, MCC'S AND PANELS, ETC

In general, all internal wiring in the cubicles shall be carried out in 600 V PVC insulated copper multi-strand conductors. If the internal ambient temperature of the cubicle is likely to exceed 50°C silicon rubber insulated stranded copper conductors shall be used. The minimum cross-sectional area for control circuits shall be 1,5 square mm and 2,5 square mm for load and CT circuits. The current carrying capacity of conductors shall be determined in accordance with Table B of SANS 1042 taking the appropriate correction factors for ambient air temperatures, grouping and condition of used into account.

Where several conductors are used, these shall be neatly grouped and bound together by means of "Helvin Strap" or equivalent in groups not exceeding 10 conductors and shall be arranged in neat vertical or horizontal rows or installed in PVC trunking with slotted sides. Wiring shall follow the board construction features as far as possible without the twisting or crossing of conductors.

No joints will be allowed in internal wiring, and all connections to busbars or earth bars shall be made with approved tinned copper cable lugs soldered or crimped to the ends of the conductors

and bolted to busbars by means of cadmium-plated high tensile steel bolts and nuts provided with spring washers.

Connections of conductors to equipment i.e. circuit breakers, isolators or contactors shall be made by a ferrule of correct size or by the soldering of the end of the conductor. conductors connected to terminal blocks need not to be soldered or ferruled.

Conductors terminating on meters, fuse holders and other equipment with screwed terminals shall be fitted with pre-insulated lugs. The lugs shall be soldered or crimped to the end of the conductor. The correct amount of insulation shall be stripped from the end to fit into the terminal. Strands may not be cut from the end of the conductor.

Crimping tools used shall be of the ratchet type and indent an identifying symbol on the terminal insulation.

All wiring is to be kept free and away from any exposed terminals or other uninsulated current carrying parts. Wiring shall also be kept free from metal edges and shall be protected where they cross metal edges. Grommets shall be installed in each hole in the metalwork through which conductors pass. Connections to equipment on swing doors shall be arranged so as to give a twisting motion and not a bending motion to the conductors.

Only wires of the same potential shall be grouped together, and power control circuit wiring shall be in separate wiring channels. Wiring channels shall not be more than 60% full.

Wires shall be clearly marked at all termination points in accordance with the numbering of the board manufacturer's wiring diagram, by means of "Bowthorpe Hellermann" or approved alternative cable markers.

Additional red cable markers marked "T" in white must also be fitted on wires associated with trip circuits.

When the board main disconnect or local disconnect is switched off, no live incoming or other wiring shall be accessible. The incoming terminals must be screened or inaccessible. Where connections are taken from the incoming sides of the main switch, they shall be screened by a screen marked "ISOLATE FEEDER BEFORE REMOVING SCREEN". If any circuits are energised from other sources, clear warning notices to that effect shall be fitted and such terminals shall be clearly marked.

All control terminals shall be accessible from the rear, except in the case of front access boards.

Where neutral connections are looped between the terminals of instruments a common lug or ferrule shall be used to ensure that the neutral is not broken when the instruments are removed.

The supply end connections to all equipment shall always be at the top and the load end connections at the bottom.

Solid copper busbars shall be used to connect equipment to the main busbars where the current rating exceeds 200A and shall be insulated by means of at least two half lapped layers of PVC tape.

A maximum of two conductors shall be used per equipment terminal.

Where small leads are connected directly onto busbars, such as for voltmeters, etc. they shall be provided with a 20A fuse mounted directly on the busbar and a 2 Amp fuse at the piece of equipment on the front of the panel.

Unless otherwise approved, the following insulation colours shall identify wiring:

- | | | | |
|---|---------------------------------|---|----------------|
| - | Red phase of 3-phase circuits | : | red |
| - | White phase of 3-phase circuits | : | white |
| - | Blue phase of 3-phase circuits | : | blue |
| - | Live of single-phase circuits | : | red |
| - | Neutral | : | black |
| - | Earth | : | green / yellow |

-	Alarm circuits	:	orange
-	AC control circuits	:	red
-	DC control circuits	:	blue
-	Instruments	:	grey

7. GLANDS AND GLAND PLATES FOR PVC AND PILOT CABLES

GLANDS

Mechanical cable glands shall comply with SANS 1213 and flameproof glands shall comply with SANS 808.

When specified in the project specification glands shall be weatherproof, dust ignition proof, hose-proof or for use on type "e" enclosures i.e. use in explosive gas atmospheres.

Glands shall be provided with brass locknuts and double outer sealing in corrosive environments. Areas which are classified as highly corrosive shall be equipped with H-C (Hydrocarbon resistant) or UV-C (Ultra-violet and chemical resistant) "Enviroseals" from Pratley or equivalent as may be applicable.

Glands and components shall be manufactured of non-corrosive material such as nickel plated brass.

Adjustable cable glands as manufactured by "Pratley" or approved equivalent of the correct size designation shall be provided in switchboards for all cable types as specified.

Glands shall be equipped with cable or armour gripping devices as may be applicable and shall be constructed to ensure electrical earthing continuity between the armour of the cable and the gland plate or the metallic structure. Glands shall be provided with an earthing bond attachment of acceptable rating.

It shall be possible to convert glands for armoured cables to be suitable for unarmoured cables by replacing the cone bush and compression ring with a rubber compression bush and rings.

Where cables with metal screens or metal sheaths are specified, the gland shall be designed to earth the screen or sheath through the gland on the earth bar. It shall be possible to bring earth continuity conductors through glands for ECC cables without having to cut grooves in the barrel or cone bush. Suitable replacement parts shall be used.

Glands for outdoor use shall be equipped with a waterproofing shroud and an inner seal kit. All pilot cable ends shall be made off in glands as prescribed by the manufacturer, of correct size and complete with neoprene shrouds if used outdoors at minisubs or outdoor cubicles. The armouring shall be clamped between substantial tapered sections, which form an integral part of the gland, secured by lock nuts to give an wastearth connection.

GLAND PLATES

Gland plates for cable entries to boards will be from above and/or from below as specified in the drawings of project specifications.

Gland plates shall be at least 200 mm above the normal floor level with a minimum thickness of 3 mm for galvanised plate.

Gland plates shall be from non-ferrous material with a minimum thickness of 5 mm, where single core cables are terminated.

8. WIRING-, CABLE TERMINATIONS, TEST TERMINAL BLOCKS AND LUG

GENERAL

Electrical terminal blocks shall comply with SANS 1433 and shall be indelibly marked as stated in this specification in respect of ratings, conductor sizes and identification symbols.

Terminal metal parts, bolts and screws shall be of non-corrosive material, enclosed in fire resistant, moulded plastic insulating bodies. No metal part shall project beyond the insulating material to ensure protection against accidental contact by personnel, against short circuits and tracking.

The terminal blocks shall have a temperature rating of at least T40 for indoor and T55 for outdoor switchgear.

RAIL-MOUNTED WIRING TERMINAL BLOCKS

The construction of the terminal blocks and mounting rail shall be of robust construction as to ensure a firm and positive location of the terminal blocks. It shall be possible to add additional terminal blocks or replace blocks within the terminal sequence without having to disconnect or dismantle the terminal block or adjacent terminal blocks or having to loosen any fastening device at the rear of the mounting rail. The terminal blocks shall be held in position by means of an end barrier or a shield to insulate the open end.

It shall be possible to use terminals for different sizes of conductors on the same mounting rail. Where smaller terminal blocks occur adjacent to larger terminal blocks, suitable shielding barriers shall be inserted to cover the terminals that might otherwise be exposed.

Terminals shall be sized and rated to match the conductors that are connected to them.

Each terminal blocks shall have provision for clip-in numbering or labelling strips to be installed, together with clear protective caps and shall be clearly marked in accordance with the Board Manufacturer's drawings and wiring diagrams.

All outgoing circuits of the switchboards shall be provided with suitable terminal strips of the shoe clamping type, a rating of at least 15A and wired in such a manner that all incoming cables installed at the site can easily be connected. Terminals which rely on pinch screws rotating on wire strands shall not be acceptable.

Terminal strips for auxiliary power, control alarm and trip circuits etc. shall be kept separate to ensure that cables can be made off without disturbing power cables.

Full details and samples of terminal strips shall be submitted to the engineer for prior approval.

Petroleum-jelly filled pilot cables shall be terminated and jointed in moisture-proof, blocking type terminations/joints which shall prevent the ingress of moisture, as well as the escaping of petroleum-jelly from the cable. Epoxy-filled terminations and joints will be acceptable. However, prior approval of terminations and joints shall be obtained from the Engineer.

POWER CABLE TERMINALS

The terminal strip shall consist of a metal mounting strip onto which cable connecting modules are fixed. The terminals for power cables shall be equivalent to the "Klipon Type SAKG" range, with bolt fixing, complete with arc shields and suitably rated for the applicable cable sizes. For cables up to and including 10 mm², clamp type terminals may be provided, but the type where the clamp screws are in direct contact with the conductor will not be acceptable.

The terminals for power cables shall be large enough for the terminating lugs of the cable sizes specified.

Terminals for power circuits, including the neutral connection, shall be arranged in a straight horizontal line with adequate clearance between live and earth connections with the cable lugs fitted. Rigid barriers, not the thin flexible type, shall be provided between terminals.

Diagonal or vertical arrangement of terminals for power circuits will not be accepted.

Where aluminium core cables are used, suitable tinned, copper or aluminium lugs with Densal paste shall be used for the termination.

The cost for the supply and delivery of lugs and paste shall form part of the price for the erection of the cabinets.

The terminal strip for power cables shall be positioned at least 50 mm from the gland plate. The terminals to which a cable will be connected, shall be directly above/below the specific cable gland for bottom/top entry respectively.

Where terminals are mounted more than 400 mm from the gland plate, provision shall be made for bracing and for fixing the leads of smaller cables to prevent vibration.

The terminals of each individual circuit shall be clearly labelled with the circuit name and number.

TEST TERMINAL BLOCKS

Switchboards shall be equipped with a test terminal block, as English Electric/GED or otherwise approved manufacturer when specified in the Project Specification. The test block shall be mounted directly below the ammeters and voltmeters on the front panel of the board, and shall be wired in series with these instruments.

9. SWITCHBOARD ACCESSORIES

CONTROL PUSH BUTTONS

General

Push buttons shall comply with BS 4794 or equivalent IEC specification.

Push buttons shall be provided by a single reputable supply and shall be selected for the required rating, contact action, duty, environmental conditions e.g. temperatures and vibrations and mounting characteristics e.g. flush mounted, enclosed, self-contained, illuminated, etc.

All push buttons shall be of the same physical dimension and shall be interchangeable between normally open and normally closed contacts. Push buttons must preferably also be interchangeable with indicator lamps, key switches, etc. All push buttons shall be provided with replaceable lenses.

Push button terminals shall be suitable for conductor sizes to be used. Push button assemblies mounted on doors of control boards shall be enclosed to prevent inadvertent contact with the terminals and when the doors are open.

Contacts shall be silver-tipped or be constructed of an approved high quality material.

Push buttons shall be labelled by means of removable legend plates clearly indicating its function. Legend plates shall be interchangeable.

When specified keylock push buttons shall be supplied with duplicate keys. The removal action of the key shall suit the application.

Illuminated push buttons shall comply with the specification for indicator lamps and lights.

Motor Control Centres

All motor control cubicles shall be provided with "STOP/START" push buttons as follows:

- | | | | |
|---|--------------|---|-------|
| - | Start Button | : | Green |
| - | Stop Button | : | Red |

When specified in the Project Specification*** or indicated on drawings the following push buttons shall be provided:

- | | | | |
|---|---------------------------|---|----------------------------|
| - | Tip Reset Button | : | Black |
| - | Emergency Stop Button | : | Red with yellow background |
| - | Lamp Test Button | : | White |
| - | Any Other Function Button | : | Pale Blue |

Start push buttons shall have normally open contacts. Stop push buttons shall have normally closed or normally open contacts, as may be required.

Switchgear

When specified in the Project Specification or indicated on drawings push buttons shall be provided as follows:

-	Electricity Controlled Switchgear	:	
	Open Button	:	Green (O)
	Close Button	:	Red (I)
-	Reset Button	:	Black
-	Lamp Test Button	:	White
-	Any Other Function Button	:	Pale Blue

SIGNAL LIGHTS

Indicator lights shall comply with SANS 1054 or IEC equivalent.

Indicator lights shall be provided as specified in the Project Specification*** and indicated on drawings.

Similar cluster multi-led (8 chip) long life signal lamp shall be provided for all indications.

LED's shall be selected and rated for the specified control voltage and shall be equipped with a suitable current limiting protection resistor. Each LED shall be provided with a Zener transient protection diode. Suitable LED's are type MDA 22 for AC applications under 110 V and DC applications from Mimic Crafts. Equivalents shall be submitted for approval by the Engineer.

Indicator lights shall be labelled by means of a removable legend plate clearly indicating it's function.

Legend plates shall be interchangeable.

The following lens colours shall be used:

-	Circuit breaker, isolator closed or abnormal state :	Red
-	Circuit breaker tripped (caution) :	Yellow
-	Circuit breaker open (ready for operation) :	Green
-	Interlocking :	White
-	Other function :	White

Painted lenses shall not be acceptable.

Where indicating lamps are supplied from the substation batteries, it shall be separately wired to an easily accessible terminal block at the back of the board and shall not form part of the wiring of the spring charge mechanisms of equipment or tripping circuits. The indicator lights shall be wired to a lamp test push button mounted on one of the cubicles, preferably a buscoupler or an incomer. The lamp test circuit shall be equipped with a timer (0-10 min) to prevent the unnecessary drainage of batteries.

Two spare lamps shall be provided for each type and colour lamp used on the boards unless otherwise specified.

The spare lamps shall not be used by the contractor during erection, commissioning or maintenance.

SEMAPHORES

Semaphores shall be provided if specified in the project specification.

Semaphores shall be of the electrically operated, totally enclosed type, suitable for the operation with the specified control voltage.

The semaphores shall be of the continuously energised type which will take up an abnormal position when de-energized, e.g. 56 deg. to the horizontal.

10. NAME PLATES AND LABELS

NAME PLATES

All equipment shall be provided with a manufacturer's name plate/plates fixed in an easily accessible and readable position on equipment or inside cubicles showing the following data:

- The manufacturer's name or trademark.
- Type, designation or identification number or other means of identification making it possible to obtain relevant information from the manufacturer of equipment.
- SABS or IEC Designation.
- Rated operational voltage.
- Short circuit strength in kA.
- Degree of protection IP rating.
- Maximum current carrying capacity of busbars.
- Maximum current carrying capacity of equipment.
- Voltage transformer ratio (where applicable).
- Current transformer ratio, burden, class and knee point voltage (where applicable).
- Current transformer connection instructions for various CT ratios (where applicable provide separate nameplate close to the relevant terminal blocks).

LABELLING

Labels shall generally have black lettering on a white background. Danger and safety notices shall have red lettering on a white background and be in both official languages.

Labels shall be engraved "trafolite", aluminium or an approved alternative secured with screws, not glue, or in an approved aluminium guide rail.

Lettering shall generally be 6 mm high except that of "main switch", hoofskakelaar", "local switch" and "Plaaslike skakelaar" which shall be 10 mm high. The lettering of labels indicating names of panels shall be 20 mm high.

Each cubicle shall also be provided with labels of similar wording at the back of the cubicle.

Where possible labels shall not be fixed to removable panels or doors.

The manufacturer shall consider the wording on the drawings as preliminary only and shall obtain the correct final wording from the Engineer before the labels are manufactured.

All equipment situated inside the board, e.g. contactors, relays, fuses, timers and time switches, shall be clearly labelled indicating function and circuit controlled.

Typical labels are as follows:

- Cabinet: cabinet description.
- Incoming cables/ busbar: size and origin.
- Main disconnect: "main switch", "hoofskakelaar" and danger notice.
- Local disconnect: "local switch", "plaaslike skakelaar" and danger notice.
- Fuses and combination fuse switches: circuit designation and fuse rating.
- Circuit breakers: circuit designation and overcurrent adjustment where applicable.
- Earth leakage protection units: circuit designations.
- Contactors, relays, time-switches, timers, control fuses, etc: designation of control circuit and circuits controlled, function and fuse ratings.
- Push buttons: circuit designation and function.
- Indicating lamps: circuit designation and condition.

- Instruments and selector switches: circuit designation and phase colour.
- Meters (kVA and/or kWh): circuit designation and phase colours where applicable, reading description, and a single multiplication factor for each reading.
- Terminal blocks: terminal designations and function.
- Current transformers: ratios and terminal designations.

LEGEND CARDS FOR DISTRIBUTION BOARDS OR CUBICLES AND MOTOR CONTROL CENTRES

Install an index card in a holder, with a 2 mm thick transparent acrylic panel, screwed or welded inside a door, or where no doors are fitted, to the front plate of the cabinet. The legend card shall list the outgoing circuit designations in accordance with the layout and schematic drawings, functions and outlet locations.

11. METERING AND INDICATION EQUIPMENT

The Technical Data Sheets, MCC and Local Control Tables and I/O lists shall identify which functional units shall be provided with power/current and voltage measuring instruments, the type, and the facilities required.

Analogue display instruments used to indicate voltages and currents shall comply with BS EN 60051, be of the low-impedance type and have an accuracy class of 1.5. They shall be flush front of panel mounted with a 90° quadrant minimum scale length, and be DIN96 size for power distribution functional units, and DIN96 or 72 sized for motor starter functional units. External zero adjustment shall be possible on all indicating instruments to facilitate adjustment without dismantling the instrument.

Instruments shall be scaled to 120% of the anticipated designed indication. Ammeters shall be provided with compressed scales to accommodate motor starting or other in-rush currents, and ammeters monitoring motor currents shall be provided with an adjustable red pointer to indicate full load current.

Meters and relays shall be capable of withstanding, without damage, the secondary currents associated with the maximum available through fault current.

Digital power meters shall be equal or similar to the PowerLogic Power Meter Series 700 with the capability to offer all the measurement capabilities required to monitor an electrical installation in a single 96 x 96 mm unit not extending more than 50 mm behind the mounting surface. It shall be possible to monitor and display all three phases and neutral at the same time. The minimum size of characters shall be 11mm high. Backlighting shall make easy reading even in extreme lighting conditions and viewing angles possible. Modbus communication via a RS485 port shall be available. The instrument shall comply with Energy class 1 as defined by IEC 61036.

Instruments shall be provided with shrouded connections to their rear, and ammeter circuits with full scale deflection in excess of 25A shall be connected via current transformers (CTs). Apart from CT and ammeter circuits, instrument circuits shall be fused.

Digital power meters used in power distribution circuits shall be flush front of panel mounted and shall provide selectable front of panel digital display at least the following measurements:

- voltage between phases and between phases and neutral
- current in each phase
- power (kW)
- kVA
- power factor
- consumption (kWh)

They shall provide data output signals for presentation to PLC, SCADA, telemetry, etc.

Where the Technical Data Sheets indicate that instruments shall provide fieldbus communication with a control system, this shall be via an open protocol compatible with the proposed PLC system.

Run hour meters shall be of a 5 digit minimum non-re-settable odometer type, with visual indication of operation, and a minimum resolution of one hour.

Current transformers (CTs) shall be air insulated, shall comply with BS 3938, and shall have short circuit ratings in excess of those prevailing at the point of connection. They shall bear individual rating plates, which shall clearly identify the winding polarities (primary or secondary), together with the connection details of any multi-ratio windings.

Current transformer accuracy classes shall be selected as follows:

Type of circuit	Class	Comments
Indication	3 or 5	To match the % accuracy of the instrument.
Measurement	0.5 or 1	To match the % accuracy of the instrument.
Motor protection	10P10	Or as required by protection device manufacturer.
Power system protection (e.g. DMTL)	10P20	Or as required by protection device manufacturer.
Power system protection (high accuracy, e.g. REF, generation, unit protection)	X	As specified by protection device manufacturer

One pole of the secondary winding of each CT (or group of CTs) shall be connected to earth via a link. All connections to the CT secondary winding shall be made via a proprietary shorting terminal test block. Provision shall be made for attaching test links.

Current transformers shall be of the low-impedance type and shall, where ratio, class and output requirements permit, preferably be of the ring-type bar-primary design.

Current transformers shall be rated to withstand the thermal and magnetic stress resulting from the maximum available through fault current.

Bridging terminals for current transformers shall be provided at the outgoing terminals where external connections are required. In addition, terminal blocks shall be provided to permit secondary injection tests on protective relays.

12. CAPACITORS

Capacitors shall be of the non-toxic, dry, self-healing, metallised film type, and comply with SANS 60831.

Capacitors shall be fitted with a means of electrical discharge to reduce the residual voltage to less than 60 V within 5 sec

ANNEXURE BB:
FENCING SPECIFICATION

PS 24 SECURITY FENCE AND GATE

PS 24.1 SCOPE OF WORKS

The work consists of the supply and erection of clear view type fence and gate.

PS 24.2 SPECIFICATIONS

PS 24.2.1 Coating

All posts, mesh panels, rails and cover plates to be hot-dipped galvanised in accordance with ISO 1461 (minimum thickness 70 microns).
Thermoplastic powder coating (Plascoat) to be applied and shall be smooth and essentially free from lumps, glops, or points.

PS 24.2.2 Fence Height

Fence to be 1800 mm high above ground with a maximum ground clearance of 50 mm.

PS 24.2.3 Posts

- (i) Post width shall be 85 mm tapering to 45 mm, with a depth of 85 mm.
- (ii) The length of the post will be 2.4 m long.
- (iii) The post shall have holes to cover plates.
- (iv) The post shall be fitted with a steel post cap welded to top of post.
- (v) The concrete base footing shall be 400 x 400 x 600 mm deep 30 MPa concrete.

PS 24.2.4 Top Rail

Topping shall be 100 mm high hot dipped galvanised toughened steel castle spike strip.

PS 24.2.5 Cover Plates

Panels shall be affixed to posts over 48 line wires using 8 x Double bolt clamps and 8 single bolt comb clamps using 24 x anti-vandal bolts.

PS 24.2.6 Top Rail Post

The top of posts shall be sealed with a UV stabilised polymer moisture proof cap.

PS 24.2.7 Mesh

- (i) The mesh panel size will be 3.3 m wide x 1.8 m high.
- (ii) The aperture of the openings in the mesh shall be 76.2 x 12.7 mm.
- (iii) The horizontal wires shall be 3 mm thick.
- (iv) The vertical wires shall be 3 mm thick.
- (v) The mesh panel should be overlaid for the whole width of the cover plate at the posts.
- (vi) The panels shall be reinforced with 4 x 50 mm deep 'V' formation horizontal recessed bands (rigidity).
- (vii) Panel shall have 2 x 70° flanges along sides (internal fixtures shall be on inside of fence line).
- (viii) Panels shall have 2 x 30° along the top and toe (integrated rigid angle).
- (ix) Panels shall be finished flush with posts with no climbing aid.

PS 24.2.8 Under-dig Mesh

- (i) The under-dig mesh shall be the same construction as above.
- (ii) The height shall be 600 mm high x 3.0 m long.
- (iii) The top of the under-dig mesh shall be fastened to the mesh with brackets and stainless steel cup-squares bolts with stainless steel washers and shear-off nuts.
- (iv) The mesh shall be treated with a Bitumen-based Rust Proofer from "Dalven" or approved equivalent product.

PS 24.2.9 Swing Gates: Double Leaf

Gates shall be installed at locations shown, hinged gates shall be mounted to swing as indicated. Latches, stops, and keepers shall be installed as required. Slide gates shall be installed as recommended by the manufacturer including motor and associated equipment.

- (i) The opening between the gate posts must be as wide as specified on the drawing x 1.8 m high.
- (ii) The gate frame shall be constructed from 50 x 50 x 2 mm square tube, cut and mitred at corners and welded together to form a frames to secure mesh.
- (iii) Within the frame a 40 x 4 mm flat bar to be welded for fixing the mesh.
- (iv) Heavy duty drop side hinges to be used, two on both leafs.
- (v) Locking drop bolts to be provided, M16 round bar on both leafs.
- (vi) The finish surface shall be hot-dipped galvanised after manufacture.
- (vii) Provide drop pipes for locking bolts in open and closed positions.

PS 24.2.9 Sliding Gates

- (i) Gate frame fabrication and miscellaneous items shall be similar to Swing Gates.
- (ii) All fittings, brackets and rear wheel tracks shall be standard manufactured products for the intended application.

PS 24.2.10 Under-dig Concrete at Gate

300 x 300 mm x 7.0 m Long concrete footing of 30 MPa strength.

PS 24.2.11 Excavations and Earthworks

Contractor to familiarize himself with the existing soil conditions on site. Stepped earthworks must be allowed for to ensure a maximum ground clearance of 50 mm between

the fence and final shaped ground surface. The Contractor is to include above specifications and conditions in the rate tendered.

ANNEXURE CC:

CONSTRUCTION INDUSTRY DEVELOPMENT BOARD STANDARD FOR DEVELOPING SKILLS THROUGH INFRASTRUCTURE CONTRACTS.

ANNEXURE DD:

**VOLUME 5: MANUAL OF
PROCEDURES FOR WORKING
AIRSIDE**



GEORGE
AIRPORT

AIRPORTS COMPANY SOUTH AFRICA

AIRPORTS COMPANY SOUTH AFRICA
GEORGE AIRPORT

Bid Reference Number: GRJ7501/2024/RFP

**MANUAL OF PROCEDURES FOR WORKING AIRSIDE
FOR**

**TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE
LANDSIDE PARKING PROJECT AT GEORGE AIRPORT,
AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD
OF 18 MONTHS**

ISSUED BY:

REGIONAL AIRPORTS
AIRPORTS COMPANY SOUTH AFRICA
THE MAPLES, RIVERWOODS,
24 JOHNSON ROAD
BEDFORDVIEW, GAUTENG,
2008

JANUARY 2024
VOLUME 5

NAME OF CONTRACTOR:



AIRPORTS COMPANY SOUTH AFRICA
GEORGE AIRPORT

Bid Reference Number: GRJ7501/2024/RFP

**TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE
SECURE LANDSIDE PARKING PROJECT AT GEORGE
AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD.
FOR A PERIOD OF 6 months**

WITNESS 1 FOR ACSA: NAME:

WITNESS 2 FOR ACSA: NAME:

WITNESS 1 FOR
CONTRACTOR: NAME:

WITNESS 2 FOR
CONTRACTOR: NAME:

TABLE OF CONTENTS

	PAGE
1 GENERAL	312
2 DEFINITIONS	312
3 CONTRACTOR'S CAMPSITE.....	314
4 PROGRAMMING OF THE WORKS	315
5 STOCKPILE AND SPOIL SITE	316
6 RESTRICTED ACCESS TO THE SITE OF THE WORKS	317
7 BARRICADES	318
8 ON SITE STORAGE OF PLANT AND EQUIPMENT	318
9 TEMPORARY TRAFFIC-CONTROL FACILITIES.....	318
9.1 Traffic Signs	318
9.2 Taxiway closing during Construction Period.....	319
9.3 Runway and taxiway Closure	319
9.4 Scheduled Maintenance	319
9.5 Unscheduled Maintenance	319
9.6 Non-scheduled runway closure for safety reasons.....	320
9.7 Runway and taxiway re-opening.....	320
9.8 TRAFFIC SAFETY OFFICER	321
10 SPECIAL PROCEDURES FOR CONSTRUCTION AND NIGHT WORK.....	322
10.1 Before work commences, agreements must be established on	322
10.2 Briefing Before Project Commences.....	324
10.3 Marking of a site by day	325
10.4 Marking of a site by night or low visibility.....	325
10.5 Works under on/off conditions	325
11 EXISTING SERVICES	326
12 ELECTRICAL EQUIPMENT LIMITATIONS	327
12.1 Interference with navigational facilities	327
12.2 Interference with aircraft communications	327
13 HOT WORK PERMIT.....	327
14 RADIO COMMUNICATION ON THE AIRPORT.....	327
15 RESPONSIBILITY OF AIRPORT MANAGER AND AIR TRAFFIC CONTROL	328

15.1	Airport Operations and Air Traffic Control	328
15.2	NOTAM	328
15.3	Permits	328
16	AIRPORT SECURITY	329
17	MOVEMENT WITHIN THE AIRPORT (AIRSIDE).....	330
17.1	General	330
17.2	Airside access	330
17.3	Airside movement	331
17.4	Airside vehicle control system.....	332
17.4.1	Responsibilities of the Contractor	332
17.4.2	Airside vehicle permit	332
17.4.3	Authority to drive airside	333
17.4.4	Airside Vehicle Operators Permit - AVOP	333
17.4.5	Rules for driving airside	333
17.5	Accident and incidents	335
17.5.1	Scope	335
17.5.2	Objective	335
17.5.3	Definitions	335
17.5.4	Procedure general	336
17.5.5	Responsibilities	336
17.5.6	Verification	336
17.5.7	Non-conformance	337
17.5.8	Reference	337
17.5.9	Subordinate Documents	337
17.5.10	Change Control	337
17.6	Additional requirements regarding construction activities	337
17.6.1	Existing surfaces	337
17.6.2	Barricades and markings	338
17.6.3	Illuminated Runway closure marker	338
17.6.4	Unforeseen delays due to action by airport authorities	338
18	ENVIRONMENTAL CONSIDERATIONS	338
19	THE SAFETY PLAN	338
19.1	Phase 1: Kick-off meeting to be chaired by the ER 1 hour before the Taxiway/Runway is closed.....	340
19.2	PHASE 2: Taxiway/Runway closure checklist to be completed before access to facilities	341
19.3	PHASE 3: Operational matters during construction	341
19.4	PHASE 4: Runway or Taxiway Opening Checklist to be completed 10 minutes before opening or as required by Fire and Rescue in case of an emergency opening of the Runway or Taxiway.....	342
20	THE CONTINGENCY PLAN.....	343
20.1	Late completion on a shift.....	343
20.1.1	Asphalt work, Earth works, Layer works and Electrical work	343
20.1.2	Paint markings	343
20.1.3	Confirmed late completion	344
20.1.4	Sudden rain	344
20.1.5	Emergency flight /fog/low visibility	344
20.1.6	Aircraft or vehicles violate no-go areas	344
20.1.7	Non-attendance of radio or communications support	344

21	REPORTING OF ACCIDENTS/INCIDENTS.....	345
22	PENALTY FOR NON-COMPLIANCE TO THE AIRSIDE RULES AND SAFETY SYSTEM	345
23	CONTACT LIST.....	346
24	DECLARATION.....	347
	APPENDIX A: WORK AREAS AND STRIP HAZARD REQUIREMENTS FOR TAXIWAYS AND RUNWAYS.....	348
	APPENDIX B: APPLICATION FORM FOR CLOSURE OF AIRSIDE FACILITIES ...	350
	APPENDIX C: ROUTING PLAN	354
	APPENDIX D: METHOD STATEMENT	355
	APPENDIX E: MUNICIPAL AND ELECTRICAL TARRIFS	356

1. GENERAL

This document (Volume 5) is a Procedure Manual for the Contractor's establishment and working airside to guarantee and safeguard the continuous operation of the airport at all times. This document is complimentary to the Tender Document (Volume 3) and should be used for easy reference working airside. Information provided in this document will affect the Contractor's programme.

The Contractor shall not commence with any establishment or construction work on the airside unless the Contractor:

- Is fully conversant with the contents of this document and it has been signed and implemented by the parties.
- His staff moving on the airside outside demarcated work areas is escorted by a person duly authorised by ACSA to assist and guide the Contractor.
- Comply with the regulations of the Occupational Health and Safety Act and Regulations 85 of 1993 Full Version.

The Contractor shall be subject to various procedures as listed below to guarantee and safeguard the operation of the airport at all times.

This document forms part of the contract documentation as listed in the Tender Data. This Volume must be read in conjunction with Volumes 3 and 4.

3. DEFINITIONS

ACSA	Airports Company South Africa
ATC	Air Traffic Control
ATNS	Air Traffic and Navigation Services who undertake the ATC services at George Airport
AIRPORT/AERODROME	An area of land including buildings intended to be used partly or wholly for the arrival, departure and movement of aircraft, air passengers and airfreight
AIRPORT MANAGER (AM)	The Airport Manager or any official of the airport authority acting on his behalf
AIRSIDE	The movement area on the airport, adjacent terrain and building or portions thereof, access to which is controlled, but excluding leased areas
APPROVED ISSUING AUTHORITY	An organisation approved by the airport manager to issue airport security and airside vehicle permits
APRON	The part of the Airport Movement Area used for: <ul style="list-style-type: none">▪ The purpose of enabling passengers to board, or disembark from aircraft;

	<ul style="list-style-type: none"> ▪ Loading cargo onto, or unloading cargo from aircraft and ▪ Refuelling, parking aircraft or carrying out maintenance on aircraft
AUTHORITY TO DRIVE AIRSIDE	<p>Authority issued by the Airport Operator to a driver for the purpose of driving in certain areas on the Airside</p> <ul style="list-style-type: none"> ▪ <i>Authority to Drive Airside Category 1</i> – An Authority issued by the Airport Operator to a driver for the purpose of driving only on the Airside Road in the vicinity of the Terminal or Apron Areas; ▪ <i>Authority to Drive Airside Category 2</i> – An Authority issued by the Airport Operator to a driver for the purpose of driving on the Airside Roads and Aprons (this may include crossing specific taxiways where a taxiway crossing is marked, and when the driver has received specific training to cover this occurrence) and ▪ <i>Authority to Drive Airside Category 3</i> – An Authority issued by the Airport Operator, following a satisfactory attendance and written test, to a driver for the purpose of driving on all movement areas at the airport.
AUTHORITY FOR USE AIRSIDE	Is an authority to be affixed to a Vehicle or motorised item of Construction Equipment approved to access the Airside.
ER	Engineer’s Representative for the Consulting Engineer.
ESCORT	Means the supervision of a vehicle or item of construction equipment on the airside whereby the supervising person takes responsibility for and provides guidance and may take immediate action to prevent an unsafe act by the vehicle or item of construction equipment being escorted.
ESCORT OFFICER	Means a person authorised by the Airport Operator to perform the act of escorting another vehicle on the airside of the airport.
F&R	Fire and Rescue.
GA	George Airport
ILS	Instrument Landing System. Instrumentation installed along the runway strip to assist pilots during poor weather conditions.
LANDSIDE	The area of the airport to which the public has unrestricted access.
MOVEMENT AREA	That part of an aerodrome to be used for the take-off, landing and taxing of aircraft consisting of the manoeuvring area and the apron(s).
MANOEUVRING AREA	That part of an aerodrome to be used for take-off, landing and taxiing of aircraft – excluding aprons.
MARKINGS	Symbols, lines, words and figures displayed on the surface of a movement area, or special visual features added to vehicles.

NOTAM	A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.
PERIMETER ROAD	A road within the airside to facilitate movement of vehicles to various areas while remaining clear of the manoeuvring areas.
RET	Rapid Exit Taxiway. A Taxiway designed to facilitate the rapid exit of aircraft from the runway.
RESTRICTED AREA	Any part of an airport, designated by notices posted by the airport manager. Access to this designated area is allowed only for persons in possession of an authorised identification card valid for the specific restricted area.
RUNWAY (RWY)	A defined surfaced rectangular area at an airport prepared for the landing and take-off of aircraft.
RUNWAY TURNPAD	A defined area on a land aerodrome adjacent to a runway for the purpose of completing a 180-degree turn on the runway
BLASTPAD	A specially prepared surface placed adjacent to the ends of the runways to eliminate the erosive effect on pavement surfaces by high jet engine efflux forces produced by the airplanes at the beginning of their takeoff rolls
RUNWAY END SAFETY AREA (RESA)	An area symmetrical about the extended runway centre line and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aeroplane undershooting or overrunning the runway
RUNWAY STRIP	The area adjacent to the runway extending to 150 m on either side from the centre line of the runway
TAXIWAY (TWY)	A defined path for the taxiing of aircraft, including aircraft stand taxi lane, apron taxiway and rapid exit taxiway.
CLEARWAY (CWY):	A defined rectangular area on the ground, selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specific height
VEHICLE	Any self-propelled ground surface vehicle or mobile equipment (including specialised aircraft servicing vehicles and ramp equipment).

4. **CONTRACTOR'S CAMPSITE**

An area has been made available for the Contractor's Campsite as indicated on the drawings (Volume 4). It will remain the contractor's responsibility to maintain safety clearances from the taxiway and the apron slab when planning the layout of the camp. The contractor has to ensure that his camp is properly

fenced off, screened and secured. Municipal services is available in the vicinity of the main gate and it will be the contractors responsibility to arrange for the necessary installation, metering and COC's together with any administrative costs for providing the said connections. Tariffs will be as per municipal rates, attached as Appendix E to this document.

The Contractor is responsible for all arrangements for obtaining all necessary approvals, establishment and subsequent removal and reinstatement of his construction camp.

The contractor should allow provide for chemical toilet facilities.

The height of any fixed structure (silo's, cranes, etc) for the duration of the contract shall be forwarded to the Engineer prior to erection thereof. The Engineer will verify that these structures do comply with airspace safety regulations and will notify the Contractor accordingly.

The Contractor shall not be allowed to store/deliver materials or occupy any other area, other than the site establishment area demarcated as such.

Under no circumstances will construction traffic, deliveries, etc be allowed through and via the normal airport traffic routes or perimeter roads. Construction traffic that has to travel on the airside must be strictly controlled and channelled via approved routes inside the airport boundary.

The Contractor shall provide 24-hour security at the site camp at his own cost and shall provide sufficient lighting in compliance with the OHS regulations. The Contractor must also allow for full compensation for providing one security guard to control the access at one of the access gates to the site as indicated on the drawings.

5. PROGRAMMING OF THE WORKS

The Manager: Airside must approve the programme of the works which will take place on airside. The programme of the works must be compiled to ensure minimum disruption to airside operations. The Contractor must take the following restrictions into account when compiling his programme of works:

(a) Work next to runways and taxiways

Special arrangements need to be made for any construction work on the runway and taxiways. Work is not permitted in this area without approval from the Manager: Airside.

(b) Restricted Working Times

The construction programme must be based on the restricted working times as shown in Table 1.

Table 1: RESTRICTED WORKING TIMES

Work Areas	Working Times Available
All non-restricted working areas	<ul style="list-style-type: none"> • Monday – Thursday : 06H00 – 19H00 • Friday : 06H00 – 20H00 • Saturday : 08H00 – 15H00 • Sunday# : 08H00 – 19H30 <ul style="list-style-type: none"> ○ Runway 11/29 unrestricted area ○ Runway 11/29 RESA's ○ Apron works (1 bay closed at a time) ○ Perimeter road unrestricted areas
All restricted working areas	<ul style="list-style-type: none"> • Monday – Thursday : 06H00 – 19H00 • Friday : 06H00 – 20H00 • Saturday : 08H00 – 15H00 • Sunday# : 08H00 – 19H30 <ul style="list-style-type: none"> ○ Runway 11/29 Restricted areas (between approx. Alpha Taxiway and Charlie Taxiway – See work programme drawing)
Note : # Sunday work will only be permitted if permission is obtained from the Engineer	

(c) Written Notice

Work that will require the temporary closure of runways and taxiways. The closure of the runway and taxiways and the periods of such closure shall be by arrangement with air and surface traffic control. At least fourteen day's written notice shall be given by the Contractor to the Engineer to enable closure arrangements to be negotiated with the ATNS. Refer to Section 9.3.

(d) End of Shift

On the areas where restrictions apply, all works shall be completed at least 30 minutes before the end of the working time. The termination of the shift must allow for sufficient time to do cleaning work and the compulsory inspection before the opening at the due time, to ensure the safe movement of aircraft after opening. The holding lines, relevant runway markings, stop bar lights and runway edge lights where air traffic movement takes place shall be operational after each shift.

6. STOCKPILE AND SPOIL SITE

Inside the boundaries of the GA, the Contractor shall only stockpile or spoil approved construction material at designated approved areas, which will be provided by the AM. Alternatively the Contractor shall make arrangements for his own spoil sites outside the GA boundaries. The stockpiles will not exceed in height the surrounding vegetation/trees and will not be within 3,0 m of any boundary fence.

Waste matter such as plastics, paper, etc that originates from the Contractor shall be taken to spoil outside the GA boundaries.

7. RESTRICTED ACCESS TO THE SITE OF THE WORKS

(a) Restricted Areas

The Contractor will have restricted access to the works at any given time because simultaneous closure of the runway and taxiways during normal operational hours will not be permitted.

The temporary hazard drawings summarise hazard requirements for the TWY and RWY strips. After every re-opening of the TWY and RWY, the surface of the work area shall comply with these requirements (See Appendix C).

Although the entire site will be handed to the Contractor at the start of the contract, the airport manager and the air traffic controller have the right to decide at short notice where on the site the Contractor may work. Runway 02/20 remains operational and access on the runway is limited to night work and subject to approval by the AM.

Under ILS conditions (instructed by the ATC), for all work areas in restricted conditions, no work shall be allowed next to the RWY or in restricted access areas.

(b) Access Point and Routes

The designated access point for plant and personnel will be indicated to the Contractor. The Contractor will provide 24 hour security at this Gate. The security stall at this Gate will be in radio contact with Fire & Rescue at all times to enable the provision of escort services.

Fire & Rescue will provide staff at strategic points to observe the progress of vehicles along the access routes and to redirect vehicles where necessary.

Construction material must be delivered via the northern access gate to the site camp under escort.

(c) Communication

Both the Engineer's and the Contractor's Safety Managers will be in possession of radios which can communicate directly with Fire & Rescue. These radios will be used, inter alia, to communicate emergencies, as well as to arrange for opening and closing inspections.

The Contractors' staff will be in contact with one another by means of a radio system of their own. ATNS will be required to authorize the use of any radio frequencies on the airside.

(d) Escorts

Fire & Rescue are the primary providers of escort services. Where Fire & Rescue are unable to provide the required level of escort services, Surface Maintenance may be required to provide additional assistance.

Contractor's escort will collect all contract related delivery/service vehicles at the access gate and proceed to the site camps only. Pro-forma visitor forms will be issued to the Contractor and should be completed for each vehicle escorted onto airside. There will be no cost for the procedure, but abuse by any staff will lead to the cancellation of Contractor's escort. All staff entering onto airside will be in possession of a valid identity document.

Pedestrians to be collected by Contractor's escort and transported to site camp. A log sheet of all pedestrians and vehicles escorted onto the construction areas/site camp will be completed on a daily basis and submitted to the ACSA permit office for record purposes. One escort will be allowed to escort a maximum of ten staff members/pedestrians.

8. BARRICADES

The Contractor shall erect, maintain, move and finally remove temporary barriers, fences, signs and markings, all as prescribed by the airport authorities or as shown on the drawings. Barricades, markers and signs have to be placed under escort or while being in radio contact with the ATC, prior to entering a work area for construction purposes.

Movement outside the areas demarcated for construction shall not be permitted, unless special arrangements have been made and approved by the AM.

9. ON SITE STORAGE OF PLANT AND EQUIPMENT

Temporary stockpiling and storage of equipment on the site shall be done as far away as possible from operational areas within the approved demarcated areas for construction work. The Contractor shall submit a proposal for approval by the Engineer's Representative.

9. TEMPORARY TRAFFIC-CONTROL FACILITIES

9.1 TRAFFIC SIGNS

The Contractor shall supply, erect and maintain all necessary temporary road signs in accordance with South African Road Traffic Signs Manual, Volume 2, Chapter 13 (latest edition).

All temporary road signs, devices, sequences, layouts and spacing shall also comply with the requirements set out in the Road Traffic Act, 1989 (Act 29 of 1989) and its Regulations, the requirements of the relevant authority and the South African Road Traffic Signs Manual, Volume 2, Chapter 13.

The Contractor shall indemnify the Employer against all proceedings, claims, actions, damages and costs which may arise from or be related to the absence or improper functioning or placement of road-traffic signs, barricades, traffic-control facilities, channelisation devices and warning devices.

9.2 TAXIWAY CLOSING DURING CONSTRUCTION PERIOD

Approval from the Manager: Airside is required before closing a taxiway for construction purposes. Barricades and steady red lights shall be provided to indicate that a taxiway is closed as indicated in the specification and drawings.

The Contractor shall locate barriers at areas approved by the Manager: Airside. These barriers shall be weighted down by means of sandbags at both ends. The barrier consists of a triangular framework covered with plate sheeting (covered with high intensity grade retro-reflective material) (also see Work Program Drawing in Volume 4).

9.3 RUNWAY AND TAXIWAY CLOSURE

The Contractor shall liaise through the AM to gain access to the runways and taxiways, who in turn shall liaise with the Manager: Airside for access. The procedure is as follows:

Any runway and taxiway closure requires at least fourteen (14) days lead- time, except for emergency repairs. As far as is practicable, working areas should be cordoned off from the active parts of the movement area by the placing of physical barriers. This is to both warn pilots and preclude work vehicles inadvertently straying onto the movement area. All barriers must be adequately lit at night. The taxiway lights leading to working areas must be permanently switched off. Guidance on the markings for denoting restricted use areas is contained in ICAO Annex 14 Chapter 7.

A request form for closures of runways and taxiways is attached as Appendix B. This must be completed and e-mailed by the Engineers Representative to the ACSA representative designated by the AM. The Manager: Airside will either by e-mail or fax confirmed time and conditions for closures.

9.4 SCHEDULED MAINTENANCE

The ACSA Manager: Maintenance and Engineering will contact the Manager: Airside and Manager: Safety to agree on a planned maintenance schedule. The ACSA Manager: Airside will come to an agreement with ATC regarding the planned maintenance schedule. Once the maintenance schedule has been agreed upon the ACSA Manager will ensure that the necessary NOTAM have been communicated to all the Airlines. Scheduled maintenance at ACSA operated airports will be carried out after normal operational hours wherever possible. At GA scheduled maintenance is carried out between the hours of 20h00 and 05h30 local time.

9.5 UNSCHEDULED MAINTENANCE

The ACSA Manager: Maintenance and Engineering will contact the ACSA Manager: Airside and Manager: Safety to agree upon a suitable time for work to be carried out. In the event of the maintenance being of a non-essential nature, 7-days notification must be given by the appropriate maintenance department in order for the ACSA Manager: Engineering or Projects to make the necessary arrangements.

In the event of the work being of an essential nature, the ACSA Manager: Maintenance and Engineering will contact the ACSA Manager: Airside and Manager: Safety to discuss the scope and extent of the work required. Once the closure has been agreed the ACSA Manager: Airside will contact the appropriate ACSA General Manager or Airport Manager to inform them of the closure. The ACSA Manager: Airside will then communicate closure notice via a NOTAM and signals or telephone calls to the affected airlines, aircraft operators or owners and ground handling agents.

9.6 NON-SCHEDULED RUNWAY CLOSURE FOR SAFETY REASONS

If a runway needs to be closed due to bird scare activities, animal removal, collection of FOD, following the identification of damage to the runway, the Officer in charge of the ACSA Safety Department and/or Fire and Rescue Services Department and/or Airside Inspection Unit will contact the ATC to advise them of the necessity for a temporary runway closure. After advising the ATC, they must then advise the ACSA Manager: Airside and Manager: Safety.

9.7 RUNWAY AND TAXIWAY RE-OPENING

After completion of work the Contractor will clean up the area on a daily basis before the handover. A combination of hand brooming and mechanical brooming will be used and a flat truck will be available to remove any swept up debris.

Existing runway markings will be reinstated before the end of each shift, unless otherwise agreed with the Engineer.

Upon receipt of notification of completion of the above, the ACSA Fire and Rescue Services Department Head will conduct a runway/taxiway inspection and advise ATC that the runway/taxiway is now available for use. The Engineer's Representative will give Fire & Rescue progress reports from 2 hours before RWY opening, every 30 minutes. If there is any reason why the runway cannot be opened on time at the specified time the Engineer's Representative will inform ACSA Project Manager as soon as he becomes aware of this situation. The ACSA Project Manager will then initiate the emergency procedures and mobilise the necessary ACSA personnel.

Fire & Rescue will inspect the no-work areas from 1 hour before RWY opening and maintain a vehicle to monitor and ensure no further activity in these areas. Construction activities must be completed 30 minutes before RWY opening. Plant and personnel will be clear of the runway 25 minutes before RWY opening (escort if required). On completion of a shift the Contractor will ensure that the work area is clean and free of all FOD material. Painting should be completed 20 minutes before RWY opening. The Engineer's Representative Officer and Fire & Rescue will conduct final inspection of the work area 20 minutes before the designated opening time. The sweeper truck will not leave the runway until Fire & Rescue has declared the runway open. Once the construction area has been inspected and found satisfactory by Fire & Rescue, Fire & Rescue and Engineer's Representative will sign off the relevant runway handover forms. ATNS will be notified by Fire & Rescue and the area will be opened for use by the specified time.

9.8 TRAFFIC SAFETY OFFICER

The Contractor's Safety Officer shall be made available to discuss safety and traffic accommodation matters whenever required by the engineer." The Safety Officer is responsible for the following:

- (a)** Record on neat and dimensioned sketches and submit to the engineer the position and sign reference number, where applicable, of each sign, barricade, delineator, cone, amber flicker light, guardrail and permanent or temporary painted surface marking feature. The position of each shall be adequately referenced to identifiable permanent features located along the site of the works.

These records shall also show the date and time at which the recorded traffic accommodation features are certified correct by the traffic safety officer, before being submitted to the engineer.

The records shall be amended whenever changes are made in the field and the revised detailed sketches shall be submitted to the engineer. This shall include the recording of the position of lookouts, flagmen and stop/go control men and their associated traffic accommodation equipment wherever they are used.

- (b)** Personally inspect the position and condition of each traffic accommodation feature on the whole site at regular intervals, to record all irregularities discovered and the remedial action taken, and to sign off as correct and submit to the engineer such record sheets the next day. The Safety Officer shall keep a duplicate book for this specific purpose and a record of photographs on a daily basis.

The Safety Officer shall also submit to the engineer before the start of works, a record of all matters pertinent to site safety and traffic accommodation throughout the site of works. He shall also record the daily labour returns of lookouts, flagmen, stop/go and traffic signal control men employed.

The Safety Officer shall be equipped with a radio and cellular telephone and shall have a vehicle and labourers at his disposal at all times and he shall be directly answerable to the site agent. The traffic safety vehicle shall be a truck with a minimum capacity of 5 tons and shall be equipped with a high visibility rear panel in accordance with the requirements of Chapter 13 of Volume 2 of the South African Road Traffic Signs Manual. The Safety Controller shall have a direct line of communication at all times with the AM police and ATNS responsible for the area within the limits of the contract.

- (c)** Ensure that all obstructions related to the Contractors activities be removed before sunrise where applicable and instructed by the engineer and that the runway and taxiways are safe for traffic.
- (d)** The Safety Officer shall, also be responsible for removal of broken down vehicles/equipment, resources, etc off the runway and taxiways and implementing actions requested by the AM with regard to the work to be carried out, be responsible for the erection and maintenance of all traffic signs, etc necessary for the accommodation of traffic.
- (e)** The Engineer is entitled to call a false alarm at any given time and the cost will have to be born by the Contractor.

10 SPECIAL PROCEDURES FOR CONSTRUCTION AND NIGHT WORK

The Employer reserves the right to order that either all or part of the work be undertaken at night, and that those areas of the runways and taxiways used for taxiing be closed or opened to air traffic to suit the ATC.

Any work undertaken within 50 m from the RWY edge and 50 m from the TWY centreline shall be undertaken when the RWY and TWY is closed. The Engineer's Representative (ER) shall be approached at least 14 days before a NOTAM is required to close specific TWY's or RWY's. Any late submission of the request may result in delays and the cost shall be borne by the Contractor.

Before the commencement of any substantial work on the movement area, a liaison group comprising of representatives from the Airport Operations Department, Safety Department, Air Traffic Control, Airport Maintenance Department and Contractors' agents shall be established. The group will meet as often as considered necessary to review progress and consider the need for any change in working practices to meet operational requirements.

The Contractor's attention is drawn to the fact that his Subcontractors shall also comply with the specified safety regulations for entering airside and that he shall remain responsible for their compliance with the safety regulations. The Weather Bureau shall be consulted by the Contractor during the day prior to any work at night on the runways or taxiways in order to ensure that no delays due to inclement weather occur for re-opening the runway the next morning.

A method statement for every closure (refer to Appendix D) shall be submitted to the AM through the engineer before any work will commence. Careful briefing of all personnel working is one of the most important aspects to ensure high safety standards.

The Contractor shall provide artificial light after sunset to ensure the proper execution of the work in terms of the contract and shall be subject to the AM's approval and the power system shall comply with the Machinery and Occupational Safety Act No 6 of 1983 as amended, and the Standard Regulations for Wiring of Premises of the South African Institute of Electrical Principal agents.

At the end of the night work, the construction area shall be made safe to a distance of 50 m from the RWY edge and 50 m from TWY centreline. This area shall be cleared of all personnel, plant and obstructions and shall have no loose material on the surface before re-opening. The work shall be programmed such that enough time is allowed for cleaning and inspection of the area prior to its re-opening.

Late opening of elements due to the negligence of the Contractor will be subject to penalties as indicated in Volume 3 of the contract.

10.1 BEFORE WORK COMMENCES, AGREEMENTS MUST BE ESTABLISHED ON

- *The authorised routes* - these should preferably be marked with Contractor's signs. At critical points controls should be established. Where there is real risk of conflict between aircraft and vehicles,

control points should be manned. At less critical points, controls may be affected by lights or warning signs.

- The communication facilities to be used - where direct control of vehicles is required, each vehicle should either have R/T or be escorted by a suitably equipped vehicle. In some circumstances it may be sufficient to have direct communications with control points by R/T or by direct telephone lines to air traffic control.
- The permitted heights of vehicles and equipment and the limitations to be placed on operating heights of crane jibs and any limitation to be placed on the use of electrical equipment, which might cause interference with navigational facilities or aircraft communications.
- Where contractors work on or traverse movement areas, these areas shall be thoroughly inspected before they are opened again for aircraft use, with particular attention being paid to the presence of debris and general cleanliness of the surface. Where aircraft are constantly using areas open to contractors, inspection will be carried out by ACSA at frequent intervals to ensure that the Contractor carried out any necessary cleaning.
- Adequate markings are required for crane jibs when increased visibility is considered desirable. If work is of a prolonged duration a constant watch should be maintained to ensure that the marking and lighting of obstacles and unserviceable areas do not degrade below acceptable limits. This also applies to marking and lighting arrangements to indicate a displaced threshold.
- The possible interference of cranes and other equipment on Instrument Landing Systems (ILS) and radar need to be considered in conjunction with those responsible for electronic landing aids. Necessary steps to reduce any limitation to the minimum will be taken. Construction equipment may have adverse affect on obstacle clearance allowances and the appropriate authorities shall be consulted when working arrangements are being planned. The Obstacle Limitation Surfaces according to ICAO Annex 14 will apply.
- The ACSA Projects Department will confer with the Manager: Airside and Manager: Safety as to the feasibility of the project being carried out with minimal disruption to the normal operations.
- The Manager: Airside and Manager: Safety will check through the logistics of the proposed project plan/schedule of works and make any advisory comments.
- Notification of the work to be carried out and details of the possible disruption to normal operations will be sent to the Airlines, Handling Agents and other airside Operators through faxes, NOTAMS, SITA and AFTN by the Manager: Airside prior to commencement of work.
- Construction sites are to be roped, demarcated or hoarded off from the operational area.
- Occupational Health and Safety Legislation is to be adhered to by all.
- All workers on the site will all be in possession of a valid ACSA Security Permit and where applicable, a cell phone permit and camera permit.
- All delivery and construction vehicles must be issued with a valid ACSA Vehicle Permit and all drivers to be in possession of an Airside Vehicle Operator Permit (AVOP)

- Appropriate personal protective equipment to be issued and worn by all workers on site.
- Clearing of debris from the site to be carried out in line with safe working practices to avoid any Foreign Object Damage (FOD).
- Final site inspections must be carried out by ACSA to ensure that any parking stand signage and markings are compliant with recommendations of the Airports Council International (ACI)/International Air Traffic Association (IATA), as contained in their handbook's first edition of 2000 or later.
- On completion of work all Airlines, Handling Agents and other airside users will be informed by the Manager: Airside where operational restrictions have been lifted.

10.2 BRIEFING BEFORE PROJECT COMMENCES

It is essential that time be set aside prior to commencing with the project, that everyone is briefed on the work activities including individual workmen. Special care must be taken on longer projects that all shifts are included and new employees or replacements are briefed before they commence work on the site. Reference must be made to the responsibility placed on the individual by the Occupational Health and Safety Act. Under certain circumstances it may be possible to issue written work instructions beforehand, but an oral brief should be held as well to give the opportunity to staff to ask questions. The following list details some of the points that should be included in the brief:

- Task(s) being carried out;
- Works Area and how it is to be marked by day and night
- Whether anyone is permitted to move outside the site boundaries and if so, when and under what conditions
- The permitted working hours and any other restrictions
- The identification methods of warning the working party
- What to do when aircraft approach
- How to warn the working party if a person sees impending danger
- Who to ask in case of experiencing a particular difficulty
- Communications procedures and contacts
- The action to be taken in the event of an accident
- Controlled crossings and other approved routes
- Vehicle lights and markings applicable
- Use of high visibility clothing
- Warning not to leave equipment outside the designated working area

- The importance not to generate any Foreign Object Damage (FOD)
- Under no circumstances is food or rubbish to be left on site as this may attract birds and
- The dangers of engine suction and exhaust blast.

10.3 MARKING OF A SITE BY DAY

The Contractor undertaking the work is responsible to ensure that all marking equipment for use such as cones, barriers, fences, etc are approved and available in sufficient quantity.

Airfield Operations will provide the details of the approved pattern of fencing or marking. The limits of each site must be marked either with reflective cones or with Lind-pet (low level) barriers firmly fixed to the ground at a spacing of no more than 3 metres or closer if specified by Airfield Operations.

Where specified, such as for extended projects, a Contractor's fence must be erected as specified in the drawings, Operational Safety Instructions (OSI) and Operational Works Memo's. All holes, unconsolidated ground such as trenches are to be marked by cones even though they may be inside an approved working area. Before work commences a member of the ACSA Safety Department will inspect the site to check that it is marked out correctly and to a sufficient high standard. For all stand closures, a series of cones and glims must be positioned across the back of the stand.

10.4 MARKING OF A SITE BY NIGHT OR LOW VISIBILITY

ACSA Safety will specify to the Contractor undertaking the work the type of night lighting and marking equipment to be used. All working areas must be lit during hours of darkness, commencing 30 minutes after sunset until 30 minutes before sunrise or in conditions of low visibility.

Work sites are to be lit by obstruction lights at a maximum spacing of 3 metres. The obstruction lights are to be of a pattern approved by ACSA Airfield Operations. Whenever possible, temporary stop bars are to be installed or permanent stop bars lit to ensure a particular block in which work is taking place is properly isolated. This does not obviate the need for a lookout if specified and if work is taking place.

Work sites that are required to be marked will be inspected by the ACSA Safety Department each night too ensures they are lit to the correct standard.

10.5 WORKS UNDER ON/OFF CONDITIONS

ON/OFF Work can be described as work that takes place on or within the obstruction limits of a taxiway and when an aircraft approaches both men and equipment endangering their safety as well as that of the aircraft and its occupants.

In this case, the men and equipment must clear the area to a safe distance away to allow the aircraft to pass. Once the aircraft is clear, the men and equipment can re-enter the area and continue their work. The conditions for work under ON/OFF work are as follows:

This type of work is only permitted if the visibility is above specified minima as laid down by ACSA Airfield Operations.

- The work must be of such a nature that it can be abandoned and when left it will not be a hazard to passing aircraft
- If equipment/plant is used, it must be mobile so that it can be withdrawn quickly
- All those in the working party must wear high visibility clothing
- R/T Communications with ATNS are to be maintained at all times and a lookout nominated
- All members of the working party must be properly briefed, understand the safety measures and be suitably trained/qualified in the use of R/T communications and procedures; and

If work is carried out at night, red stop bars which surround the pavement block are to be switched on whenever possible to give the party additional protection. The above also apply to urgent electrical repairs.

11. EXISTING SERVICES

Before construction commences on any portion of the site, the Contractor shall arrange with the airport authorities for the area to be examined and thoroughly traversed by the authorities or approved specialist contractors with service detectors to locate existing services. The Contractor and the engineer or his representative will attend such inspections.

The contact details of the person to be contacted for locating of electrical services on the airside are provided in the contact list (Clause 23).

12. ELECTRICAL EQUIPMENT LIMITATIONS

12.1 INTERFERENCE WITH NAVIGATIONAL FACILITIES

Where cranes are used, the potential for interference with navigational facilities exists. Fire & Rescue will be notified whenever a crane is to be used, for example, to remove broken down plant.

12.2 INTERFERENCE WITH AIRCRAFT COMMUNICATIONS

The Contractor will seek approval from ATNS via Fire & Rescue for the radio frequencies to be used on the project. Should any vehicles or radios be found to cause interference with aircraft communications, the relevant vehicle shall be removed from the site or the radio switched off until the fault can be traced and repaired.

13. HOT WORK PERMIT

The following activities have been identified as hot work:

- Heating paver screeds using gas burners
- Heating bituminous products in spray tankers using gas burners
- Any other work involving open flames

A hot work permit with a validity period of two weeks will be applied for and will list the above activities. Fire & Rescue will be asked to extend the validity of this permit every two weeks.

A copy of the permit will be carried by everyone on the site who is likely to engage in hot work, as well as the Safety Officer. A copy will also be kept in the Site Safety File.

14. RADIO COMMUNICATION ON THE AIRPORT

The Contractor shall establish an acceptable radio communication system on the airport. Such a system must be approved by the ATC to ensure that no interference with normal aeronautical communication occurs. A special radio frequency will be provided by ACSA for the contract.

Radio communication between the AM and the Contractor will be effected by means of two-way radio units. These units are to be supplied by the Contractor. The number of units permitted shall be determined by the AM, depending on the need for direct contact with the Contractor. The Contractor's personnel shall complete a radio operator's basic course before they use the two-way radio units. The duration of the radio course is 5 working days. The contact person for confirmation regarding cost and course dates is listed in the contact list. The Contractor shall be responsible for any maintenance costs, damage or loss of these units.

Alternatively the AM can on request supply all escorts with communication equipment and their instructions shall be adhered to. No access shall be given on the airside without the escort, and all

personnel and equipment shall remain behind the escort when elements are entered. All delay to the works due to the incidental non-availability of such escort will be for the Contractor's account.

All permanent staff will apply for ACSA permits. The Contractor will provide within one week of award of contract a list of staff (including identity numbers) who will receive airside induction training. A meeting will then be scheduled to inform the Contractor of the permit requirements and issuing of permits. Staff with serious criminal records will be rejected. Special induction training sessions will be scheduled for the contract to ensure timeous issue of permits to permanent staff members.

15. RESPONSIBILITY OF AIRPORT MANAGER AND AIR TRAFFIC CONTROL

15.1 AIRPORT OPERATIONS AND AIR TRAFFIC CONTROL

The AM and the Air Traffic Controller (ATC) are ultimately responsible for the safe and efficient operation of the airport.

The AM will in his/her official capacity have authority to give the Contractor verbal or written orders on matters concerning the operation, security or safety of the airport and the Contractor shall inform the engineer of the orders and carry out the instructions as if issued by the engineer.

The ATC is responsible for the safe movement of all aircraft, both in the air and on the ground. The ATC shall at all times have absolute authority regarding the movement of any construction personnel, vehicles or equipment, where such movement take place within the obstruction free areas of existing facilities, or where it affects the safe movement of the air traffic, and his/her instructions shall be implicitly obeyed. The ATC's decision regarding the acceptability and programming of the Contractor's activities within the above mentioned areas shall be taken into account.

All liaison with the AM or ATC shall be arranged through the engineer. The engineer will establish detailed lines of communication.

15.2 NOTAM

The Manager: Airside will arrange for approval and issue of a NOTAM. He will report back to the party who requested for the NOTAM, who in turn shall liaise with Fire and Rescue for an escort and ensure that the Contractor has completed the safety induction course.

15.3 PERMITS

The AM will issue the necessary application forms to those who apply to the airport management for an Airside Vehicle Permit and/or an Airport Security Permit and will decide, on receipt of the completed forms, whether or not to issue the permits. Where necessary the application may include cellphone and cameras.

The AM may at any time withdraw or suspend the Airside Vehicle Permit or any Airport Security Permit.

All permanent staff will apply for ACSA permits. The Contractor will provide within one week of award of contract a list of staff (including identity numbers) who will receive airside induction training. A meeting will then be scheduled to inform the Contractor of the permit requirements and issuing of permits. Staff with serious criminal records will be rejected. Special induction training sessions will be scheduled for the contract to ensure timeous issue of permits to permanent staff members.

16. AIRPORT SECURITY

The Contractor shall ensure that the security of the airport is maintained wherever it may be affected by his operations. He shall be responsible for the observance of all security regulations and related requirements, both by his employees, subcontractors and their employees, as well as by his suppliers.

Entry into the security area, whether for personnel, vehicles or self-propelled construction equipment shall be subject to the issue of access permits. All personnel or vehicle permits shall be displayed at all times while such person or vehicle is within the security area. Permits may be issued to grant access to a designated area only and it shall be the Contractor's responsibility to exercise the necessary control on site in order to prevent trespassing by personnel or vehicles in this regard.

No photographs shall be taken on the airport without authorisation by AM and the possession of unauthorised cameras and cell phones on the site is expressly forbidden. The possession of any firearms, explosives or other weapons on the site is also expressly forbidden. Smoking or fires are prohibited in certain areas on the airport, and forbidden on the airside, and fires required for any purpose may only be lit after written approval has been obtained from the airport authorities who will also supervise such fires. Smoking is only allowed at properly demarcated areas and marked with SMOKING ZONE signs.

Sketches, drawings, diagrams, information, etc regarding the works may not be made, recorded or reproduced other than that specifically required by and for the purpose of the contract, and no sketches, drawings, diagrams, information, etc may be published in magazines, journals or elsewhere unless authorised in writing by the Employer.

This document contains information related to the defence of the Republic of South Africa and should be treated as secret. Amongst others, the provisions of section 118 of the Defence Act, Act 44 of 1957, as amended, as well as the provisions of the Official Secrets Act, Act No 16 of 1956, as amended, are applicable.

The failure of the Contractor to comply with these or other security regulations and requirements, shall be sufficient reason to cancel the Contractor's access permits and/or terminate all construction activities until such shortcomings or breaches of security have been rectified, and the Contractor shall have no right to claim for any resulting delays, standing time or losses whatsoever. Any costs incurred by ACSA in rectifying and controlling the breach will be for the Contractor's account.

In order to reduce the risk of theft and FOD creation on the airside all recovered material including lights, electrical cabling will be securely stored in containers in the site camp. No additional payment

will be made for the provision of these containers and the Contractor shall include this in his establishment cost. ACSA will carry out periodic audits to confirm compliance in this regard.

17. MOVEMENT WITHIN THE AIRPORT (AIRSIDE)

17.1 GENERAL

The Contractor shall control all movement of his personnel, vehicles and equipment according to the stipulations laid down by the ATC, or specified in the documents or indicated on the drawings. In order to achieve proper control over all movements on site, certain areas, routes or corridors shall be clearly demarcated by the erection of temporary barriers, cones, construction fences or security fences, as indicated on the drawings or instructed by the AM. Such fences, barriers or cones shall be erected or placed prior to the commencement of any construction activities in any particular area, and shall be moved to new positions as the requirements change during construction of the works.

Movements and operations within the above mentioned demarcated areas shall not normally be subjected to any restrictions from the ATC. Any access, haul or construction routes shall however, be fixed after consultation with the AM.

The Contractor must allow in his construction program for any time required to arrange for permission for employees to enter the airside area to execute the contract. Access to the working areas shall be only through ACSA established gates.

The cost of permits for the Contractor's personnel and vehicles will be borne by the Contractor. It is the Contractor's responsibility to arrange for timely application for permits, including attending the required induction or other training courses. The cost of these courses or any subsequent delay will be for the Contractor and is not refundable.

17.2 AIRSIDE ACCESS

The Contractor's employees will not be allowed to enter the airside area without permission. A Security Permit to enter the airside area will ONLY be issued to persons who have undergone the compulsory prescribed Safety Induction course. All the Contractor's labourers and subcontractors shall attend a compulsory safety course. Contact details for more information concerning this course are given in the Contact List. The Contractor shall provide escort services as indicated in Volume 3. Every person who has completed the safety induction course shall be in the possession of a referee whistle or similar approved. This whistle shall only be used to warn a remote person infringing the safety of the airside operations.

Stakeholders who wish to conduct their own training may do so provided the necessary accreditation is obtained from the Aerospace Industry Education Training Board (AIETB).

There are various accredited training bodies that can provide training, of which Aviation Academy for Southern Africa (AAFSA) is one. Contact details are provided in the Contact List.

All workers entering the airside area must wear lime coloured safety reflective waistcoat type jackets. Waistcoat jackets are more visible during night and low visibility/fog than the vest type. The Contractor's employees may be exposed to excessive aircraft noise and the required measurements shall be taken to comply within the Health and Safety regulations. The Contractor shall warn their employees regarding aircraft jet blast.

Access for construction works to the airside area must be limited to the minimum. Special permits for temporary workers to enter the airside area are required. Permits will not be issued to persons of suspect background. Non South Africans must hold valid work permits to qualify for Security Permits. Full particulars on application will be required. Any worker, who is granted a permit to enter the airside area, must wear such permit while on site and must also be in possession of his/her identification document (ID). The Contractor's workforce will be checked from time to time to ensure compliance with the above. Any personnel found without a permit and an ID will be arrested and charged. The Contractor will be held liable for the behaviour of his personnel.

The ACSA permit/security policy must be adhered to at all times. The policy document can be obtained from the Permit Office (see Contact List). Abuse of the system will lead to termination of the issue of any further permits and permits are not transferable.

The Contractor must confirm with ACSA and control the process of obtaining the necessary permits for his workforce that may have to work on the airside. He must further manage the process during construction and his tender must allow and include for possible loss of time for workers to move through security check points, etc.

All cost of obtaining permits will be for the Contractor's account. When a permit is no longer required for the workforce the Contractor shall return the permit to the Permit Office.

ACSA will provide its own security during the construction period. The security will comprise of security equipment, checkpoints, metal detectors, X-ray machines, etc.

The Contractor may provide security guards in the campsite. A maximum of one security person will be allowed to sleep on the premises. The Contractor may also apply to the AM in writing, requesting to accommodate an additional security person. ACSA security must vet and clear all security guards permitted to sleep over on the premises and security guards who have not been vetted and cleared will not be permitted to sleep on site. Should the Contractor opt to use an alternative security company, the security company must also be cleared with ACSA security.

17.3 AIRSIDE MOVEMENT

The Contractor shall submit a plan to the Manager: Airside for routes to be used for travelling between the various construction areas, spoil site and campsite. The Contractor will not be permitted to travel on any other routes.

17.4 AIRSIDE VEHICLE CONTROL SYSTEM

17.4.1 Responsibilities of the Contractor

Contractors wishing to operate vehicles on the airside without the AM's escort shall make the necessary applications in the manner set out below for each vehicle and driver. As a condition of approval of an application for an Airside Vehicle Permit, the company shall ensure that all vehicles and drivers are covered by the Contract Works, Public Liability and SASRIA Special Risks Insurances.

When a vehicle is no longer required for airside use, the Contractor must, upon removing it from airside use, remove and return the Airside Vehicle Permit to the airport manager.

The Contractor shall immediately report to the AM all notifiable accidents and shall ensure that arrangements are in place for the rapid removal and/or repair of its vehicles should they become immobilised on movement areas.

17.4.2 Airside vehicle permit

Applicants are to demonstrate an operational need for the vehicle to enter the airside, and include the following details of the vehicle:

- Name and address of the owner
- Make and model
- Type of work to be undertaken
- Proposed areas of operation
- Certificate of provincial vehicle registration (or reasons why the vehicle is not registered)
- Any special features

Vehicles are to display the current Authority for Use Airside Permit on the right hand side of the windscreen or in a holder. All vehicles (including delivery vehicles, etc.) shall display appropriate identity signage as follows:

Lettering shall be 25 mm wide and 200 mm high, black or dark blue. Signage shall be applied to both sides and on the roof of the vehicle. The company's prefix shall be clearly visible, as well as the vehicle's registration or fleet number. All vehicles registration shall be recorded in the ACSA logbook.

A medium sized amber strobe light shall also be fitted on the roof or other high part of the vehicle or construction plant.

Vehicles shall be registered, or if not registered, shall meet the mechanical and road-worthiness requirements of the relevant provincial authority. In the case of specialist vehicles and equipment, the recognised industry standards shall be met.

An appropriate radio equipped vehicle (eg. from Safety/Fire and Rescue or Contractors approved Escort) shall at all times escort vehicles wishing to operate on the manoeuvring areas of airports.

17.4.3 Authority to drive airside

The authority to drive airside is coupled to the Airside Vehicle Operators Permit (AVOP).

The Contractor certifies by applying for an AVOP that the proposed driver:

- has an operational need to drive on the airside
- holds a current provincial driver's license and, where appropriate, is endorsed with an official license to cover the specific type/s of vehicle/equipment to be operated and is able to operate the vehicle/s concerned in a competent and safe manner
- is proficient with the terminology used to describe the airside and is familiar with the airport layout relevant to his/her driving duties
- is conversant with the contents of this Procedure Manual.

Except as otherwise specifically authorised, no person shall drive a vehicle on airside unless the vehicle has a current Airside Vehicle Permit and his Security Permit, which is valid for that area of the airport under construction. It is an explicit condition that the Contractor maintains a control system, at the defined security gates, for the access to vehicles and people from outside using these gates during the work periods. This control shall include giving directions and provide contractors escorts to and from the specific work area.

17.4.4 Airside Vehicle Operators Permit - AVOP

An AVOP permit is only required for the Contractor's supervisor who has the responsibility to lead the workforce onto the airside work place. As a first step, drivers of any vehicles or items of construction equipment must hold an authority to drive airside (Airside Vehicle Operators Permit) - AVOP, endorsed by the ACSA Airport Authority. Such Driver's Authority is not transferable between individuals or between airports and must be carried on the person for the duration of the works on the Airside. The above permit is issued to the driver or operator of equipment subject to completion of theoretical and practical examination and satisfying the competency assessments. Drivers and Operators are also subject to medical examination, and shall be in possession of a valid driver's license and Public drivers permit where necessary.

All vehicles and items of construction equipment shall display the permit authorising entrance to the airside clearly in the windscreen of the vehicle or item of construction equipment.

As a driver on the Airside of the airport, it is the driver's responsibility to ensure that he/she remains up to date with the latest amendment to the Airport Airfield Regulations.

17.4.5 Rules for driving airside

A driver wishing to operate vehicle(s) on airside areas of the Airport shall:

- wear a valid Airport Security Permit at all times when in a restricted area
- only operate a vehicle displaying a current Airside Vehicle Permit
- produce the Airport Security Permit and Airside Vehicle Permit on demand by the AM
- comply with any instruction given by the Manager: Airside at all times
- only operate a vehicle within the area of operation as approved by the Manager: Airside
- an escort must be arranged by the Manager: Airside should the driver operate beyond the approved areas.

All drivers shall:

- give way to manoeuvring aircraft or an aircraft on tow (operation of the red anti-collision beacons may indicate that aircraft engines have started or that push-back or towing of the aircraft is about to commence or is underway)
- obey speed limits. Unless otherwise indicated, speed limits are:

- on an Airside Road:	30 km/h
- on perimeter service roads:	30 km/h
- on an Aircraft Parking Stand:	5 – 8 km/h
- Elsewhere on apron or movement area:	15 km/h
- obey all other road signs and markings installed around the airport (markings are not always accompanied by associated road signs)
- follow the service roads (apron service roads are delineated by white staggered lines) provided for vehicular movement (as indicated by the AM after award of tender)
- make sure that loose material, equipment and spoil material carried on a vehicle is covered adequately to prevent spillage and where spillage does occur, to clean it immediately
- when operating a vehicle at night, or in periods of poor visibility while moving on the movement area, ensure headlights are dipped and tail lights are displayed as for normal night driving
- park vehicles and equipment in areas specified by the AM (note that Areas marked for steps and are vacant may be utilised by vehicles associated with the servicing of aircraft in the period ½-hour before to ½-hour after arrival or departure of aircraft)
- when operating vehicles in excess of 4,3 m in height, obtain the necessary clearance, either by radio or by telephone from Apron Control to use the alternative routes as indicated by ATC
- when operating vehicles in excess of 4,3 m in height when crossing a taxiway, runway, apron, etc. outside the delineated service roads or any service vehicle behind the white safety lines at the back of aircraft stands, do so only when:
 - (i) there is no aircraft on the facility
 - (ii) no aircraft is about to move from the aircraft stands

- take extreme care when overtaking any other vehicle on airside service roads.

Drivers shall not:

- operate construction vehicles/plant equipment without having had an adequate rest period since the previous shift
- drive on taxiways or runways unless in radio communication with Air Traffic Control or under escort by an Airport Authority vehicle
- operate a vehicle while under the influence of drugs or alcohol
- operate a vehicle while taking medication that can cause drowsiness
- operate a vehicle closer than 50 metres to an aircraft
- drive a vehicle between passengers moving to and from an aircraft.

The Airport Manager reserves the right to:

- withdraw any airport security permit
- withdraw any airside vehicle permit, if it is considered necessary
- tow away vehicles when parked incorrectly.

17.5 ACCIDENT AND INCIDENTS

17.5.1 Scope

This procedure details the reporting steps to be taken by all ACSA personnel as specified below, on all ACSA owned or managed airports including sites occupied by stakeholders and contractors. These steps shall be followed in the event of an accident or incident within the parameters as per the definition.

17.5.2 Objective

To effectively inform all ACSA relevant management and personnel of all incidents or accidents, which have the potential or could result into injury, illness, disease, death, aircraft disaster, damage to property, equipment, vehicles, major aircraft obstruction, normal operational obstruction and business interruption.

17.5.3 Definitions

As per ACSA Safety Definitions Document Z002 004.

17.5.4 Procedure general

- (a) Should an accident/incident be reported, or come to the attention of any individual, the accident/incident shall immediately be reported to the Help Desk and the Fire Department.
- (b) Upon receipt of the above, the one party shall contact the other (Help Desk to Fire Department or vice versa) irrespective of whether they are aware of the accident/incident or not.
- (c) On receipt of the above information, by either the Help Desk or the Fire Department they shall immediately inform the Managers: Airside, Security, Safety and Duty Manager (if during a weekend).
- (d) Under no circumstances may any information be relayed to any person outside of ACSA or member of the media without prior arrangement and approval of the Regional General Manager.
- (e) Distinction shall be made between the following types of accidents:
 - Incidents of a minor nature, which do not have an effect on the operational efficiency of the vehicles, aircraft, building or airport property, involved and reported within 24 hours of occurrence.
 - Accidents, which cause damage to property affecting the operational efficiency of vehicles or infrastructure or causing injury, illness or disease to persons travelling or visiting the airport and reported immediately to the AM and the SAPS. Where possible neither the driver, the passenger nor the vehicles should leave the accident site before the arrival of the police.

The Manager receiving the information shall upon receipt, use his/her discretion by immediately taking the necessary steps to restore the situation and it necessary report the situation to the Regional General Manager.

17.5.5 Responsibilities

The overall responsibility for adherence to this procedures lies with the relevant ACSA Regional General Manager. However, in the absence of the relevant ACSA Regional General Manager and on a shift basis this procedure shall rest with the most senior person on duty at the Help Desk and the Fire Department. Due to the necessity of compliance with this procedure it is not possible to nominate one responsible person.

17.5.6 Verification

This procedure will be verified in accordance with Safety Verification Procedure Z002 002.

17.5.7 Non-conformance

Any deviation from this procedure will be identified and registered with immediate corrective measures taken on the spot to limit negative effects in accordance with ACSA Safety Non-Conformance Procedure Z002 001.

17.5.8 Reference

ACSA Safety Non-Conformance:	Procedure Z002 001
ACSA Safety Verification:	Procedure Z002 002
ACSA Safety Change Control:	Procedure Z002 003
ACSA Safety Definitions:	Document Z002 004

17.5.9 Subordinate Documents

Working Instructions attached to this procedure.

Working Instructions attached to ACSA.

Safety Non-Conformance:	Procedure Z002 001
Safety Verification:	Procedure Z002 002
Safety Change Control:	Procedure Z002 003

17.5.10 Change Control

This procedure may only be changed with the authorisation of ACSA's General Manager: Airport Services and in accordance with ACSA Safety Change Control Procedure Z002 003.

17.6 ADDITIONAL REQUIREMENTS REGARDING CONSTRUCTION ACTIVITIES

17.6.1 Existing surfaces

The surfaces of existing facilities at and adjacent to places where the Contractor is working shall be absolutely clean whenever they are used by aircraft. This will require the presence of a cleaning team to remove all debris, stones or other material from the surfaces. The Contractor shall be responsible for any damage to aircraft or other equipment as a result of failure to comply with this requirement. The Contractor must provide designated Foreign Object Debris Bins within the confines of the working area.

17.6.2 Barricades and markings

The Contractor shall erect, maintain, move and finally remove temporary barriers, signs, fences and markings required by the employer, all as prescribed by the airport authorities or as shown on the drawings.

Barricades, markers and signs shall be placed under the direct supervision of the F&R or ER's Safety Controller whilst being in radio contact with ATC, prior to entering a work area for construction purposes. No movement of the Contractor will be permitted outside demarcated areas for construction, and these must be treated as NO-GO-AREAS. (Also see Par 20.1.6).

17.5.3 Illuminated Runway closure marker

The existing Runway closure maker at TH11 shall be moved to a position outside the new TH11 RESA construction area for the duration of the Runway extension and RESA construction. No construction work will be allowed until the closure maker has been commissioned and approved by AM.

After completion of the extension works and RESA, the closure marker will be relocated to a new position just west of the new blast pad in the RESA.

Construction on the Runway will not be allowed unless the closure maker is in position and operational.

17.6.4 Unforeseen delays due to action by airport authorities

The Contractor shall note that, at any time during the contract period, the arrival or departure of any aircraft may be delayed or brought forward, and the Contractor may be required to adapt the programme of his work accordingly.

18. ENVIRONMENTAL CONSIDERATIONS

The Environmental considerations that the Contractor must adhere to are specified in Clause C3.3 (Volume 3).

19. THE SAFETY PLAN

The following fundamental safety procedures must be taken into account with which to ensure that work in the Movement Area is properly conducted and are to be followed by those responsible for organising and briefing working parties.

- (a)** The following very important information must be made available to all staff required to conduct works on the Movement Area:
 - i.** Know whom to contact and by what means should a problem arise.

- ii. Know what action you will have to take in the event of an accident.
- iii. Manoeuvring Area Entry Points, Entry and Exit points to the Manoeuvring Area must be via an inter-stand clear way.
- iv. Always inform Airfield Operations and the ACSA Safety Department when work in an area has been completed.

(b) Operational Areas

- i. Always ensure that Airfield Operational Clearance has been obtained before commencing with the work required to be conducted. ACSA Airfield Operations and ATC must approve operational Clearance for ALL work taking place on the Movement Area, including all designated Grass Areas within the Airport Boundary. Routine or planned work is normally discussed with Airfield Maintenance Planning prior to the start date. This process can be managed daily and/or weekly by means of the Works Meetings held.
- ii. When work involves a complicated layout or difficult phasing, Airfield Operational Planning will issue a separate “Works Memo” accompanied by the necessary drawings and detailed requirements to be included as part of the Works Programme:

(c) Where work is extensive and affects large numbers of aircraft and major traffic diversions, an Operational Safety Instruction (OSI) will normally be issued as well as referred to the Works Programme.

(d) Where necessary, work will also be notified by NOTAM's or AIP Supplements.

- i. Urgent work and certain specified work, including routine inspections, replacement of light fittings, repair of pit covers on the runways, and maintenance of navigation aids and communications equipment at existing sites are subject to prior approval from Airfield Operations and Planning, and must be cleared by ATC.

Notwithstanding the permission granted to commence works, no vehicles or equipment shall be permitted within the Cleared and Graded Area when a runway is in use for landing or take-off. Any vehicle engaged in routine maintenance in terms of ON/OFF conditions shall withdraw to the limits of the Cleared and Graded Area whilst an aircraft is either landing or taking off.

- ii. Examples of safety checklists incorporating the various items to be considered in the safety plan are attached in Appendix B, and include:
 - RWY/TWY Closure And Opening Checklist
 - Daily works Checklist
 - Additional Daily Works Checklist.

- (e) The Safety Plan will be executed in four phases during the night work construction periods.

19.1 PHASE 1: KICK-OFF MEETING TO BE CHAIRED BY THE ER 1 HOUR BEFORE THE TAXIWAY/RUNWAY IS CLOSED

The primary function of the kick-off meeting is to determine if all measures are in place to allow a normal shift's work to be completed in time and as indicated in the Contractor's Method Statement. The following representatives of parties involved with the project will attend the meeting:

- The Engineer's Representative (ER) and ER's Safety Controller
- Site Agent (for each contractor on the project including subcontractors)
- Site Safety Officer/Escort services
- Representative of the AM safety or delegate
- F&R Shift Controller

The following agenda will be discussed and minutes taken by the ER or his representative or the ER's Safety Controller:

- Confirm emergency procedures (by means of detailed explanation by the Contractor)
- Current weather condition and wind direction (feedback by ER's Safety Controller)
- Expected weather conditions, wind direction and Air Traffic Movements for the night (feedback by RE's Safety Controller)
- Plant and personnel (List to be compiled by Contractor's safety official)
- Check hard copy of NOTAM requirements and confirm with ATC (ER's Safety Controller)
- Check available work time and confirm required quantities
- Check latest status and departure time of aircraft (F&R)
- Confirm construction plan, work areas and routes to be followed by Air Traffic and Construction Vehicles, compare with NOTAM (ER's Safety Controller to submit route diagram)
- Confirm availability of Traffic Signs, Barricades and Delineators and the responsibilities for moving the signs in place (ER's Safety Controller to submit traffic diagram)
- Confirm Method Statement by the Contractor
- Confirm operational requirements:
 - Plan transverse and longitudinal joints
 - Temporary paint markings
 - Moving temporary taxiway lights
 - Contractor
 - Contractor
 - Electrical Contractor

- Closure of taxiways
 - Spoil and stockpile sites as per the drawings
 - Affected electrical services
 - Open excavations along the facilities
 - ER's Safety Controller
 - Contractor
 - Electrical Contractor
 - All Contractors
- Confirm the availability of a qualified Motor Mechanic on site
 - Confirm there are sufficient critical spares available for critical plant

19.2 PHASE 2: TAXIWAY/RUNWAY CLOSURE CHECKLIST TO BE COMPLETED BEFORE ACCESS TO FACILITIES

The ER's Safety Controller will report on the following matters:

- Taxiway/Runway Closure Markers, Barricades and Delineators placed in position
- Plant and vehicles provided with Amber Flash Lights and Reflective Tape as required
- Personnel have Lime Reflective Jackets and necessary valid permits (eg. AVOP, etc)
- Security measures at the gate are in place
- Radio Communications of both F&R Escorts and ER's Safety Controller in place

19.3 PHASE 3: OPERATIONAL MATTERS DURING CONSTRUCTION

The ER's safety controller will inform the Contractor to adhere to the following timetable during the shift to ensure that the Taxiway/Runway can be opened to Air Traffic in due time:

- ER's Safety Controller must confirm with the Contractor 2 hours before taxiway/runway opening time the official completion time (Refer to items 20.1.1, 20.1.7).
- Construction activities will be completed 30 minutes before taxiway/runway opening time. ATC will be informed on completion of the construction activities.
- No longitudinal steps will be allowed.
- Temporary paint markings for live taxiways and runways will be completed 20 minutes before opening. ATC will be informed on completion of the paint markings.
- Plant will vacate the runway 25 minutes before opening, to designated storage areas.
- The ER's safety Controller must be finished with inspection of work completed 20 minutes before opening after which the vehicle barricades shall be removed.
- The taxiway/runway opening checklist will be completed and handed over to officials of Fire and Rescue completed 10 minutes before opening.
- The runway closure markers are to be removed on instruction of the officials of Fire and Rescue 10 minutes before taxiway/runway opening time.

The Contractor will be required to include the above timetable in his proposed Construction Method Statement to be approved by the Engineer and the AM. This will include a methodology for cleaning the work area and the haul routes. A cleaning team and equipment will be on standby till one hour after opening should additional cleaning be required on instruction of Fire and Rescue.

The Construction and phasing plan indicate the order of construction to prevent conflict between aircraft movements and construction vehicle routes. Haul routes will follow perimeter road, apron and taxiways. Delineators will indicate the haul route between the work area and the gate or spoil and stockpile areas. Vehicles will not be allowed to move neither onto the grass verges nor close to the Nav aids.

Barricades will be placed at the entrance to taxiways affected by night work such that aircraft approaching a closed taxiway will have an alternative route to follow. Each work area will be totally isolated by means of barricades and Markers, except for a single access for construction vehicles. Work areas will be demarcated at least 50 m away from any "live" Taxiway centreline and 80 m away from the Runway centreline.

Vehicles will be fitted with reflective tape, 2 strips, attached horizontally, each 150 mm wide and with 150 mm gap along the two longer sides of the equipment. Rotating amber lights will be fitted to the equipment. Construction teams will be identified by colour codes.

All lights on vehicles, plant or other obstacles, the work area and used for demarcation will be inspected regularly by the ER's Safety Controller. Any malfunctioning light need to be replaced within 30 minutes.

As part of the ER's personnel, the Safety Controller will have the following duties on site:

- Confirm with ATC on a continuous basis the scheduled route for aircraft and vehicles
- Inspect and confirm Markers, Barricades and Delineators at the start and during routine inspections on shift;
- Check safety procedures and markings by the Contractor;
- Keep in contact with Escorts and give instructions if required by ER
- Keep track of ATC instructions to aircraft and their movements and notify if errors have been picked up
- Keep track of vehicle movements and give assistance where required; must be informed of visitors and subcontractors coming to the work area, and be informed of who the escorts are
- Liaise with Airport Security on permits and security at the gate, and do regular spot-checks for visibility of permits on the Contractor's employees.

19.4 PHASE 4: RUNWAY OR TAXIWAY OPENING CHECKLIST TO BE COMPLETED 10 MINUTES BEFORE OPENING OR AS REQUIRED BY FIRE AND

RESCUE IN CASE OF AN EMERGENCY OPENING OF THE RUNWAY OR TAXIWAY

The work shall be programmed such that enough time is allowed for cleaning and inspection of the runway/taxiway prior to opening of the element. Late opening of elements due to negligence of the Contractor will be subject to penalties. (See 20.1.3)

The work areas and haul routes will be inspected by the ER's Safety Controller 20 minutes before opening after which the following Taxiway/Runway Opening Checklist will be completed:

- Excavation backfilled where required in RWY and TWY or TWY Strip
- Ramps complete and in place as required
- Haul routes clean
- Work area clean
- Plant and delineators moved to the designated areas
- Personnel ready to move Barricades and Markers to designated areas on instruction by Fire and Rescue.

The checklist will be signed by the Contractor's Safety Official, ER's Safety Controller and officials of Fire and Rescue, 20 minutes before opening. The checklist must be completed by the ER's Safety Controller.

20. THE CONTINGENCY PLAN

The following actions will be taken if required:

20.1 LATE COMPLETION ON A SHIFT

20.1.1 Asphalt work, Earth works, Layer works and Electrical work

- ATC will be contacted by the ER's Safety Controller via F&R 2 hours before official completion and again 1 hour before completion and the status communicated.
- Should estimated completion be later than the designated completion time, the Engineer will advise on immediate termination of work and making safe of the work area.
- The Taxiway/Runway Opening checklist will be done.
- Handover to Fire and Rescue team will follow.

20.1.2 Paint markings

The paint contractor will be contacted 3 hours in advance of his services being required and his attendance confirmed every hour. Yellow and white paint and hand equipment shall be available on site for possible emergency use.

20.1.3 Confirmed late completion

This shall be identified 2 hours before opening and again 1 hour before opening and confirmed by the ER's Safety Controller and communicated through F&R to ATC and the Help Desk. The expected completion time shall be made known 30 minutes before opening time or earlier and adhered to.

The ER's Safety Controller will go through the opening checklist before signing the handover form.

20.1.4 Sudden rain

Where a sudden downpour occurs, work will be stopped and the balance of the work period re-planned in order to open the runway to air traffic at the appointed time. Should rain delay critical asphalt work which could delay opening of the runway or taxiway, paving will be stopped and a temporary ramp installed.

20.1.5 Emergency flight /fog/low visibility

Should the Contractor be required to vacate the runway due to the AM's need to use the ILS, this will be treated as an emergency measure. Works will be stopped immediately. A temporary full width ramp shall be installed in the case of asphalt works and earthworks excavations backfilled in the case of earthworks as per strip hazard requirements. The Contractor shall evacuate the runway within 45 minutes of being notified of the emergency.

20.1.6 Aircraft or vehicles violate no-go areas

The ER's Safety Controller will notify ATC via F&R per radio and if possible, physically stop the violation. (Refer to Par 15.1).

20.1.7 Non-attendance of radio or communications support

The ER's Safety Controller will notify the controller at the Fire Station and the Contractor will be notified to stop all work and vacate the work area if there is no attendance in 30 minutes. A temporary ramp will be installed and the Runway/Taxiway opening procedures will be followed.

This rule will also apply for telephone and cell phone communication failure between the ER's Safety Controller and F&R.

20.1.8 Inoperative plant on the taxiway/runway

Safety Controller will notify ATC per radio. ATC will be contacted 2 hours before official (as per NOTAM) completion time and works will be stopped. ATC will be contacted again 1 hour before completion and the status communicated.

The Contractor shall ensure that any plant inoperative on the RWY or within the ILS restriction distance (Zone III) can be removed immediately. The Contractor's method statement shall clearly indicate how inoperative plant in these areas, will be removed.

21. REPORTING OF ACCIDENTS/INCIDENTS

Contractors shall report to the AM any accident involving vehicle or plant under their control where the accident has involved injury or damage to another vehicle, aircraft or airport property; or where there is injury to driver(s) or passenger(s) in the vehicle. The prescribed accident report shall be used for this purpose. Refer to paragraph 15.

22. PENALTY FOR NON-COMPLIANCE TO THE AIRSIDE RULES AND SAFETY SYSTEM

The Contractor's attention is drawn to the penalty system introduced by the AM to enhance airside safety. The contractor shall be conversant with the content of the GA Airside Safety Penalty System document, which is available from the Department Head: Aviation Safety or go the website, www.acsa.co.za.

Under no circumstances will the Contractor be allowed to make use of any baggage trolley or other airport equipment. Should the Contractor or his Subcontractors be seen to make use of any trolleys or other airport equipment, an immediate spot fine of **R3 000,00** per occurrence will apply and such monies will automatically be deducted off any payment certificates due to the Contractor.

Similarly the contractors and subcontractors are limited to their actual site establishment areas and places of work and under no circumstances will materials, equipment, tools, cooking or any other disturbances be allowed in public areas and delivery of materials via operational environment in which their work will be performed. A spot fine in the form of a R1 000,00 penalty per occurrence will be deducted off any payment certificate due to the Contractor should the above not be adhered to.

The Contractor's employees are to be clearly identifiable and must be discouraged to visit the public areas of the airport.

Failure or refusal on the part of the Contractor to take the necessary steps to ensure the safety and convenience of the public accommodation of traffic, resources such as plant and personnel in accordance with these specifications or as required by AM or ordered by the engineer, shall be sufficient cause for the engineer to impose penalties.

Fixed and non-fixed penalties shall be deducted for each and every occurrence of non-compliance with any of the requirements of the standard specifications. In addition time-related penalties over and above the fixed penalties shall be deducted for non-compliance as specified.

23. CONTACT LIST

Attached is a list of the telephone numbers of persons who can be contacted concerning site related issues.

	Function/purpose	Name	Contact number
1	Emergency number	Help desk Fire Department	044 876 9310
2	Manager: Projects	Mr Arvind Jeewan	082 784 3211
3	Project Engineer	Mr Arvind Jeewan	082 784 3211
4	Senior Safety Compliance Officer	Sors Grobbelaar	082 589 1763
5	Manager Airfield Services	Deon Groenewald	082 455 0714
6	Safety Induction courses	Erna Theron	082 897 5681
7	Radio Communication course	Deon Groenewald	082 455 0714
8	Spoil sites	Marclen Stallenberg	082 305 4595
9	Campsite	Marclen Stallenberg	082 305 4595
10	Locating existing services: <ul style="list-style-type: none"> • Electrical services • Wet services (Bulk) 	Marclen Stallenberg Riaan Lombard	082 305 4595 082 455 0716
11	Existing ATNS services	Hennie Hubbard	082 569 9815
12	Surface Maintenance	Yanga Jingisa Ikho Ntunja	071 353 3371 044 876 9310
13	Access Permits	Kobus Krige	082 455 0713
14	Engineer, Delta BEC	Mr Piet Agema	082 809 4838

Amendments

Date	Item Changed	Source

24. DECLARATION

I/we herewith declare on (date)that I/we:

(name) (signature)

(name) (signature)

(name) (signature)

(name) (signature)

(name) (signature)

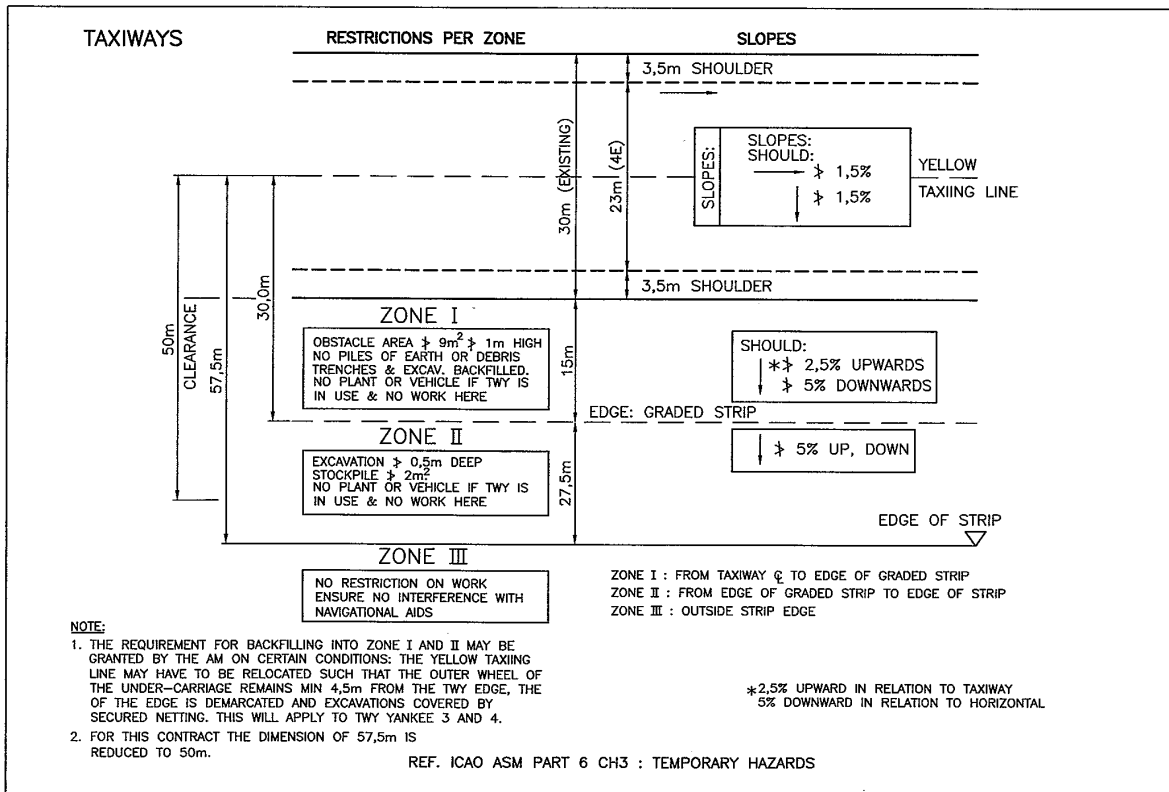
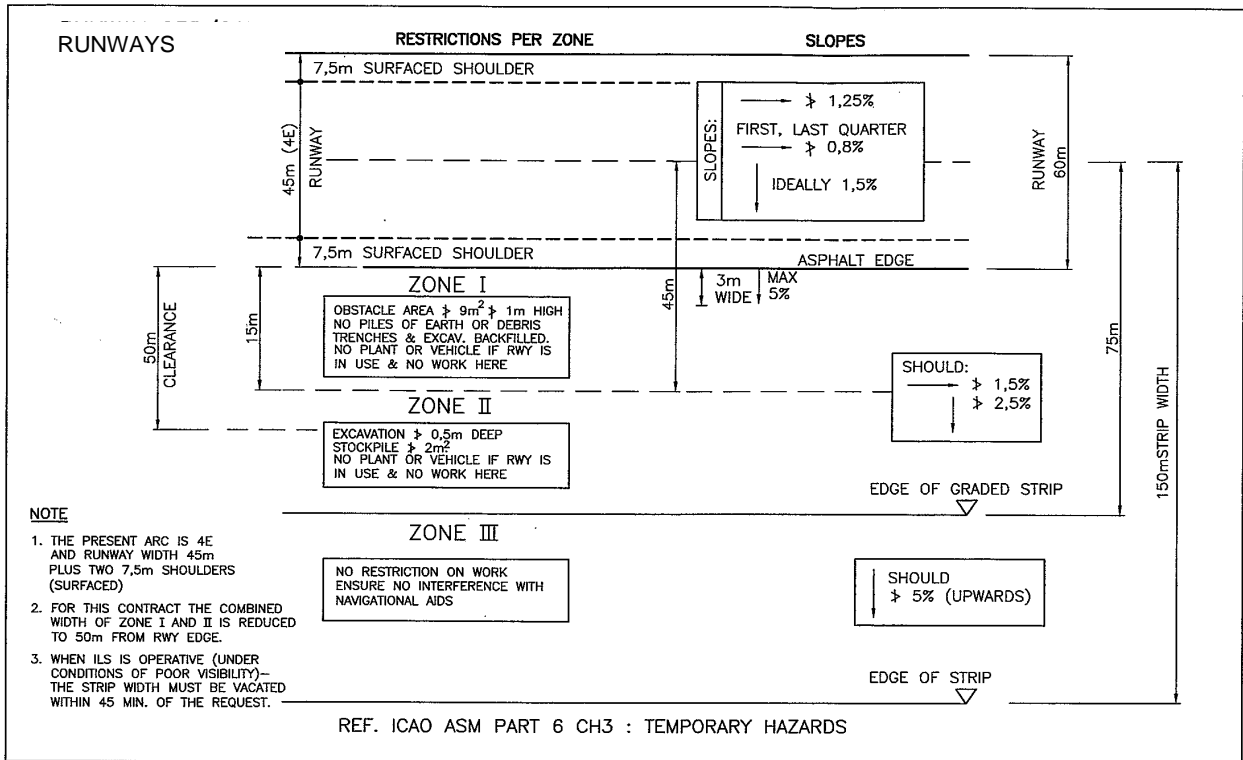
(name) (signature)

is/are fully conversant with the content of this document and will be responsible on behalf of

..... (name of Contractor)

to implement and maintain these procedures during the period working airside for completion of
Contract No. GRJ19/2017.

APPENDIX A: WORK AREAS AND STRIP HAZARD REQUIREMENTS FOR TAXIWAYS AND RUNWAYS



APPENDIX B: APPLICATION FORM FOR CLOSURE OF AIRSIDE FACILITIES
(To be completed by Contractor during construction)

APPLICATION FORM FOR CLOSURE OF AIRSIDE FACILITIES

Applicant's information:

Name of Contractor/Company:

Name of person in charge: Signature:

Contact No : Tel : Cell :

Fax : e-mail :

CLOSURE OF AIRSIDE FACILITIES				
Section of RWY/TWY for closure	Date (D) and time (T) of closure	Expected date (D) and time (T) re-opening	Actual re-opening of facility after inspection for service	
			Date (D) and (T) time	Name (N) and signature (S) of person authorised by ACSA to inspect facility
	D:	D:	D:	N:
	T:	T:	T:	S:
	D:	D:	D:	N:
	T:	T:	T:	S:
	D:	D:	D:	N:
	T:	T:	T:	S:
Remarks (delays, problems, etc):				
ACSA Conditions:				

For ACSA purposes only:

Department informed/NOTAM copied to		
Department	Contact person	Date
ATNS		
Fire and Rescue		
Safety & Security		
Other:		

NOTAM processed by: Name Signature: Date

NOTAM approved by: Name Signature: Date

NOTES:

1. To Compiler of NOTAM: A copy of this request must be returned to the Applicant/Contractor on approval of request.
2. To Applicant/Contractor: This form must be returned to the Manager: Airside after inspection for re-opening of the facility with the necessary signatures.

Runway Closure Form

By Contractor					By Closing Shift			By Opening Shift		
Date	Contractor	Section RWY/TWY Closure	NOTAM Ref No.	Date & Time on	Expected Date & Time off	Shift Name	Escort Name	Actual Date & time on	Actual Date & time off	RWY/TWY Open and Serviceable by:(Shift/Sign)
	1.									
	2.									
	3.									
	4.									
	5.									
	6.									
	7.									
	8.									
	9.									
	10.									

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

APPENDIX C: ROUTING PLAN

(to be submitted by successful contractor)

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

APPENDIX D: METHOD STATEMENT

(to be submitted by successful contractor)

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

APPENDIX E: MUNICIPAL AND ELECTRICAL TARRIFS

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

GEORGE MUN – TARIFFS

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP


**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

ANNEXURE E: HEALTH AND SAFETY

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

	DOC. NAME	SITE SPECIFIC HEALTH AND SAFETY SPECIFICATION (SSHSS)		
	CLIENT	ACSA	DOC NO	679
	PROJECT NAME	Landside Bollards	COMMENCE DATE	TBC
	ADRESS	GEORGE AIRPORT, GEORGE, WESTERN CAPE		

REVISION STATUS		
REVISION DATE	DESCRIPTION OF REVISION	DETAIL:
2025/01/20	REVISED AND CUSTOMIZED FOR THE PROJECT TAKING PLACE AT:	PROJECT NO. 4535: BOLLARDS: SECURE LANDSIDE PARKING AND ROADS

AUTHOR OF THIS DOCUMENT (SSHSS)	
CLIENT	
NAME OF CLIENT	AIRPORTS COMPANY SOUTH AFRICA
RESPONSIBLE DEPARTMENT	Legal Department
APPROVAL DATE	Monday, 20 January 2025
PAGES INCLUDED IN THIS DOCUMENT	424
SIGNATURE OF APPROVAL	

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

RECEIPT BY CONTRACTOR	
CONTRACTOR	
NAME OF CONTRACTOR	
DOCUMENT REFERENCE	Legal / Compliance
ACCEPTANCE DATE	Monday, 20 January 2025
PAGES INCLUDED IN THIS DOCUMENT	424
SIGNATURE OF APPROVAL	

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

**CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

INDEX

Cover Page & Document Control Sheet

Table of Content

Introduction

Table of Content

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

1. PROJECT INFORMATION
2. CLIENTS REQUIREMENT FOR H&S MANAGEMENT ON THE PROJECT

H&S RESPONSIBILITIES

H&S GOALS

HAZARD IDENTIFICATION AND RISK ASSESSMENTS (RAMS)

DESIGN INFORMATION

COMMUNICATION AND CONSULTATION

CO-OPERATION BETWEEN CONTRACTORS

H&S MONITORING

H&S INSPECTIONS

H&S REVIEW

TRAINING ATTESTATION

PURCHASING

SITE RULES

PERMITS

SITE SECURITY, ACCESS AND TRANSPORT ARRANGEMENT

DELIVERIES

CONSTRUCTION EMPLOYEES' FACILITIES

WASTE

PERSONAL PROTECTIVE EQUIPMENT

WORKING HOURS

NOTICE BOARDS

EMERGENCY AND FIRST AID

MEDICAL CERTIFICATES

MEDICAL SURVEILLANCE

REPORTING FATALITY, PERMANENT INJURY AND OCCUPATIONAL DISEASES

METHOD STATEMENTS (RAMS)

H&S FILE

3. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS ARRANGEMENTS

3.1 FALL PROTECTION

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

3.2 FALL PREVENTION

3.3 ROOF WORK

3.4 FALLING OBJECTS

3.5 STRUCTURES

3.6 TEMPORARY WORKS

3.7 EXCAVATIONS AND GROUND CONDITIONS

3.8 DEMOLITION WORKS

3.9 TUNNELLING

3.10 SCAFFOLDING

3.11 SUSPENDED PLATFORMS

3.12 ROPE ACCESS WORK

3.13 MATERIAL HOISTS

3.14 BULK MIXING PLANT

3.15 EXPLOSIVE ACTUATED FASTENING DEVICE

3.16 CRANES

3.17 CONSTRUCTION VEHICLES AND PLANT

3.18 ELECTRICAL INSTALLATIONS AND MACHINERY

3.19 FLAMMABLE AND HAZARDOUS MATERIALS

3.20 WATER ENVIRONMENTS

3.21 HOUSEKEEPING AND GENERAL SAFEGUARDING

3.22 STACKING AND STORAGE

3.23 FIRE PRECAUTIONS

3.24 CONSTRUCTION EMPLOYEES' FACILITIES

3.25 CONTAMINATED LAND

3.26 CLIENT ACTIVITIES (RISKS)

3.27 MANUAL HANDLING OF MATERIALS

3.28 NOISE AND VIBRATION

3.29 WORKING NEAR FRAGILE MATERIALS

3.30 TRAFFIC PLANNING

3.31 CONTROL OF DUST AND MUD

3.32 MONITORING OF NOISE, SILICA AND DUST LEVELS

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- 3.33 ***CONFINED SPACES***
- 3.34 ***HAND TOOLS***
- 3.35 ***REGISTERS & CHECKLISTS***
- 3.36 ***LEGAL APPOINTMENTS***
- 3.37 ***HEALTH AND SAFETY BUDGETS***

4. H&S File requirements

- 4.1. H&S Practitioner preparing the file
- 4.2. Contact detail to H&S Practitioner
- 4.3. Copy of CWP / NC
- 4.4. Complete Contact details for parties
- 4.5. Physical Address for construction site and site office
- 4.6. Nature of the work describe
- 4.7. Commencement and completion date
- 4.8. List of Contractors appointed by PC
- 4.9. Procedures to ensure PC maintain H&S file
- 4.10. Updated record of “as-built” drawings and plans
- 4.11. Criteria for design loadings for structural elements
- 4.12. Detail of potential hazard included in structure eg. tension beams or slabs
- 4.13. General details of construction methods and materials
- 4.14. Equipment and maintenance of facilities within the Structure
- 4.15. Maintenance procedures and requirements provided for the Structure
- 4.16. List and proof of appointments of each contractor
- 4.17. Procedures to approve, monitor and review all Contractors H&S files for the project
- 4.18. Manuals for operating, maintenance procedures & schedule for plant and equipment
- 4.19. Details of location and nature of utilities and services (emergency and fire-fighting)
- 4.20. Responsible for “as-build” drawings
- 4.21. Procedures for marking-up drawings to as-build
- 4.22. Procedures to pass on residual risk information to those who need such
- 4.23. General Record Keeping
- 4.24. Unanticipated Hazards (Inclusive of adverse weather such as strong winds)
- 4.25. Occupational Health and Safety Signage
- 4.26. Occupational Safety
- 4.27. General Machinery
- 4.28. CIDB Health and Safety Plan Audit
- 4.29. HIV/Aids Programme (when applicable)
- 4.30. Non-Compliance to set requirements
- 4.31. Handling conflict of interest
- 4.32. Penalties
- 4.33. Project Close - Out Requirements

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

5. PROJECT REVIEW

5.1 *PROVISION FOR PROJECT REVIEW AND APPLYING LESSONS LEARNED (CONTINUING EVALUATIONS OF CONTRACTOR COMPETENCE)*

ANNEXURE 1 – PROFESSIONAL TEAM AND INFORMATION ON THIS PROJECT

ANNEXURE 2 - NOTIFICATION OF CONSTRUCTION WORK

ANNEXURE 3 - ORGANOGRAM

ANNEXURE 4 - LEGAL APPOINTMENTS

ANNEXURE 5 - REGISTERS & CHECKLISTS

ANNEXURE 6 - RETURNABLE DOCUMENTS

BASELINE RISK ASSESSMENT

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Introduction

A responsible Occupational Health and Safety management is **essential** to protect the client, consultants, contractors, employees, visitors and the public to provide a work environment that encourages a health and safety culture.

Purpose

The purpose and objectives of this Specification is to ensure that all Contractors (herein referred to as the “*Contractor*”) (including Principal Contractor, Contractors, Subcontractors, Service Providers, Suppliers, **Consultants** or similar) shall enter into a **contractual agreement** / relationship with AIRPORTS COMPANY SOUTH AFRICA (herein referred to as the “*Client*”). Such Contractor shall achieve and maintain an acceptable level of Occupational Health and Safety performance whilst conducting work for or on behalf of the Client.

These health and safety specifications (“*specifications*”) have been prepared in terms of the Occupational Health & Safety Act, Act 85 of 1993 (hereinafter referred to as the “*OHS Act*”) and the regulations promulgated there under and as amended, in particular the Construction Regulations 2014 and guidelines published there under and **must be complied with**.

It is a **requirement** that Contractor’s shall **provide a safe and healthy working environment** and to direct his activities in such a manner that his employees and any other persons, who may be affected by his activities, are not exposed to hazards to their health and safety, maintain OHS Act legislative compliance and minimize the risks of incidents, injuries, contracting diseases and damage to the employees’ health, environment, assets or property of the Client.

Scope

This **document is part of** the tender requirement, all contracts, principal agreements, applicable service level **agreements** and legal **appointments** entered into with AIRPORTS COMPANY SOUTH AFRICA and a Contractor or service provider. **The client impose security clearance requirements and internal safety documentation approval that must be adhered which may cause a delay to the appointed principal contract with the starting of construction works due to these compliance requirements. Caution should be included for such procedure.**

The Contractor is required to use and apply it when **developing** Health and Safety documentation for implementation on sites. This document will carry equal weight to the contracts, principal agreements, service level agreements and legal appointments as far as enforcement, compliance and breach is concerned.

These **specifications form an audit guideline** and management tool for the use of the Contractor to **ensure compliance with the OHS Act and Regulations, Directions, Directives, Notices and Guidelines** promulgated there under and updated from time to time. Covid-19 compliance requirements is included in the OHS Direction as published.

Any **contradiction** between these specifications and the OHS Act, the OHS Act take preference except where explicitly stated. When these specifications do not cover specific health and safety requirement, the **OHS Act must be used as the standard requirement**.

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Adherence

The specifications are **mandatory before the commencement** and for the duration of any contract works to be conducted on any AIRPORTS COMPANY SOUTH AFRICA premises (owned or leased). These specifications shall be implemented and be subject to audits, without prior announcement from time to time.

It is the responsibility of the contractor to familiarise himself with the **contents of this specification** and any subsequent updates hereto. The latest version should always be kept in the contractors file on site.

Failure to adhere to this specification may result in disciplinary action, penalties and a breach being raised in the event of continuous non-conformances.

Reputational impact

Any action or inaction taken relevant to this Specification which may have potential to incur reputation **or cost** risk for AIRPORTS COMPANY SOUTH AFRICA , i.e. likely to result in material criticism and / or censure of AIRPORTS COMPANY SOUTH AFRICA by key stakeholders or opinion formers (including clients, market counterparties, regulators, government officials, law enforcement agencies, media or NGOs) should be escalated to the appropriate committee.

Penalties

Penalties may be implemented for continuous non-compliance to sample provisions set out later in this specification.

Interpretation

The SSHSS contains clauses that are generally applicable to building / construction / civil work and to impose pro-active controls associated with activities that impact on human Health and Safety as it relates to plant and machinery.

Compliance to the requirements of the OHS ACT is in addition to the requirements of the SSHSS and is part of the Contractor's responsibility. The CLIENT will monitor that the Contractors comply with the requirements of the OHS ACT and will not prescribe to the Contractor how such compliance is achieved.

Definitions

For the purpose of this SSHSS some of the definitions / acronyms given hereunder have been extracted (but not limited) from the Construction Regulation shall apply:

“*Construction Work*” (as defined in the Construction Regulations, 2014) means any work in connection with –

- a) The construction, erection, alteration, renovation, repair, demolition or dismantling of or an addition to a building or any similar structure; or
- b) The construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work.

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

“*Hazard Identification, Risk Assessment and Risk Control*” means a documented plan, which identifies hazards, assesses the risks and detailing controls.

“*Site*” means the area in the possession of the Principal Contractor after site hand-over for the construction of the works. Where there is no demarcated boundary it will include all adjacent areas, which are reasonably required for the activities for the Principal Contractor, and approved for such use by the Client’s representatives / Engineer.

“*The Act*” means, unless the context indicates otherwise, the Occupational Health and Safety Act, 1993 (ACT NO. 85 of 1993) and Regulations promulgated there under.

“*Client*” means AIRPORTS COMPANY SOUTH AFRICA.

“*Hazard*” means a source of or exposure to danger (source which may cause injury or damage to persons or property)

“*Risk*” means the probability or likelihood that a hazard can result in injury or damage

“*Principal Contractor’s Responsible Person*” means any person appointed in writing by the Principal Contractor to supervise construction or building work. The appointment shall be as required by the OHS ACT which shall stipulate Health and Safety responsibilities, area of responsibility and the proposed duration of the project.

“*Employer’s Personnel*” means any Employee of the Principal Contractor, Contractor or Sub Contractors.

“*SSHSS*” means Site Specific Health and Safety Specifications / Occupational Health and Safety Specification.

Health and Safety Plan

The Contractor shall be required to develop and provide for review and approval by the client’s representative, a comprehensive **revised** site and project specific Health and Safety **Plan**, prior to work commencement. The Health and Safety Plan provided in the tender might need a **revision** for implementation.

Such plan shall be specific to the scope of work of the contractor including his sub-contractor scope of work, addressing the requirements set out in this specification.

Such plan must follow this specifications layout and shall detail the Contractor’s planned methods of management on site for the duration project. The detail required shall provide the client with a clear indication of how the Contractor (as well as his sub-contractors) intends to address, implement and manage the requirements of this specification in terms of his own scope of works.

The contractor’s health and safety plan must include a **Table of Content (INDEX)**. This will be seen as a tender responsiveness requirement.

The CIDB has gazette a best practice Standard for Health and Safety Plans and auditing requirements (Grade 2 to 9), Vol 641 9 November 2018 No 42021. The potential principal contractor should adopt such **standard for the layout of the Principal Contractor’s Health and Safety Plan**.

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Such health and safety plan audit standard were gazetted by the CIDB to ensure that every contractor's health and safety plan is evaluated fairly.

PROJECT INFORMATION

This health, safety and environmental specifications have been prepared for the preparation of construction work. Thereafter the enforcement of these specifications will be applicable during the construction phases. The appointed contractor's health and safety plan cannot override the client's specifications.

A general description of the type of work activities involved in the project.

This description of the works is not necessarily complete and shall not limit the work to be carried out by the principal contractor and contractor under this contract.

The Scope of Work consists of:

EMPLOYER'S OBJECTIVES

Airports Company South Africa (here on referred to as ACSA) wishes to refurbish existing facilities at the Landside & Parking areas at George Airport with the purpose to address and mitigate the recurrence of vehicle theft from the Airport Parking Area and income loss from vehicles exiting the parking through the ring road gardens.

The Project will increase the terminal's safety and the fuel farms' security from attacks of vehicles carrying possible explosives.

OVERVIEW OF THE WORKS

The project scope involves the following activities which falls on the Landside and Airside of the George Airport precinct. Below is an extract from the Project Charter.

- Installation of permanent bollards and removable or collapsible bollards,
- Landscaping, where affected by construction works,
- Installation of manual booms (vertical swing type) at the existing exit booms in the existing public parking area 3 to create a double exit boom system.
- Installation of standard road signage within the existing public parking area and signage to deter illegal parking.
- The installation of an access control systems at the existing General Aviation access road achievable by installation of an entrance and exit electronic booms and manual booms (vertical swing type)- to create a double exit boom system
- Installation of new electric cabling and communication fibre lines to service the new electronic booms at the existing General Aviation access road. The electrical cable/s will be fed from the existing airport Terminal sub-station. The electronic operating system for the booms will have UPS power supply for redundancy that will cover the booms and electronic systems.
- The installation of fencing on landside.
- Create a list of assets as per the ACSA data dictionary.
- Repair of damaged pavement kerb blocks.
- Repair of damaged stormwater inlets.
- New road markings.

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- The reinstatement of existing markings, where affected by the installation of bollards or boom facilities.
- Installation of standard road signage within the existing public parking area and signage to deter illegal parking.

The Contractor must allow for all items, whether specified or not, required to complete the installation in a neat and workmanlike manner, according to the true intent of the document and the drawings.

GENERAL INTENT

The general intent of this Contract is that the Contractor shall procure all items necessary for construction and to complete the Works in accordance with the terms of the Contract, in a workman-like and expeditious manner, and shall have full authority over all the Works. **Other principal contractors may be working in close proximity and the project require coordination between principal contractors.**

The Engineer shall have the right to verify that all work is carried out in accordance with this Contract and to approve or reject materials supplied and work undertaken by the Contractor or approved subcontractors.

EXTENT OF THE WORKS

The Works in general include but is not restricted to the following:

- Installation of permanent bollards and removable or collapsible bollards,
- Landscaping, where affected by construction works,
- Installation of manual booms (vertical swing type) at the existing exit booms in the existing public parking area 3 to create a double exit boom system.
- Installation of standard road signage within the existing public parking area and signage to deter illegal parking.
- The installation of an access control systems at the existing General Aviation access road achievable by installation of an entrance and exit electronic booms and manual booms (vertical swing type)- to create a double exit boom system
- Installation of new electric cabling and communication fibre lines to service the new electronic booms at the existing General Aviation access road. The electrical cable/s will be fed from the existing airport Terminal sub-station. The electronic operating system for the booms will have UPS power supply for redundancy that will cover the booms and electronic systems.
- The installation of fencing on landside.
- Repair of damaged pavement kerb blocks.
- Repair of damaged stormwater inlets.
- New road markings.
- The reinstatement of existing markings, where affected by the installation of bollards or boom facilities.
- Installation of standard road signage within the existing public parking area and signage to deter illegal parking.

LOCATION OF THE WORKS

The works is located within the George Airport area around the Railton Suburb.

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

All upgrading works will take place in a commercial active area and special care must be taken to ensure the safety of all pedestrians, vehicle movement and existing underground services.

The site is located inside the George Airport as indicated on the layout drawing referred to under an Annexure of the tender document. Access to the site is available from a number of roads as depicted on the locality plan.

SUBSOIL INVESTIGATIONS AND TEST RESULTS

Soil investigations were made available from a previous report. Tenderers shall therefore acquaint themselves with these conditions on site.

EXISTING SERVICES, KNOWN SERVICES

Information about piped and other services below the surface of the site.

Record drawings of existing services, those which are shown on construction drawings, are available. The successful Tenderer will have to consult with the relevant authorities to point out existing services prior to commencement construction activities.

The Contractor shall take whatever precautions are required to protect these services from damage during the period of the contract. The Contractor must take every effort to locate and repair such services which may be damaged as a result of construction.

TREATMENT OF EXISTING SERVICES

The treatment of existing services, i.e. their termination, diversion of continued use, either temporarily or permanently, is shown on the relevant drawings. Any services encountered on site which are not on the drawings, must be pointed out to the Employer's representatives. The Employer's representatives will issue further instructions with regard to the treatment of these services.

Construction activities shall include the following:

- Detection, marking and adjustment of existing services;
- Site clearance;
- Excavation;
- Training, supervision and provision of equipment for local labourers;
- Installation of bollards, booms, fencing and communication - and electrical network; and
- Reinstatement of surfaces if required.

General activities may also include, but are not limited to:

- a. Public safety and security;
- b. Protection of environment;
- c. Site Organization, Establishment and Barricading / Hoarding;
- d. Site handover meeting and progress meetings;
- e. Deliveries and other Construction Vehicles;
- f. Manual Handling of Material and Equipment;
- g. Earthworks (Excavation);
- h. Backfilling;

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- i. Compacting and Filling;
- j. Construction of Access Roads;
- k. Road Signs and - markings;
- l. Demolition works;
- m. Installation of Services;
- n. Electrical Reticulation;
- o. Steel reinforcing;
- p. Concrete Works;
- q. Bricklaying & Plastering;
- r. Plumbing;
- s. Roof Erection;
- t. Scaffolding & Working on ladders;
- u. Working in elevated positions;
- v. Welding and gas cutting;
- w. Fire prevention;
- x. Hoisting and lifting Operations;
- y. Landscaping; and
- z. Subcontractors and Visitors on site.

Throughout the construction process it is required that the contractors are compliant to the require regulations.

Health and Safety is everyone's responsibility, report Unsafe Acts and Unsafe Conditions to your superior immediately.

Project program or schedule details, including start and finish dates, showing principal activities and intermediate stages.

- i. Project Program / schedule details

A project program with schedule detail need to be prepared by the appointed contractor once the tender has been assigned. Such program must be updated and recorded in the meetings and site-specific health and safety file of the contractor.

- ii. Start and finish dates

Once an appointment has been made the official starting date will be confirmed with the contractor and site handover arrange once all documentation work, including the approval of the health and safety plan and the site-specific health and safety file, has been approved.

- iii. Principal Activities

Within the Scope of Works section, a general list of activities was described. These activities form part of the Hazard identification process

- iv. Intermediate stages

This SSHSS was prepared for incorporation during Stage 4 to form part of the Tender documentation to ensure that the potential contractor makes provision for these requirements during Stage 5 and 6. Stage 5 is the construction phase and stage 6 the close-out stage. Within the construction period different progress stages may also be defined by the professional team.

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

CLIENT'S REQUIREMENTS FOR HEALTH AND SAFETY MANAGEMENT ON PROJECT.

2.1 Health and Safety Responsibilities

THE PRINCIPAL CONTRACTOR'S HEALTH AND SAFETY RESPONSIBILITIES ARE DELEGATED FOLLOWING AN ORGANIZATIONAL STRUCTURE WHEREBY THE INVOLVEMENT OF MANAGEMENT, CONTRACTOR AND EMPLOYEES ARE COORDINATED THROUGH BOTH THEIR SKILLS, TRAINING AND EXPERIENCES TO BE ACCEPTABLE **COMPETENT PERSONS** TO PERFORM THEIR DELEGATED DUTIES.

A DIAGRAMMED **ORGANOGRAM** (SEE ANNEXURE BELOW AS SAMPLE) **MUST BE INCLUDED IN THE CONTRACTOR'S HEALTH AND SAFETY PLAN** AND KEPT UP TO DATE IN THE HEALTH AND SAFETY FILE ON SITE. WHEN A **CHANGE OF MANAGEMENT** OCCURS, THE CLIENT MUST BE NOTIFYING AND SUPPLIED WITH THE REQUIRED CV, WHICH SHALL INCLUDE THE QUALIFICATION AND HEALTH AND SAFETY TRAINING FOR SUCH PERSON, FOR APPROVAL. CHANGE OF MANAGEMENT QUALIFICATIONS WILL MEET THE **SAME CRITERIA** AS RECORDED IN THE TENDER DOCUMENTS. LEGAL APPOINTMENTS MUST BE UPDATED WHEN A CHANGE OF MANAGEMENT OCCURS.

Each appointment letter shall indicate:

- a. Legal reference to the appointment (Please note: one legal reference one appointment. E.g. CR 8. (1) cannot be appointed as CoVid-19 Compliance Officer on the same document with only indicating additional duties);
- b. The name of the person appointing and his / her designation;
- c. The name of the company who this person represents;
- d. The name of the appointee and the appointment;
- e. The detail of the site/address
- f. Period of validity of such appointment (not longer than 3 year);
- g. Signature of the Company's representative making the appointment & date of signature;
- h. Duties or reference to requirements in regulations (to include Checklists & Registers);
- i. Acceptance of appointment;
- j. Signature of acceptor and date; and
- k. Designation.
- l. Training certificate (where applicable)

ALL CONTRACTORS INCLUDING THE PROFESSIONAL TEAM MEMBERS HAVE TO ENSURE THAT AN ARRANGEMENT IS IN PLACE TO ENSURE ALL THEIR EMPLOYEES HAVE VALID MEDICAL CERTIFICATES OF FITNESS.

H&S GOALS

The project team and contractor's management must commit to the implementation of Health, Safety & Environmental standards from management down.

During the following goals need to be adhered:

- Site supervisor must be on Site at all times;
- Employees and client employees required to comply by wearing minimum required PPE – Personal Protective Equipment as risk assessments may indicate;

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- Construction Supervisors to ensure all employees were supplied PPE as Job Category register to ensure employees work safe;
- Work safely;
- Report all Near-Hits to the Client;
- Comply with SHE Management System;
- Comply with site-specific Work Rules;
- Prevent and/or correct unsafe behaviours;
- Prevent and/or correct unsafe work conditions;
- Implement Specifications;
- Security required at site entrance;
- Will be managed through Monthly site audits and Weekly inspections, PTO's, SWP, DSTI's.
- Site Manager and Safety Managers to supervise this on a daily base.

To achieve such goals the contractor must **monitor and review** these goals, targets, key performances indicators, etc.

HAZARD IDENTIFICATION AND RISK ASSESSMENTS

Baseline Risk Assessment

The client prepared a baseline risk assessment to cover all the possible identified risks on the project as required by Construction Regulation 5. (1)(a). The Principal Contractor shall take cognisance and incorporate this baseline risk assessment into their construction risk assessment.

The Contractor shall submit their "construction" **risk assessment** (can also be referred to as a project "**method statement**" with reference to a project schedule / plan) for the project, which shall form part / addendum when submitting the Health and Safety plan and place in the health and safety file. The above incorporate "RAMS" (Risk Assessment and Methodology Statement) methodology.

The Risk Methodology applied should follow the hierarchy of controls mitigation and must form part of the Risk Assessment, and be included in the Health and Safety File. Within such documentation the Principal Contractor **shall address risk rating** strategy (Matrix) used.

Should the Principal Contractor commence work without approval of the risk assessment, or should the risk assessment not reflect the activities being undertaken, the CLIENT may instruct the work to be immediately halted, and the Principal Contractor **will have no claim** against the CLIENT in such a case for lost time or costs, irrespective of whether it can be demonstrated that the work was being safely undertaken

The risk assessment should include the following:

- (a) The identification of the risks and hazards to the Health and Safety to which persons may be exposed;
- (b) The analysis and evaluation of the hazards identified;
- (c) A documented plan and safe working procedures to mitigate reduce or control the risks identified;
- (d) The monitoring and review plan of the risks and hazards; and
- (e) The relevant personal protective equipment or clothing.

The Principal Contractor shall ensure that all persons entering the site are informed of all hazards on site; record of this is to be kept on the Health and Safety File.

AIRPORTS COMPANY SOUTH AFRICA**GRJ7501/2024/RFP****CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

The risk assessment should take into consideration the following key processes for this project, but are not limited (nor exhausted) to:

- Site Establishment inclusive of long-lasting hoarding separating construction area with the operations of the other contractors
- Identification of existing services, exposure and protection thereof
- Access Control of Public, including Students, to site
- Backfilling of trenches
- Bricklaying
- Brush / Bush Cutting
- Chainsaw use
- Compacting and Filling
- Compacter Operations
- Cutting of Concrete, Road Surfaces or Kerbs
- Cutting of Steel
- Demolition
- Electrical Tools and Electrical Installations
- Electrical works and connection/disconnection of electricity to municipal supply or other
- Excavating of trenches / foundations (hand and mechanical)
- Fire
- Flammable Liquids / Gas
- Fragile materials
- Goods - / Material - / Passenger Hoist Operations
- Hand Tools
- Hazardous Bio-waste
- Hazardous Chemicals
- Hygiene requirements
- Hot Works
- Kerb Laying
- Lifting Operations
- Manhole Rings and Pipes Storage
- Manual Handing of General Items
- Members of Public, including Students
- Movement (transport) of Construction Vehicles (Inclusive of light vehicles)
- Noise and dust
- Overhead Services
- Painting
- Paving
- Plant / Vehicle and Equipment operations
- Plastering
- Plumbing
- Precast slabs
- Road Construction / - Marking
- Road Working
- Rope Access Work
- Scaffolding (Erection / Inspection and Dismantling)
- Site Strip
- Skipping of concrete with hoist / crane
- Temporary Works (Shoring / Scaffolding or False Works)
- Tower Cranes
- Traffic Management

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- Underground Services
- Working at Heights
- Working during inclement weather
- Working near sewage water
- Working near water environments
- Work near underground services

All health hazards that can be present during any of the above activities should include individual, dusts, gases, fumes, vapours, noise, extreme temperatures, illumination, vibration and ergonomic hazards.

Preventative measures must first address the elimination of the hazard or risk. Should PPE be required to reduce risk then appropriate equipment or clothing must be used and be SABS approved.

Issue Based Risk Assessment

As circumstances and needs arise, separate risk assessment studies will need to be conducted. These will be associated with a system for the management of change. An additional risk assessment will need to be conducted and submitted to the CLIENT for verification when for example:

- (a) A new machine is introduced onto site;
- (b) A system for work is changed or operations altered;
- (c) After an accident or a 'near miss' has occurred
- (d) New knowledge comes to light and information is received which may influence the level of risk to employees on site.

Continuous Risk Assessment

This is the most important form of risk assessment which should take place continually, as an integral part of day-to-day management.

This should be conducted by Construction Manager on site and it is essential that formal **training** be provided to enable this process to be efficient.

The Principal Contractor shall be responsible for making sure that all employees under his / her control are conversant with the content of the Risk Assessment and what appropriate measures have been put in place to either eliminate or reduce the identified risks. The Principal Contractor shall outline to employees what role they are expected to play in the Risk Assessment and control measure process. Records are to be kept of this communication. Such information can also be communicated through Safe Work Procedure (SWP), Safe Operation Procedure (SOP), Toolbox talks, Job Base Analysis (JBA) or Task Bases Assessment (TBA).

Continuous Risk Assessment is also commonly known as a Daily Safe Task Instruction (DSTI's).

DESIGN INFORMATION

In terms of Construction Regulation (2014), regulation 6.(1)(c&d), the designer must -

- Make available in a report all relevant health and safety information about the design, the geotechnical-science aspects and loading that the structure is designed to withstand; and

AIRPORTS COMPANY SOUTH AFRICA**GRJ7501/2024/RFP****CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

- Inform the client in writing of any known or anticipated dangers or hazards relating to the construction work, and make available all relevant information required for the safe execution of the work upon being designed or when the design is subsequently altered.

An alteration in the design requires the principle contractor to review the *management of change* procedure to anticipate if any hazards may arise due to such alterations.

- a. Relevant existing records available on services would either be obtained through the Project Implementing Agent or from the Municipality's building Inspectorate.
- b. Surveys, site-investigations and Geotechnical reports conducted on behalf of the client can be requested through the Project Implementing Agent should it be available.
- c. "As-built" drawings could be sourced from the appointed Architect.
- d. The municipality has traffic flow statistics should density and traffic flow information be of relevance to a project.
- e. Should any change of design occur the contractor must address how this will be received on site, recorded and distributed. Liaison with the PIA on design changes must be recorded. The latest version of any new design must always be available on the site.
- f. The line of communication is discussed under a later section, but the principle contractor should note this in his plan at this point as well.
- g. An arrangement how on-site changes, potential health and safety implication of variation orders (VO's), Request for Information (RFI's and site Instructions to be explained.
- h. Due to the institution's continuous use of facilities all areas need to be available most of the time. Should areas be demarcated permission must be sought and approved through the PIA.
- i. Should new work "packages" be handed over during the project the incorporation of such work package be into the existing programs to be indicated.
- j. An arrangement for continuous interaction with the client representatives must be indicated where the design is on-going.

COMMUNICATION AND CONSULTATION

2.5.1 Communication: Client

The Contractor must provide the client with their client communication procedure that shall include:

- a. Reporting prior to work commencement on any client site with:
 - i. an approved health and safety plan;
 - ii. an in-dated letter of good standing;
 - iii. stamped Notification of Construction work (each contractor); and
 - iv. Certificate of Compliance (COC) to commence after the implemented health and safety file has been audited.
- b. Reporting site mobilisation and site establishment for a site inspection;
- c. Reporting of review and approvals of appointed sub-contractors to perform work on the client site (in line with a.i-iv above);
- d. Notifying the client if there is any change to the site management;
- e. **Immediately** notify the client of any incidents, accidents or served notices by any regulatory authority while on site and during the project;
- f. Reporting to the client site inspection and audit findings;
- g. Report corrective and preventative actions (non-conformance close-out) within 48 hours;
- h. Advise the client in writing of any emergencies including actions taken.

2.5.2 Communication: Workforce

The Contractor must provide the client with their workforce consultation and communication procedure that shall include, but not limited to:

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- a. CoVid-19 hygiene, sanitising, awareness and PPE;
- b. Medical conditions, restrictions or recommendations;
- c. Health and Safety Rules;
- d. Incident and near miss reporting;
- e. Report findings and corrective actions in incident investigations;
- f. Lessons from non-conformances and audits;
- g. Communicating of Risk Assessments for the work to be performed;
- h. Awareness (posters) & Toolbox Talks;
- i. DSTI communication
- j. OHS meetings to initiate, promote, maintain and review measures of ensuring the health and safety of persons on site. Note that this may be included in the progress or site meetings as an agenda item.

CO-OPERATION BETWEEN CONTRACTORS

The contractor must coordinate and make arrangements:

- a. Identifying where works by one contractor and their assessment and control of risks may affect the works of another contractor;
- b. Between all contractors such as where the type and frequency of health and safety meetings are described;
- c. For preventative and control measures where more than one contractor may be exposed to the same risk; and
- d. for Health and safety surveillance and/or assistance between various contractors.

H&S MONITORING

A contractor must document:

- a. How the Health and Safety performance on site is going to be monitored?
- b. How the Health and Safety performance of others especially contractors are going to be measured and monitored?
- c. Who, on the site, will stop unsafe acts by contractors and employees?

H&S INSPECTIONS

General Inspection, Monitoring and Reporting

A table of intended inspections (with the stipulated frequency) are to be included in the Health and Safety plan and placed on a Site Calendar for ease of reference. Inspection registers and checklists must be kept in the Health and Safety File.

Internal Audits

The Principal Contractor shall conduct monthly Health and Safety audits of the project Health and Safety Management System, including the sub-contractor records, to ensure compliance with the OHS Act and OHSS. Records of audits must be kept and non-conformance reported, investigated and corrective action must be taken and reported to prevent re-occurrence to the client. Proof hereof recorded as a non-conformance close-out must be submitted to the client's agent within 24 hours after the non-conformance was reported on an internal audit report.

External Audits

The CLIENT, or its relevant Representative, shall conduct monthly Audits on site. All documentation held by the Principal Contractor shall be available for inspection. The Principal Contractor shall provide any additional information required. The Principal Contractor is required to (must) participate in the Audit and adheres to the section of these specifications.

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

A copy of the Close-out report must be submitted to the client's representative within 48 hours of audit report placed in Principal Contractors Health and Safety File. The Principal Contractor has 3 (three) working days after hard copy of audit was placed in contractors file to rectify any non-conformances.

As information the full process of health and safety documentation approval is stipulated as follow:

- a. Invited contractor's health and safety file be electronically submitted and approved;
- b. Evaluation of health and safety plan of potential contractor during tender evaluation;
- c. Discuss, negotiate and approve health and safety plan after appointment of contractor;
- d. Evaluate the implementation of the health and safety file on site with site establishment;
- e. Conduct monthly audits and where required bi-weekly site visits. Reports on such must be documented and provided by auditor in hard copy to the site within 7 days after the audit was conducted signed by auditor and a site supervisor who were present during the visit;
- f. Audit close-out report on findings documented and distributed to client's representative within 3 days after the documented hard copy of audits / visit was placed in contractors file;
- g. Final project close-out, when zero working hours are reached, submitted to the client to include:
 - i. Withdraw, close, retract and cancel all legal appointments;
 - ii. Consolidated list of contractors (Name, Area of work, Contact number & email)
 - iii. Final month's Health and Safety audit report and Certificate of Compliance
 - iv. Minutes of the Health and Safety Committee meetings (when applicable)
 - v. Summary of Incidents & IOD report (Incidents on Duty)
 - vi. Summary of WCA /COIDA Claims
 - vii. Total project Man-hours and DIFR (Disable Injury Frequency Rate / 200,000 hours)
 - viii. Environmental rehabilitation status
 - ix. Current or outstanding Health and Safety Non-conformances.
 - x. Ensure that all registers and checklist are closed with the last sentence being on the document marked as "CLOSED" with the applicable date and "closed" marked across the full page.

HEALTH AND SAFETY REVIEW

Contractors must ensure that health and safety documentation included in the health and safety file be reviewed **monthly** or when any change of management occur. The responsibility of review lies with the contractor's management and the responsibility must be designated. The results of such review must be submitted for approval by the client.

TRAINING

Health and Safety Training (***training dependent on the latest changes between SAQA's "Last date of enrolment" and QCTO's skills requirement.***)

The Construction Regulation requires that "***A Client must ... ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures***".

The Principal Contractor shall at project start-up conduct a training needs analysis (**training / skill matrix**) to ascertain what Health and Safety training is required and what already exist. The training needs should specifically be based on the scope of work in relation to supervision with daily risk assessment qualification / experience, first aider, incident investigation, ladder inspection and tool inspection competencies.

The single page in tabular format as intended plan of action should be drafted and included in the Health and Safety file and **submitted with the tender**.

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

Once the identified people have attended training, the Principal Contractor must ensure copies of the certificates are kept in the Health and Safety File.

Where a Part-time OHS Practitioner is appointed the Construction Managers and / or - supervisors are required to have, as minimum, **legal liability training** with SAQA US certificates. SAQA US for CIVIL is 120344.

Excavation supervisors and construction manager must have a SAQA US 365183 competency certificates.

The following skills training to be considered:

- a. Legal Liability;
- b. Excavation Supervisors;
- c. Fall Protection;
- d. Fire Equipment Inspector;
- e. Fire Marshal;
- f. First Aider;
- g. Formwork & Support;
- h. Hand Tool Inspector;
- i. Health and Safety Representatives;
- j. Legal Liability Training for Management;
- k. Machine Operator;
- l. Scaffolding Erectors;
- m. Scaffolding Inspectors;
- n. Stacking & Storage Supervisor;
- o. Welder, grinding / cutting machine operator;
- p. Working at heights;

Induction

The Principal Contractor shall conduct Site Specific Inductions to all new employees and visitors on site. Proof of inductions in a form of attendance registers must be kept in the Health and Safety File.

Should any new equipment or plant be brought to site employees should be inducted on such ensuring the understanding, **blind spots, risks** and coordination when these units are being used.

Within the Contractor's Health and Safety Plan a layout of such induction to be performed should be indicated that will include Safety Rules. An attendance register must be kept and signed by all attendees.

Awareness

The Principal Contractor shall conduct, on site, periodic toolbox talks, preferably weekly or before any hazardous work takes place. The talks shall cover the relevant activity and an attendance register must be kept and signed by all attendees.

A record of who attended and the content of the topic will be kept in the site Health and Safety file as evidence of training.

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Competency

After the Principal Contractor has identified the training to be conducted, based on the Hazard Identification & Risk Assessment (HIRA); he/she shall send the relevant persons on appropriate courses and keep the accredited certificates of training for reference in the site health and safety file. A maximum grace period of 30 days from the start of the project are provided for this training to be conducted and proof must be submitted to the client's representative.

PURCHASING

The contractor has to ensure that the purchasing procedure include the evaluation of competencies and adequate resources of the contractors, suppliers and manufacturers. No Principal Contractor may appoint a specialist contractor who then appoints a subcontractor for such services.

SITE RULES

The Contractor shall ensure that all persons working under his control observe the health and safety rules of the client at all times and shall not permit any person who is not directly associated with the work from entering the site.

These specifications express various rules and other restrictions on contractors, suppliers and manufacturers such as permit-to-work procedures and arrangements for compliance by others with the rules herein and those of the contractor's health and safety plan.

PERMITS

The Contractor must implement a permit system for high risk activities, but not only limited to:

- a. Concrete pouring;
- b. Confined spaces;
- c. Electricity and other energy sources;
- d. Excavations;
- e. Explosive, corrosive or toxic gases or atmospheres;
- f. Extreme temperatures;
- g. Hazardous substances or Radioactive material;
- h. Hot work or Steam;
- i. Isolation of the fire alarm or fire suppression;
- j. Lifting operations;
- k. Night work;
- l. Operations requiring lockout
- m. Possibility of drowning in bulk material / tanks;
- n. Restricted access, exit and movement
- o. Welding, grinding or any other operation that could result in sparks;
- p. Working at heights, - isolation;
- q. Working in close proximity to water environment
- r. Working on live/pressurized equipment
- s. Working on public holidays, weekends and during a shutdown period;

The permit shall include the arrangements for competence and authority for issuing, acceptance, renewal (validity) and clearance of permits to work.

The Contractor shall ensure that work for which a permit is required by legislation, this specification or own permit to work procedure, is not performed by his employees prior to obtaining such permit. The Contractor shall additionally also ensure that AIRPORTS COMPANY SOUTH AFRICA or the Municipalities permit for specific work procedure (way leave) is prior obtained and complied with on site, for the duration of the project.

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

SITE SECURITY, ACCESS AND TRANSPORT ARRANGEMENT

Security

The Principal Contractor shall ensure that each person working on or visiting a site, and the surrounding community, shall be made aware of the dangers likely to arise from on-site activities and the precautions to be observed to avoid or minimise those dangers.

The construction area should be permanently hoarded-off to prevent access of non-construction staff into the construction area. This should further be able to prevent excessive dust. Appropriate Health and Safety signage shall be posted at all times.

The Principal Contractor have a duty in terms of the OHS ACT to do all that is reasonably practicable to prevent members of the public and others being affected by the construction processes to be aware and put preventative measures in place.

The visitors to site shall go through a visitor's Health and Safety induction detailing hazards and risks they may be exposed to and what measures are in place to control these hazards and risks. A proof of such induction must be kept on the safety file for audit purposes.

Each of the Contractor's employees must be issued with a company identification card which must be displayed on his/her person at all times whilst on site (card only when required).

Such identification **cards** shall include as a minimum:

- a. Company Logo;
- b. Employee name and surname;
- c. Employee photo; and
- d. Identity number.

A list of employees with their next of kin must always be available on site (COID requirement as well).

The Contractor acknowledges that its employees, vehicles as well as that of its agents, subcontractors and service providers may be subject to security searches at any time, and the Contractor shall ensure the aforementioned parties co-operate fully with such searches.

Access

The Contractor is required at all times to be aware of all subcontractors on site and ensure that they have means of identification and proof to verify their authorization to be on site. It is important to note that failure to produce such means of authorization for site work will result in the immediate eviction of the subcontractor from the site.

The road surface of all public and private roadways and pavements/pedestrian walkways must remain in a reasonably clean state, free of excessive sand, stone, water or other construction related materials – daily inspections to be conducted by the Contractor with action to be taken without delay.

The Contractor must upon site establishment identify and **demarcate** designated walkways. Signage should be displayed indicating it as a designated and safe to use walkway. Walkways should be safe to use in terms of distances from hot works, works with electrical tools, overhead work, and trenches and should be of such that persons using the walkway do not disturb any work activities taking place in the area.

Transport of Workers

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

The Principal Contractor shall refer and comply with the requirements set in the National Road Transport Regulations, 2000. The Principal Contractor shall, and not be limited to:

- Not transporting persons together with goods or tools unless there is an appropriate area or section to store them;
- Not transport persons in a non-enclosed (top) vehicle, e.g. truck, there must be a proper canopy (properly covering the back and top) with suitable sitting area. Workers shall not be permitted to stand or sit at the edge of the transporting vehicle;
- Not transporting workers on the back of open light motor vehicles;
- Provision of a serviced portable fire extinguisher in vehicles at all times;
- Driver must have a valid PDP license transporting people; and
- Adequate seating arrangement specifically in respect of social distances.

DELIVERIES

The contractor must make arrangement and get approval from the client for deliveries, any restriction such as delivery times, demarcation, reserved storage areas, loading and unloading areas, and working area for prefabrication to be put in place. Banksmen / direct supervision from contractor's side must be present receiving, offloading and departure of delivery vehicles.

CONSTRUCTION EMPLOYEES' FACILITIES

THE PRINCIPAL CONTRACTOR SHALL PROVIDE FACILITIES FOR

- a. Safekeeping, e.g. lockers etc.;
- b. Temporary shaded structure to serve as a mess room or eating area;
- c. Sufficient toilets for each gender (1 toilet per 30 workers);
- d. Hand washing facilities;
- e. Soap and toilet paper;
- f. Disposable paper hand drying material;
- g. Where there is a risk of exposure to HCS separate lockers shall be provided for clean and soiled/ contaminated clothing for each employee;
- h. COVID-19 requirement;
- i. Waste bins must be strategically placed around the site and emptied regularly but no less than weekly;
- j. Workers must not be exposed to HCS while eating and must be provided with adequate, sheltered eating areas complete with benches and tables separated from the work areas; and
- k. Stores may not double up as change rooms, mess areas or eating areas.

THE WEATHER CONDITIONS MIGHT BE UNSUITABLE FOR WORKERS TO BE EXPOSED TO, E.G. IN RAINY SEASON.

WASTE

The responsibility to ensure that all Contractors enforce, in terms of their waste management, environment sustainable methods, the disposal, keep sufficient waste containers for different waste types as described below and record such in a waste management plan.

Contractor to reduce the amount of waste that is generated and where waste is generated ensures that useable waste is re-used / recycled or recovered in an environmentally sound manner before being safely treated and disposed of.

Any waste of material value the client needs to be informed and when and where possible handed over to the client.

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Waste will be classified in the following categories and these requirements incorporated into the contractor's waste management plan:

LIQUID WASTE:

- a. When mobile toilets are used it must be serviced on a weekly basis and waste dispose by the service provider in an acceptable manner;
- b. Service records must be documented;
- c. Cleaning of the inside of the toilets are part of the hygiene requirement and recording must be daily conducted;
- d. The contractor must provide sufficient toilet paper for such toilets as required by the facilities regulation;
- e. Cleaning of paint buckets / brushes and disposal of paint may not be through the storm water system;
- f. Run-off from wash bays must be intercepted
- g. Chemical spills must be contained and cleaned

SOLID WASTE:

- a. Any littering is prohibited;
- b. Bins must be provided and cleaned on regular basis, preferably by end of each week or whenever possible;
- c. Disposal must be to a legal dumpsite;
- d. Sites must be swept of material that could cause injury or damage to persons or vehicles;
- e. Hand mixing of cement is only permitted inside a batch mixing bucket (brimmed area) or on the footprint of a construction area.
- f. Contaminated ground / soil must be treated or be removed and the area rehabilitated immediately.

HAZARDOUS WASTE:

- a. Hazardous materials may only be disposed of at an appropriately permitted landfill or disposal sites for hazardous material;
- b. Dedicated containers clearly marked for Hazardous waste must be used and only be used for designated purpose as designed; and
- c. Hazardous waste registers to be maintained.

GENERAL WASTE REQUIREMENTS

- a. Disposing of waste must be conducted as soon as possible at a legal dumpsite, skip or on permitted municipal landfill site;
- b. Contractor must monitor the presence of litter on the work sites;
- c. Waste must not be allowed to stand on site to decay resulting in bad odours;
- d. Poisonous or material capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved by the local authorities.

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE)

A PPE needs analysis is to be conducted in accordance with the HIRA. PPE is to be issued free of charge. The Principal Contractor is to indicate procedure for Lost or Stolen and Worn Out or Damaged PPE.

The following PPE shall be used on site as minimum required for everyone on site:

- Steel-Toe Safety Shoes/Boots;
- Hard-hat;
- Two Piece Overalls;
- Protective gloves where required; and
- Hi-Viz Vest **in cases where visibility is impaired.**
- Employees working at access points need to wear cloth masks and **face shield** when recording employees and visitors entering the site.

WORKING HOURS

The regional sectorial requirement in terms of the BCEA should be complied with. Contractor must document their working hours and breaks. Total working hours per week not to be exceed legislative requirement.

An arrangement for working at night, after hours, over weekends and during holidays with supervision must be documented in health and safety plan.

All works will be supervised on site.

Where accelerate work programs are implemented adherence to undisturbed weekly or two weekly rest period (BCEA 15.(1) & 15.(2)) should be adhered to (weekly is 36 consecutive hours and fortnight basis is 60 hours).

Night Work

The Principal Contractor shall not undertake any night work without prior arrangement and a written authorization from the CLIENT. The Principal Contractor shall ensure that adequate lighting is provided for all night work and failure to do so shall result in work being stopped.

All works must be supervised directly by management on site.

NB: risk assessment to be revised should night works be approved.

NOTICE BOARDS

Different notice board may be required depicting the following information on a site:

The professional team involve in the project (external Organogram); and

Displaying health and safety pictographs, access control, PPE requirement and contact details to the site management (Internal Organogram).

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

A layout for the professional team will be provided by the Consulting engineer / Program Implementing Agent. Only approved erecting locations may be used. The requirement and provision for the implementation of Notice Boards will be indicated within the Bill of Quantity.

EMERGENCY AND FIRST AID

Emergency Procedures

The Principal Contractor shall submit a detailed Emergency Procedure for approval by in the Health and Safety File.

The procedure shall detail the response plan including the following key personnel:

- List of key personnel,
- Details of emergency services,
- Actions or steps to be taken in the event of the emergency; and
- Information on hazardous material / situation, including each material's / hazardous potential impact or risk on the environment or human and measures to be taken in the event of an accident.

Emergency procedure(s) shall include, but not be limited to, fire, spills, accidents to employees and use of hazardous substances.

A contact list of all service providers (Fire department, Ambulance, Police, Medical and Clinic, etc) must be maintained and available to site personnel.

First Aid Box and First Aid Equipment

General Safety Regulations 3.(2) Where more than 5 employees are employed .. provide a first aid box ... at or near the workplace. (4) Where more than 10 employees are employed, ... at least one person is readily available.

The Principal Contractors shall provide an on-site First Aid Box, adequately stocked (19 items as prescribed) at all times, and ensure that the First Aid Box is accessible and fully controlled by a qualified First Aider.

MEDICAL CERTIFICATES

The contractor has to ensure that an arrangement is in place to ensure all the management and employees have valid medical certificates of fitness specific to the construction work to be performed.

MEDICAL SURVEILLANCE

OCCUPATIONAL HYGIENE

- a. Proper health and hygiene measures must be put in place to prevent exposure to hygiene hazards.
- b. Prevention should include the prevention of accidental inhalation, ingestion, and absorption of any hazardous substance or high noise level exposure.

MEDICAL SURVEILLANCE

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

The Contractor shall provide in the OHS Plan for the management of employee medical surveillance and ensure that:

- a. All employees on site to undergo routine medical examinations specific to the work to be performed taking into account the hazard and risk exposures;
- b. This should address pre-employment examination, periodic monitoring and exit examinations;
- c. Exit examination will be compulsory for employees working with hazardous chemicals;
- d. A declaration should be noted in the close-out report declaring all employees fit on completion of the project;
- e. All employees performing work on site must be declared medically fit for the work they are to perform (especially for working at heights);
- f. Employees will be notified the results of their medical examinations and any concerns made available that may become evident from medical examinations;
- g. Copies of valid medical certificate of fitness must be available on site as a duty of care towards employees to ensure employees are made aware of any health conditions or health restrictions which may have resulted from or may be aggravated by work activities on site.
- h. The consultation, notification and communication with the employee should, with the employees' written consent, be made available upon request for verification by the client, regulatory authority or their representatives.

CONTACT TRACING

- a. Records kept on site of employees and visitors entering the site for contract tracing purposes.

REPORTING FATALITY, PERMANENT INJURY AND OCCUPATIONAL DISEASES

The Contractor shall provide in the OHS Plan a summarized section providing information pertaining to his incident management procedure which should include at least the framework of the procedure and noting the requirements set out below.

Incident management procedure

In addition to the above the Contractor shall be required to prepare a comprehensive incident management procedure to be implemented on the client's sites. The procedure should address at least, but not limited to:

- a. Incident classifications
- b. Incident and near miss reporting process
- c. Incident reporting timeframes
- d. Investigation teams
- e. Investigation techniques/methods to be used
- f. Investigation timeframes
- g. Investigation reporting
- h. Corrective action implementation

Without derogating from the generality of the above, the Contractor shall ensure incidents are investigated by, where appropriate, a competent multidisciplinary team within 7 days. The Contractor shall ensure all incident and investigation records shall be available in the OHS File.

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

The Contractor shall notify the client of any incidents, accidents and notices served by any regulatory authority while on site. The client shall further be provided with copies of any written documentation relating to any incident. The Contractor will be responsible to inform the relevant authorities of any Reportable Incidents which may occur in terms of the applicable legislation.

All correspondence with the relevant authorities regarding these incidents must be copied and kept in the OHS File.

Incident management documentation

The Contractor shall note in the OHS Plan the incident management supporting documentation which should provide for and include, at least:

- a. Legislative reporting and recording documents
- b. Contractor's own reporting and recording forms (near miss to be provided for)
- c. First aid kit contents list
- d. First aid kit inspection checklist
- e. First aid dressing register / treatment register

Medical procedure – CoVid-19

The following documentation should be submitted to the Compensation Commissioner

- Employer Report of an Occupational Disease (W.CL.1)
- Notice of an Occupational Disease & Claim for Compensation (W.CL.14)
- Exposure and Medical Questionnaire
- First Medical Report in respect of an Occupational Disease (W.CL.22) (Should list the diagnosis as U 07.1 ICD-10 code for COVID-19)
- Exposure history (W.CL.110) and/or any other employment history
- A medical report from Dr and/or Specialist
- Progress medical reports (W.CL.26)
- Final medical report (W.CL.26) once MMI reached

METHOD STATEMENTS

Method statements, Safe Work Procedures (SWP), Safe Operating Procedures (SOP), Daily Safe Task Instructions (DSTI's)

Certain changes have been made in the Construction Regulation of 2014 in these regards and are extracted below to indicate current requirements.

Extractions from the Construction Regulations where reference to "**method(s) or method statements**" appear:

QUOTE

Construction Regulation 2003

"method statement" means a written **document detailing the key activities** to be performed in order to **reduce** as reasonably as practicable the **hazards identified in any risk assessment**;

Construction Regulation 2014

"Method statement" The description of a Method Statement was removed from definition section. ...

Risk Assessment for construction work 9.(1) ... (b) ... documented **method**;

Fall protection Plan 10.(1) ... (2) ... procedures and **methods** used to address all the risks ...

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

Temporary works 12.(1) ... (3) A contractor must ensure that - ... (n) a temporary works drawing or any other relevant document includes construction sequences and **methods statements**; ...

Excavation 13 (2) A contractor who performs excavation work – ... (k) must, where the excavation work involves the use of explosives, appoint a competent person in the use of explosives for excavation, and must ensure that a **method statement** is developed by that person in accordance with the applicable explosives legislation; and ...

Demolition work 14. ... (2) A Contractor must ensure that before any demolition work is carried out, and in order to ascertain the method of demolition to be used, a detailed structural engineering survey of the structure to be demolished is carried out by a competent person and that a **method statement** on the procedure to be followed in demolishing the structure is developed by that person. ... (11) Where the demolition work involves the use of explosives, a **method statement** must be developed in accordance with the applicable explosive legislation, by an appointed person who is competent in the use of explosives for demolition work ...

Cranes 22. A contractor must, in addition to compliance with the driven Machine Regulations, 1988 ensure that where tower cranes are used – ... (b) a relevant risk assessment and **method statement** are developed and applied; ...

UNQUOTE

It is therefore a legal requirement that method statements be prepared for:

- a. Temporary Works;
- b. Excavation;
- c. Demolition Work; and
- d. Cranes.

Anywhere else, but not exhausted, where method(s) is used the contractor must prepare at least the applicable SWP / SOP or DSTI for such method statement.

HEALTH AND SAFETY FILE

Based on the scope of work the health and safety file shall include and address, but not limited to, the items set out in the relevant specifications as stipulated by AIRPORTS COMPANY SOUTH AFRICA.

2.27 Hand tools

The purpose of this procedure is to ensure employees understand and practice the general safety requirements when using hand tools.

There is a big variety of hand tools in the market. The objective of this is to cover the basic safety principles of a hand tool. The responsibility lies with the Contractor to ensure employees are aware of the safety requirements on any given specific hand tool

Hazards / Risks

- Hand injury from broken or homemade tools.
- Hand injury from incorrect storage of hack saw / “Stanley” knife.
- Eye injury from using a hammer and chisel.
- Hand/body injury from forcing tools beyond their stress capability.

Control Measures to Minimize Risks

- Fitter/leather Gloves to prevent cuts from sharp edges.
- Safety glasses to prevent eye injuries when using tools that can projectile foreign objects (Chisel, Copper hammer, etc.)
- Routine inspections to ensure tools are in safe working order.
- x Never throw a tool to another person.
- x Never leave your tools lying around.

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- x Never use a hammer with a loose head.
- x Never use none insulated tools for live electrical work.
- x Never use tools which have been declared unfit/unsafe.
- x Never use another spanner as leverage on a spanner.
- x Never leave tools lying on ladders.
 - a) Always keep your work area clean and neat.
 - b) Always wear safety glasses and gloves if you are going to work with a hammer, metal file, hand saw and any tool that might produce flying objects and sharp edges.
 - c) Always report damaged or worn tools by end of shift.
 - d) Always grind off mushroom heads on chisels and copper hammers.

Pre-Start Procedure

1. Check the condition of the tool before use.
2. Make sure the tool is the correct tool for the job. (Example: correct size and fitment)

Job Steps

1. Inspect tool for wear and damages.
2. Put your gloves, safety glasses and long sleeve overalls on if necessary.
3. Store the toolbox or tool bag out of walkways.
4. Select a tool that is appropriate for the job.
5. Do the job safely
6. Place tool in a carry container until the tool is going to be used again.

2.28 Registers & Checklists

A tabular layout should be included in the contractor's Health and Safety Plan. It is important that the legal required frequencies are adhered to and must therefore be stipulated. (Sample included in Annexure below)

2.29 Legal Appointments

A tabular layout should be included in the contractor's Health and Safety Plan to correspond with the contractor's organogram depicting a list of legal appointments. (Sample included in Annexure below.) Section 2.1 above depict the layout of such appointments.

2.30 Health and Safety Budgets

Construction Regulation 5.(1)(g) requires that the client must ensure that a potential contractor has made adequate provision for the cost of health and safety measures. This includes the following, but not only limited to: Medicals, PPE, Fire-fighting, First Aid, Health and safety personnel, Facilities, Fall Protection, Vehicle and equipment upgrade for use on site, Lifting machinery and equipment, Insurance, First Aid, Training, Signage, Electrical & Plant and Scaffolding.

A contractor should prepare and submit, in tabular form as an annexure, their health and safety budget.

Should a contractor exclude various items as noted above or indicate a no costs, in his own discretion, to an item it will be understood that such costs are included in the contractor's tender costs.

AIRPORTS COMPANY SOUTH AFRICA**GRJ7501/2024/RFP****CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

RE-USEABLE ITEMS (EQUIPMENT) COSTED AND CLAIMED IN SUCH BUDGET AND APPROVED BY THE CLIENT, E.G. ROAD CONES, TESTING EQUIPMENT, FIRE EXTINGUISHERS, ETC., BECOME THE OWNERSHIP OF THE CLIENT AFTER THE PROJECT HAS BEEN COMPLETED.

ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS ARRANGEMENTS**3.1 FALL PROTECTION**

Where a fall protection plan is required a competent fall protection planner with SAQA US 229994 certificate must be made available with such plan.

Where employees then work at heights / elevated positions those employees could be trained with a SAQA US 120362.

The person(s) erecting scaffolding must proof competencies with a SAQA US 263205 and for a scaffolding inspector SAQA US 263205.

Where fall arrest systems are implemented SAQA US 229995 and SAQA US 229998 be required.

- a. An additional pre-emptive Risk Assessment will be required for any work to be carried out where there is a fall risk and will be classified as "Working at Heights".
- b. As far as is practicable, any person working in an elevated position will work from a platform, ladder or other device that is at least as safe as if he/she is working at ground level and whilst working in this position, as required by the risk assessment contemplated above, shall wear and use a full body harness that will prevent the person falling from the platform or other device utilised. This safety harness will be, as far as is possible, secured to a point away from the edge over which the person might fall and the double lanyard must be of such length that the person will not be able to move over the edge.
- c. Any platform, slab, deck or surface forming an edge over which a person may fall must be fitted with suitable guard rails at two different heights as prescribed in SABS 10085-1 Code of Practice for the Design, Erection, Use and Inspection of Access Scaffolding.
- d. Where the requirement above is not practicable, the person will be provided with a full body harness that will be worn at all times and shall be attached above the wearer's head at all times. The lanyard must be fitted with a shock-absorbing device or the person must be attached to a fall arrest system (anchorage connector; body wear; and connecting device).
- e. Where the requirements above are not practicable, a suitable catch net must be erected. Employees working at heights must be trained to work without risk to their health and safety or that of others and be declared medically and psychologically fit to perform work at elevated positions. Proof of medical fitness and working at heights training must be maintained in the Contractor's OHS File.
- f. Where work on roofs is carried out, a risk assessment must be performed and take into account the possibility of persons falling through fragile material, i.e. skylights and openings in the roof. The Risk Assessment shall place specific emphasis on the placing and handling of roofing materials such as IBR Sheeting or similar materials, (including contingency safety measures), which when exposed to windy conditions represents a serious safety hazard.
- g. The Contractor shall ensure a comprehensive fall protection plan and rescue procedure is drafted by an appointed competent person who is trained and knowledgeable in the development of such plans.
- h. All employees required to perform work in elevated positions shall be trained and conversant with the requirements of the fall protection plan and the rescue procedure.

Fall Arrest Equipment:

- a. Each employee required to perform work at elevated positions shall be issued with a body harness for his/her exclusive use. No harnesses should be shared
- b. Fall arrest equipment shall be inspected prior to use by a competent person

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- c. Fall arrest equipment must be stored in such manner as to not compromise the integrity of the equipment
- d. Employees required to use fall arrest equipment shall be sufficiently trained in the correct use thereof
- e. Records of training and inspections shall be maintained in the OHS File.

3.2 FALL PREVENTION

Elevated positions including roof work

The Principal Contractor shall ensure that a detailed fall protection plan, rescue plan and HIRA has been undertaken and submitted for approval to the CLIENT before commencement of such activity on site. Such plan shall include (but not limited or exhausted) to: Introduction, Scope, Goals, Definitions, Worksite Information, Fall Protection Risk Assessment, Designations and Responsibilities, Training Management, Employee Health Management, Equipment Management, Operating Procedures, Rescue Procedures, Document Review and Amendments, Records – Training, Records – Medical Certificate of Fitness, Records – Inspection Registers & Records – Staff Register and Personal Details.

Where working on roofs take place the slope of the roof may cause edge protection to be implemented.

Working at heights –height of +1.5m

The Principal Contractor shall ensure that a detailed fall protection plan, rescue plan and HIRA has been undertaken and submitted for approval to the CLIENT before commencement of such activity on site.

All work at height must be:

- Appropriately supervised;
- Properly planned; and
- Carried out in a manner which is safe.

A detailed risk assessment and a fall protection plan that is site and task specific must be approved before working at height may be done. Please ensure that supervision is conducted as per Construction Regulation section 10, a competent person qualified for fall protection development.

Suitable and sufficient means must be provided to prevent workers falling from height. This must include the following measures supplied by the contractor appointed on the project:

- a. Scaffolding to allow safe access, both externally and internally;
- b. Scaffolding to be signed of weekly and after inclement weather;
- c. Internal Scaffolding to be erected for roof work acting as a working platform;
- d. Suitable working platforms to ensure safe access to all elevated areas;
- e. Suitable fall protection for worker working at height (harness); and
- f. Lifelines.

Ladders must only be allowed when it is not possible to use other more suitable access equipment (Scaffolding or platform / podium steps) for access or work of short durations (less than 10 minutes) and where 3 points of contact can be maintained at all times by the person working on the ladder. Suitable platforms must be used where both hands are required to be free and only in cases where it is not possible to use other more suitable access equipment e.g. scaffolding.

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Where a slab is being prepared solid edge protection should also be put in place at a height of 1m above floor level.

Ladders and Ladder work

The Principal Contractor shall ensure that all ladders are numbered and inspected regularly keeping record of inspections. It should be noted that Aluminium ladders are preferred to wooden ladders. Ladders must be selected as suitable for the work to be performed.

3.3 ROOF WORK

When working at heights during the roof erection work scaffolding will be erected in the inside of the structure to prevent the employees from falling to the ground.

Again, the employees working at height are required to make use of safety harnesses and fall prevention techniques to be put in place like safety cables / attachment slings.

Where work on roofs is carried out the Risk Assessment must take into account the possibility of persons falling through fragile material, skylights, soffits and openings in the roof, steel support work trusses and purlins so designed to support the roof structure.

The Risk Assessments shall place specific emphasis on the placing and handling of roofing materials which when exposed to windy conditions represent a serious safety hazard or overload factor.

Where working on roofs take place the slope of the roof may cause edge protection to be implemented.

All life lines and secure/anchor points must be designed and signed off by a competent appointed person or Design Engineer.

Life lines, fall arrest equipment and fall prevention equipment must be inspected prior to use and have a SWL displayed and the SWL certificate must be kept on site.

All fall arrest and fall prevention equipment shall be subject to inspections and tests as required by the Regulations and SANS standards and records of such inspections and tests kept in the site health and safety file.

3.4 FALLING OBJECTS

Erect a catch platform or net above an entrance or passageway or above a place where persons work or pass under, or fence off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe where there is a danger or possibility of persons being struck by **falling objects**.

3.5 STRUCTURES

Existing structures

Contractor will always have in place an emergency plan. The prevention of fire damage, fragility and stability of existing structures is of utmost importance to complete this project in time.

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Existing structures with recognized hazard will be reported to the client and Contractor will assist the client to improve the quality of compliance to structural integrity of such structure.

New Structures

During construction Contractor will adhere to the design specifications of the appointed engineering consultant. Pre-cast inspections of steel lay down are implemented in the registers and engineers have to approve pre-cast registers on site. Contractor will adhere to the removal of supports in accordance to the requirements to prevent any uncontrolled collapse of such structure.

When environmental conditions create bad conditions employees will not be allowed to use such uncompleted structure as a hiding place during inclined weather.

3.6 TEMPORARY WORKS

Contractor will adhere to the erection and removal of temporary structures for the casting of slab supports in accordance to the requirements to prevent any uncontrolled collapse of such structure. The engineering design or competent person will stipulate safe removing of such support and document such in the register.

3.7 EXCAVATIONS AND GROUND CONDITIONS

Excavation

Survey must be done to determine soil conditions, compaction and location of underground services. Where the uncertainty pertaining to the stability of the soil exists, the decision (documented) from a professional engineer or a professional technologist competent in excavation shall be decisive and such a decision shall be in writing and signed by both the excavation supervisor and the professional engineer or technologist as the case may be.

Excavation supervisors and / or construction manager must have a SAQA US 365183 competency certificates (or obtain one within the first month after appointment).

The following conditions should also be complied with for excavation:

- a. Excavation should be sloped to prevent collapse;
- b. Excavation should be shored / braced to prevent caving / falling in;
- c. Soil dumped at least 1m away from edge of excavation
- d. On sloping ground soil should be dumped on lower side of excavation;
- e. Use of stop blocks and signs for dumpers and place a banksman;
- f. If more than 2-meter-deep shoring must be used and safe access be provided and must be seen as a confined space entry;
- g. Protect vehicles from falling into excavation;
- h. Provide barriers and signage and lights at night;
- i. Beware of undermining adjacent structures integrity;
- j. Appoint only a competent person as excavation supervisor;
- k. Ensure that no load or plant is placed near excavated areas; and

Work strictly according to the plans provided by the client when searching for current and existing services. Stop work when the current or existing services have not been found within a radius of 1 meter

AIRPORTS COMPANY SOUTH AFRICA**GRJ7501/2024/RFP****CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

and consult the client's representative before commencing. Preliminary safety talks will be noted and the potential hazards explained to all employees prior to works. Digging will commence with hand tools at all times when looking for existing services.

Caution should be taken and emergency measure put in place when digging in areas where flooding may occur

The Excavation Supervisor to inspect:

- I. Daily, prior to each shift;
- II. After an unexpected fall of ground;
- III. After any damaged to supports, bracing or shoring;
- IV. After Rain

3.8 DEMOLITION WORKS

The Contractor must ensure that before any demolition work is carried out, and in order to ascertain the method of demolition to be used, a detailed structural engineering survey of the structure to be demolished is carried out by a competent person and that a method statement on the procedure to be followed in demolishing the structure is developed by that person.

The Contractor is required to appoint a competent person to supervise and control all demolition work on site. During demolition, the competent person must inspect the structural integrity of the structure at intervals determined in the method statement, in order to avoid any premature collapses.

Contractors who perform demolition work must ensure that:

- a. no floor, roof or other part of the structure is overloaded with debris or material in a manner with regard to a structure being demolished;
- b. Sufficient steps to ensure that all reasonably practicable precautions are taken to avoid the danger of the structure collapsing would render it unsafe;
- c. When any part of the framing of a framed or partly framed building is removed or when reinforced concrete is cut would render it safe; and
- d. Precautions are taken in the form of adequate shoring or other means that may be necessary to prevent the accidental collapse of any part of the structure or adjoining structure.

Further:

- a. Ensure that no person works under overhanging material or a structure which has not been adequately supported, shored or braced;
- b. Ensure that any support, shoring or bracing contemplated above, is designed and constructed so that it is strong enough to support the overhanging material.
- c. Where the stability of an adjoining building, structure or road is likely to be affected by the demolition work on a structure, take steps to ensure the stability of such structure or road and the safety of persons;
- d. Ascertain as far as is reasonably practicable the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed, and must before the commencement of demolition work, take the steps necessary to render circumstances safe for all persons involved.
- e. Cause every stairwell used and every floor where work is being performed in a building being demolished, to be adequately illuminated by either natural or artificial means.
- f. Cause convenient and safe means of access to be provided to every part of the demolition site in which persons are required to work.
- g. Erect a catch platform or net above an entrance or passageway or above a place where persons work or pass under, or fence off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe where there is a danger or possibility of persons being struck by falling objects.

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- h. Ensure that no material is dropped to any point, which falls outside the exterior walls of the structure, unless the area is effectively protected.
- i. Ensure that every chute used to dispose of rubble is designed and managed in accordance with the relevant section for waste management of this specification.

3.9 TUNNELING

Where tunnelling work encounter the Contractor will appoint a competent tunnelling supervisor and have the required documentation / registers in place. No work will be conducted in tunnels with a height dimension smaller than 800mm.

3.10 SCAFFOLDING

Scaffolding

The Principal Contractor shall ensure that a detailed fall protection plan and HIRA has been undertaken and submitted for approval to the CLIENT before commencement of such activity on site. The Principal Contractor shall appoint and train scaffolding inspectors and erectors to ensure all scaffolding is erected according to SANS 10085.

Form and Support Work for Structures

Should the design require this type of work, the Principal Contractor shall ensure that formwork and support work structures are examined and checked for suitability by a competent Person, Structural Engineer, before use, during and after placement of concrete. Records of such examinations are to be kept on the Health and Safety file.

3.11 SUSPENDED PLATFORMS

If suspended platforms are used a competent person will be appointed to design such requirement that will provide a designer's health and safety report and certificate for the design. A competent person will be appointed to erect such platform following an operational compliance plan developed by a competent person.

Copies of the design and competent certificates for the suspended platform will be delivered to the regional Chief-Inspector for recognition.

3.12 ROPE ACCESS WORK

Where rope access is used the contractor must ensure compliance to section 18 of the Construction Regulation and ensure that a competent person is appointed in writing as a rope access supervisor with the duty of supervising all rope access work on the site, including ensuring health and safety compliance in respect of rope access work.

In addition to the required of section 10 of the Construction Regulation, fall protection, the contractor shall provide a site, work and environment specific fall protection plan for rope access work developed by a competent person prior to the commencement of the work.

The fall protection plan contemplated above shall include:

- a. Risk assessment;

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

- b. Procedure to evaluate employee's medical fitness;
- c. Training for the work to be conducted;
- d. Procedure addressing the inspections, testing and maintenance of equipment; and
- e. Rescue plan.

3.13 MATERIAL HOISTS

The Principal Contractor shall ensure that lifting machinery and tackle is inspected before use and/or on a monthly basis. The Principal Contractor shall have lifting machinery and tackle inspector who will inspect the equipment daily or before use, taking into account that:

- All lifting machinery and tackle have a safe working load clearly indicated;
- Records of inspections and load testing certificates are kept on site.
- There is proper supervision in terms of guiding the loads which includes a trained banks man to direct and check lifting tackle if it is safe for use.

3.14 BULK MIXING PLANT

Where bulk mixing plants is used the contractor shall ensure compliance to Construction Regulation 20 for the construction, maintenance and operation of a bulk mixing plant on site.

Only competent and trained supervisors and operators shall be appointed in writing as bulk mixing plant operators. No person may be authorised to operate a bulk mixing plant that is not declared competent.

Safety devices provided to prevent the accidental starting of the bulk mixing plant are to be maintained and operational at all times. All machinery and dangerous moving parts of the mixer shall be adequately guarded or fenced and no such guard or fence shall be removed or modified.

Compliance to General Safety Regulation section 5 for confined spaces entry shall be adhered to when as a precautionary measure when entering any silo.

3.15 EXPLOSIVE ACTUATED FASTENING DEVICE

Where explosive actuated fastening devices are used the Contractor shall ensure that all the requirements and provisions of Construction Regulation 21 are implemented and maintained for explosive actuated fastening devices.

Controllers, inspectors and operators of explosive actuated fastening devices are to be competent persons appointed in writing and specifically trained and proof of training held on record.

Operators shall be issued with suitable protective equipment and the use thereof enforced. A cartridge issue and return register shall be maintained by the appointed person and cartridges shall be kept in a lockable facility and under the control of the appointed person at all times.

Warning signage to be prominently displayed in areas where explosive actuated fastening devices are used on site and such area shall be demarcated to prevent access of unauthorised persons.

3.16 CRANES

Projects classified as a CIDB Category C project may require the use of mobile cranes or truck mounted cranes.

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

Referencing Construction Regulation 22, Construction Regulation 27, Driven Machinery Regulation 18 and SANS 12480- 1, cranes and lifting equipment must be designed and constructed in accordance with generally accepted technical standards and operated, used, inspected and maintained in accordance with the requirements of the Driven Machinery Regulation.

The requirements of Construction Regulation 22 and Driven Machinery Regulation 18 are to be stringently applied and maintained in respect of all tower cranes, mobile cranes, lifting tackle and lifting operations. SANS 12480 shall further be applicable for the installation and use of tower cranes.

If required, the Contractor shall notify the Civil Aviation Authority of the erection of a tower crane or use of a mobile crane that exceeds the allowable limits.

3.17 CONSTRUCTION VEHICLES AND PLANT

Construction Plant

“Construction Plant” encompasses all types of plant including but not limiting to, cranes, cherry pickers, piling frames, boring machines, and excavators, draglines, dewatering equipment and road vehicles with or without lifting equipment.

It is envisaged that such plant will be used on this project and where the need arise the Principal Contractor shall ensure that all such plant complies with the requirements of the OHS Act. The Principal Contractor shall inspect and keep records of inspections of the tools and equipment used on site. Only authorised persons are to use machinery under proper supervision. All operational manuals requirements should be complied with and checklists duly completed. Appropriate PPE and clothing and as specified by the HIRA, shall be provided and maintained in good condition at all times.

Where construction plant (hired included) operates with a joystick a “joystick protection bar” should be installed to protect the operational mechanisms from objects falling on or persons falling on the operational mechanism in case of a slip. Should a contractor not comply with this requirement the principal contractor will be fined in terms of section 4.32 as a severe non-conformance.

Hired Plant and Machinery

The Principal Contractor shall ensure that any hired plant and machinery brought to site is safe for use. The necessary requirements as stipulated by the OHS ACT as well as those that are stipulated by this OHS Specification, shall apply (see *Construction Plant* above).

The Principal Contractor shall ensure that operators hired with machinery (seen as a contractor) have proof of competency to operate the machinery, proof of medical certificate of fitness and undergo a Health and Safety induction, appropriate tool box talks and be issued with the necessary PPE.

3.18 ELECTRICAL INSTALLATIONS AND MACHINERY

High Voltage Electrical Equipment and any electrical works

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

The Principal Contractor shall ensure that, where the work is under, on or near high-voltage electrical equipment that a SWP is drafted and approved by a competent person and the client's representative and that such approval document to be kept in the Health and Safety File.

Such SWP shall include relevant risk management procedures (e.g. **Lock-out Procedure**). The Principal Contractor shall communicate with and receive approval from the relevant representatives prior to commencement of any **live** or tie-in electrical works.

Portable Electrical Tools / Explosive Power Tools

The Principal Contractor shall ensure that use and storage of all explosive powered tools and portable electrical tools are in compliance with relevant legislation. The Principal Contractor shall consider that:

- A competent person undertakes routine inspections;
- Only authorised persons use the tools;
- There are safe working procedures applied;
- Awareness training is carried out and compliance is enforced at all times; and
- PPE and clothing are provided and maintained.

Telescopic Link sticks or Hot sticks

- Telescopic Link sticks or Hot sticks are used by linesman to open and close solid links (open/close circuits) on overhead lines. Linesman use telescopic link sticks to carry out maintenance operations on links, fuses, live line surge arrestors and rocker isolators. These are used to provide restoration of power to sectionalised sections of overhead networks without having to climb poles.
- The cylindrical shaft provides mechanical strength to the unit. Fibreglas units are foam filled at the end section for the first meter. The remaining sections are fibreglass with the telescopic buttons.
- It is important to observe the minimum working distances between the operator and the live conductor. Although the telescopic link stick is tested to standards all instruments are manufactured from the highest grade electrical rated fibreglass to meet or exceed all applicable industry performance criteria including ASTM F711, ASTM F1826, and OSHA 1926.951(d). Eskom approved link sticks are manufactured to **SAP 021 2806 number D-DT-12600 standards**.
- Valid Test certificates should accompany this equipment and be available in Safety files.

3.19 **FLAMMABLE AND HAZARDOUS MATERIALS**

Hazardous Chemical Substances (HCS)

In addition to the requirements in the HCS Regulations, the Principal Contractor must provide proof in the Health and Safety Plan that:

- Safety Data Sheets (SDS's) of the relevant materials/hazardous chemical substances are available prior to use by the Principal Contractor. Mention should be made how the Principal Contractor is going to act according to special/unique requirements made in the relevant SDS's. All SDS's shall be available for inspection by the agent at all times.
- Risk assessments are to be done when new HCS are introduced on site.
- How the relevant HCS's are being/going to be controlled by referring to:

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- a) Limiting the amount of HCS
 - b) Limiting the number of employees
 - c) Limiting the period of exposure
 - d) Substituting the HCS
 - e) Using engineering controls
 - f) Using appropriate written work procedures
-
- The correct PPE is being used.
 - HCS are stored and transported according to SABS 072 and 0228.
 - Training with regards to these regulations is conducted.

The Health and Safety plan should make reference to the disposal of hazardous waste on classified sites and the location thereof (where applicable).

The First Aider must be made aware of the SDS and how to treat HCS incidents appropriately.

Asbestos (Not to be used on new construction site)

The Principal Contractor/Contractor shall comply with the Provisions of Asbestos Regulations should they have to work with asbestos related materials.

No new asbestos contained material should be use on this project.

3.20 WATER ENVIRONMENTS

Unless water is accumulated within excavations the Contractor need to ensure that any water entrapment where public could gain access be barricaded and access restricted to such environment.

However, should such areas exist on the site the Contractor will have a trained first aider on site to assist with medical conditions as, when and where possible.

3.21 HOUSEKEEPING AND GENERAL SAFEGUARDING

Contractor will provide proper storage of materials for housekeeping. In the waste management plan the disposal procedures for waste is described. No materials be place where it would interference with other operations.

Where chutes are required when waste is removed from higher levels (3 levels 9m) Contractor will install the required mechanisms.

When internal waste storage area is provided it will be fenced off and will have access control via a lock. No waste bins or other collection articles will be place at entrances or passageways, but rather on an outside wall or under an overhead screen.

The construction manager and all other employees must ensure and maintain at all time during work that;

- a. A housekeeping supervisor will be appointed
- b. Housekeeping will be managed on a **daily basis**

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

The appointed person will make use of daily/weekly and Monthly checklists.

- ◆ Housekeeping is continuously implemented and maintained;
- ◆ Materials and equipment are properly stored;
- ◆ Scrap, waste and debris is removed;
- ◆ Materials placed for use are placed safely and not allowed to accumulate or cause obstruction to the free-flow of pedestrians and or other employees;
- ◆ An unimpeded work space is maintained for every employee;
- ◆ Every workplace is kept clean, orderly and free of tools, materials and the like that are not required for the work being done;
- ◆ As far as is practicable, every floor, walkway, stair, passage and gangway is kept in good state of repair, skid-free and free of obstruction, waste and materials

3.22 **STACKING AND STORAGE**

Stacking of Materials

The Principal Contractor shall ensure that there is an appointed stacking and storage supervisor for all materials, scaffolding and all equipment that are stacked and stored in accordance with legislation.

All materials shall be neatly stacked in a designated lay down area within the confines of the Principal Contractor's allocated construction area.

3.23 **FIRE PRECAUTIONS**

The importance of fire protection and precautionary measures is recognised and arrangements shall be implemented to ensure that adequate procedures are adopted to **prevent risk** of injury or damage from fire.

Non-Smoking signs will be placed in close proximity of the stores and where any flammable materials are stored.

Good maintained fire-equipment will be placed at appropriate intervals.

Sufficient number of employees will be trained with fire equipment.

Contractor will be reliant on the existing Escape plan of the institute or otherwise put in place its own Escape and evacuation plan.

Competent **Fire Fighter must be appointed** for this project and will manage all Hot works and any other task that may result in possible fire. Such competent person should carry the correct SAQA qualification. Additionally, to a Fire Fighter a **Fire Equipment Inspector** must also be appointed with at least a similar qualification as the Fire Fighter.

Fire prevention procedures require HOT work Permits to be in place with the required Fire Equipment available on site, Site require trained employees when any Hot work is required.

Once Hot Work Permit is signed and in place work may commence.

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

Smoking will be limited to smoking area.
No open flames are allowed in or near site.
All electrical equipment will be checked for loose wires.
All flammable substances are removed from hot works area.

Fire Extinguishers and Fire Fighting Equipment

The Principal Contractor shall provide adequate regularly serviced fire extinguishers located at strategic points on site. The Principal Contractor shall keep spare serviced portable fire extinguishers. Safety signage shall be posted up in all areas where fire extinguishers are located.

Employees should be trained on using the correct type extinguisher for the correct application (electrical, wood, chemicals, etc).

The Principal Contractor shall have adequate persons trained or competent to use the Fire Fighting Equipment.

3.24 CONSTRUCTION EMPLOYEES' FACILITIES

Where the client does not authorize the use of existing facilities the Contractor will provide at least 1 shower for each 15 employees on site. Contractor will provide at least one sanitary facility for each sex and for every 30 employees. There will be changing facility for each sex. A temporary shelter eating area will be erected and made available to employees.

3.25 CONTAMINATED LAND

Any contaminated land will be handled through the environmental management plan.

3.26 CLIENT ACTIVITIES (RISKS)

The client may have ongoing lectures or students occupying residential facilities there for the Contractor will accommodate such activity. Where major work is required adjacent to such lecture rooms Contractor will pre-warn the facility of such activities and mutually agree upon action to be taken.

3.27 MANUAL HANDLING OF MATERIALS

Manual material handling will occur and Contractor will find the most **ergonomic** manner to work with such requirement ensuring that no employees stand chance for injuries.

3.28 NOISE AND VIBRATION

Noise Induced Hearing Loss (NIHL)

Where noise is identified as a hazard, the requirements of the NIHL regulations must be complied with and means of compliance is to be stipulated in the Health and Safety Plan.

The Contractor is to ensure that noise is minimised to acceptable levels and try to conduct noisy activities at times where it would not make any nuisance to the institution. Proper planning and finding means of reducing noise levels with regards to these activities is highly encouraged. (See also section 3.31)

Vibration:

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Any excessive vibration can cause Hand-arm vibration syndrome (Raynaud's phenomenon).

Employees working on vibrating equipment must take regular breaks.

When working on vibrating equipment a kidney belt is to be worn where applicable.

3.29 WORKING NEAR FRAGILE MATERIALS

Cautionary manners will be implemented when working in close proximity of fragile materials. A no-smoking - and use of mobile phone policy must be in place.

3.30 TRAFFIC PLANNING

The contractor must ensure that all the necessary traffic/vehicle and pedestrian accommodation safety measures are taken into account to ensure the safety of personnel and members of the public (including site visitors) both on site and adjacent to site.

Such measures must be in accordance with recognized practices and be pre- approved by the Client and if required by the local municipality and traffic authority.

The contractor must place the necessary emphasis on safe pedestrian walkways and routings throughout the construction stage. The site is located in a densely populated area with pedestrian walkways on two sides of the site.

Roadways are situated directly behind these walkways. Traffic and pedestrian accommodation drawings must be available on site as a source of reference and to assist with daily inspections and enforcement.

During construction the contractor must ensure that dust suppression through watering is utilized. When mud damage to the adjacent roads is due to the construction on site the contractor will remove these obstacles from the adjacent roads.

3.31 MONITORING OF NOISE, SILICA AND DUST LEVELS

Contractor need to implement sufficient precaution to ensure that the construction activities reduce their noise to the lowest possible level.

Silica and dust levels are kept to an acceptable level and that it does not pose a threat to the Health and Safety of employees, adjacent residents or the public on the premises.

3.32 CONFINED SPACES

Areas identified as confined spaces as defined in General Safety Regulation GNR 1031 of May 1986 are (but not limited to):

- All tank manholes;
- Dispenser Sumps;
- Trenched less than 1m wide and deeper than 1.5m;
- Ceiling crawl space;
- Canopy crawl space;
- Chambers;

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- Sewer Pipes;
- Pipes;
- Pit;
- Container;
- Calve;
- Pump Sump or Construction equipment, machinery, dangerous liquids or dangerous concentration of gas; and
- Any object where a dangerous vapour, dust fumes may be present.

Entering and working in a confined - or enclosed space requires a Confined Space Permit. The Principal Contractor shall provide his supervisor / contractor with the permit authorized through the Client's representatives with the work procedure for authorized persons prior to work commencement.

The responsibility for safe work procedures, both at the time of entry and during the entire operation of entering and working in confined spaces, rests with the Contractor.

3.32.1 The Contractor shall ensure that:

- a. All persons working in a confined space or managing entry to a confined space are appropriately trained;
- b. Adequate steps are taken to eliminate or control hazards. Before working in an area that contains dust, the area is to be ventilated and hosed down to settle and dampen the dust; and
- c. All necessary equipment to manage confined spaces, including all necessary monitoring and rescue equipment (such as tripods, breathing equipment and the like) made available.

3.32.2 Records to be maintained by the Contractor:

- a. Confined space entry permits;
- b. Confined space entry registers;
- c. Safety harness registers; and
- d. Atmospheric monitoring results.

3.32.3 Compulsory requirements during work in and entry to a confined space:

- a. Continuous supervision and monitoring;
- b. Adequate ventilation;
- c. Communication (radio) and
- d. Trained emergency rescue teams

3.32.4 Safety equipment where applicable, but not limited to:

- a. Employees issued with gas monitoring equipment, safety harnesses and self-rescuers;
- b. Trained with the safe use of the proper safety equipment;
- c. Upon entering an excavation, the requirements of work in confined spaces, must be observed;
- d. Any confined space may only be entered after the air quality has been tested to ensure that it is safe to breathe and does not contain any flammable or noxious air mixture;

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- e. The confined space must be purged and ventilated of any hazardous or flammable gas, vapour, dust or fumes if and when such hazardous or flammable gas, vapour, dust or fumes have been identified;
- f. The safe atmosphere must be maintained and, where necessary;
- g. Employees are to be provided with breathing apparatus and must wear a safety harness with a rope with the free end of the rope being continuously attended to by a person outside the confined space;
- h. An additional person, trained in resuscitation, to be in full-time attendance immediately outside the confined space;
- i. Additional serviceable breathing and rescue apparatus is kept immediately outside the confined space for rescue purposes;
- j. All pipes, ducts etc. that may leak into the confined space to be blanked off sufficiently to prevent any leakage or seepage;
- k. The contractor must ensure that all employees have left the confined space after the completion of work; and
- l. Where flammable gas is present in a confined space no work may be performed in close proximity to the flammable atmosphere.

H&S File requirements

4.1 H&S Practitioner preparing the file

Contractor must provide detail of the Practitioner who prepared the health and safety plan in this section that includes skills, experience and if any base is use in preparing such document.

4.2 CONTACT DETAIL TO H&S PRACTITIONER

Contractor must provide contact detail of the Practitioner who prepared the health and safety plan in this section.

4.3 COPY OF CWP / NC

Where a Construction Work Permit (CWP) is required the client will prepare and submit such application. CWP must be conspicuously display at all entrances to the construction site.

Each Contractor must submit a Notification of Construction work, where the conditions specified under regulation 4. (1)(a-d) is triggered, 7 days prior to commencing on site to the department of employment and labour's provincial office. Take 2 copies of the document and ask for a stamp at the reception.

An appendix added to the specifications give a sample layout of the required notification also found in the Construction Regulation. An electronic copy of this document may also be available from the project manager.

4.4 COMPLETE CONTACT DETAILS FOR PARTIES

The contractor shall place a tabular sheet in their health and safety plan that depict the detail of the Client, Professional team and Contractors management involve on the project (Annexure 1).

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

4.5 PHYSICAL ADDRESS FOR CONSTRUCTION SITE AND SITE OFFICE

This information will be depicted in the tender document and must be noted in Annexure 1 of the contractor.

4.6 NATURE OF THE WORK DESCRIBE

The full scope of work for the project are described in the tender documents and need to be recorded in the contractor's health and safety plan.

4.7 COMMENCEMENT AND COMPLETION DATE

Once a contractor has been appointed this information will discussed and made available.

The appointed contractor is required to provide a work schedule for the project and submit for approval before work may commence on site.

4.8 LIST OF CONTRACTORS APPOINTED BY PC

Principal Contractor must have a list of the entire appointed contractor in the H&S file on site where it also indicates the status of each contractor in respect of man-days / month, LOG, H&S Plan approval, Notification date, Audits Conducted, etc.

4.9 PROCEDURES TO ENSURE PC MAINTAIN H&S FILE

Client's representatives will perform CR 5.1.o-p requirement audit and documentation verification on all contractors, as specified in the definition above.

4.10 UPDATED RECORD OF "AS-BUILT" DRAWINGS AND PLANS

Any changes in design will be communicated to client and as build drawings for the responsible area communicated.

4.11 CRITERIA FOR DESIGN LOADINGS FOR STRUCTURAL ELEMENTS

The Client normally contract a consulting engineer for the design to handles such responsibility. Should this not be the case the principal contractor should inform the client immediately of any loading requirements to ensure all structures has the capacity to withhold the increased load capacity.

4.12 DETAIL OF POTENTIAL HAZARD INCLUDED IN STRUCTURE EG. PRE- OR POST – TENSION BEAMS OR SLABS

The Client normally contract a Civil Engineer for the design to handles such responsibility. Should this not be the case the principal contractor should inform the client immediately of any encountered potential hazards.

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

4.13 GENERAL DETAILS OF CONSTRUCTION METHODS AND MATERIALS

Matter expert contractors are contracted for specific scope of works. No contractor may appoint a 3rd party as matter expert to perform their contracted scope of works. Where a conflict to the contracted **contractor's competencies and resources** occur, the detail must be declared to the Client's representatives before approval may be granted.

4.14 EQUIPMENT AND MAINTENANCE OF FACILITIES WITHIN THE STRUCTURE

Contractor depends on the client's available equipment and maintenance of facilities in the structure. When a contractor completed his scope of works any residual risk must be conveyed to the client's representative in writing and communicated with the relevant facility maintenance management.

4.15 MAINTENANCE PROCEDURES AND REQUIREMENTS PROVIDED FOR THE STRUCTURE

Contractor depends on the client's maintenance procedures of facilities in the structure. Should it be found that additional requirements be implemented the contractor must inform the client in writing through the client's representative (facility managers).

4.16 LIST AND PROOF OF APPOINTMENTS OF EACH CONTRACTOR

CONTRACTOR WILL INCLUDE IN THE H&S FILE A LIST OF APPOINTED CONTRACTORS. REFER TO 4.8 & 4.13 ABOVE AS WELL.

4.17 PROCEDURES TO APPROVE, MONITOR AND REVIEW ALL CONTRACTORS H&S FILES ON SITE FOR THE PROJECT

The Principal Contractor shall implement a Contractor Management System to ensure compliance to the OHS Act and OHS Specifications. The Contractor Safety Management System procedures are to be stipulated in the Health and Safety Plan.

Contractor will implement the following process for contractor evaluation:

- a. Provide the Contractor with the Client's Health and Safety Specifications (this specifications);
- b. Provide the Contractor with the Principal Contractors Health and Safety Plan;
- c. Negotiate and approve the contractors Health and Safety plan;
- d. Approve Contractors competencies, resources & budget;
- e. Approve Contractors implementation of Health and Safety file to site by issuing a Certificate to Commence ("CCC");
- f. Monthly compliance documentation verification and site audit ("Periodic Site Audit");
- g. Submit a **hard copy** to the contractor within 7 days (CR 5.(1)(p))
- h. Issue PSA certificate on audit;
- i. Site visit reports and closure of audit findings; and
- j. Close-out report and indicate man-days of project per contractor.

4.18 MANUALS FOR OPERATING AND MAINTENANCE PROCEDURES AND SCHEDULE FOR PLANT AND EQUIPMENT

Contractor will keep Risk Assessment; operational manuals & Checklist accompanied any plant or equipment.

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

When a contractor completed his scope of works any residual risk must be conveyed to the client's representative in writing and communicated with the relevant facility maintenance management.

**4.19 DETAILS OF LOCATION AND NATURE OF UTILITIES AND SERVICES (EMERGENCY AND
FIRE-FIGHTING SYSTEMS)**

The Client will ensure that the contractor be inducted on site indicating access to all the arrangements, utilities and services on the site.

Should this not be the situation then the Contractor will prepare an induction and provide this to its employees and appointed contractors.

4.20 RESPONSIBLE FOR "AS-BUILD" DRAWINGS

Any changes in design will be communicated to the client and as build drawings for the responsible area communicated and handed over to the client after the project is completed.

4.21 PROCEDURES FOR MARKING-UP DRAWINGS TO AS-BUILD

The Client contracted a Civil Engineer for the design and handles such responsibility.

**4.22 PROCEDURES TO PASS ON RESIDUAL RISK INFORMATION TO THOSE WHO NEED
SUCH**

In accordance to section 6. (1)(d) of the Construction Regulation the designer are responsible to document in a report to the client the residual risk of the design before the project goes out on tender.

Any changes in design need to be communicated to the client and as build drawings for the responsible area communicated.

4.23 General Record Keeping

The Contractor shall keep and maintain Health and Safety records to demonstrate compliance with the OHSS and the OHS Act in the frequency describe in the contractor's health and safety plan. The contractor shall ensure that all records of incidents, spot fines, training etc. are kept on site.

All documents shall be available for inspection by the CLIENT, his nominated representative or the Department of Employments and Labour's Inspectors.

4.24 Unanticipated Hazards (Inclusive of adverse weather such as strong winds)

Any contractor shall immediately notify the CLIENT of any hazardous or potentially hazardous situations arising during the performance of activities. CoVid-19 is known hazard.

A record must be minute in the monthly progress meetings regarding **rainfall and working days lost.**

4.25 Occupational Health and Safety Signage

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

The Contractor shall ascertain and provide adequate on-site Warning, Prohibition, Mandatory and General Signage and adhere to those instated by the Client.

The Contractor shall be responsible to maintain the quality and replacement of signage.

4.26 Occupational Safety

4.26.1 Site Access, Speed Restrictions and Protection

The Contractor shall ensure that a separate entrance/exit to the construction site is opened and erected for the sole use of construction activities.

The exact opening shall be discussed and agreed upon with the client representatives. The Contractor shall ensure that all persons in their employ and all those that are visiting the site are aware and comply with the site speed restriction(s).

The speed limit is set to not exceed 20km/h when entering grounds/site.

4.26.2 Pressure Equipment or Gas Bottles Including Operations

Should such equipment be used, the Principal Contractor shall comply with Pressure Equipment Regulations, including:

- Providing competency and awareness training to the operators;
- Providing PPE or clothing;
- Providing and maintain appropriate signage in areas where Pressure equipment are used;
- Inspect equipment regularly and keep records of inspections;
- Providing appropriate firefighting equipment (Fire Extinguishers).

4.27 General Machinery

The Principal Contractor shall comply with the Driven Machinery Regulations, which include inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE or clothing and training those that use machinery and enforce compliance.

As a precautionary matter it is a requirement that a **protective bar** be placed over the joystick / control of movement of machinery to prevent any uncontrolled operation of the machinery if a person or material falls on top of the controls.

The Principal Contractor shall report in the minutes of the progress meeting the type of machinery on site.

4.28 CIDB Health and Safety Plan Audit

The CIDB has gazette a best practice Standard for Health and Safety Plans and auditing requirements (Grade 2 to 9), Vol 641 9 November 2018 No 42021 and the principal contractor should adopt such layout as **standard for the layout of the Principal Contractor's Health and Safety Plan to ensure a fair evaluation.**

4.29 HIV/Aids Programme (when applicable)

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

Client commits itself to providing guidance and leadership in the implementation of HIV and AIDS, TB and Sexually Transmitted Infections (STI) programmes by all stakeholder organisations. It is a requirement that Principal Contractors shall provide HIV/Aids awareness training and roll out an HIV/Aids Programme for all employees.

The HIV/Aids Awareness Programme Requirements:

- HIV Programme Coordinator appointed (part-time)
- Appoint and train Peer Educator/s (Part-time)
- Male condom dispensers, sufficient male condom available and is it placed in high trafficked areas.
- Female condom dispenser, sufficient female condoms available and is it in high trafficked area
- All types of HIV/Aids related posters displayed in a high trafficked area and in a good condition.
- HIV/Aids Awareness workshops/tool box talk
- HIV/Aids Prevention Measures
- HIV/Aids Care and Support
- Free voluntary HIV testing

Duties of the HIV/AIDS Coordinator:

- Ensure on-site programme implementation
- Ensure Peer Educators are elected, trained and active and supported
- Ensure Voluntary Counselling and Testing takes place
- Ensure awareness talks and education initiatives take place
- Posters, awareness materials and condoms are freely available on site
- Ensure that evidence of programme implementation is readily available
- Facilitate Site Management commitment

No Principal Contractor shall require an employee, or an applicant for employment, to undertake an HIV test in order to ascertain that employee's HIV status. As provided for in the Employment Equity Act, employers may approach the Labour Court to obtain authorisation for testing.

All Personnel must be encouraged to undertake voluntary testing. Voluntary Testing and Counselling (VCT) must be encouraged by all Principal Contractors.

4.30 Non-Compliance to set requirements

Should it be found that the principal contractor is in non-compliance with the specifications or their approved Health and Safety Plan, the Occupational Health and Safety Practitioner has the responsibility and authorization to stop any activity or all construction until compliance has been reached. The cost of stoppage on site due to non-compliance will be borne by the principal contractor / contractor

In the event of extra audits being done by the OHS Practitioner due to ongoing non-compliance, non-availability of Safety File or an audit score less than 80%, the **cost of that additional audit will be borne by the principal contractor** / contractor and will be equal to the amount as stipulated in the agreement with the client.

The appointed Safety Officer for the principal contractor will be required to draft a **close-out report** after each audit. The close-out report must address all non-conformities identified during the audit and highlight the measures taken to rectify the non-conformity. This report must be forwarded to the OHS practitioner **within 24-72 hours of receiving** date of the audit.

Should the construction work run longer than the anticipated project period the Principal Contractor / Contractor will be liable for the cost of the additional health and safety audits.

AIRPORTS COMPANY SOUTH AFRICA**GRJ7501/2024/RFP****CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**4.31 Handling conflict of interest

The following is accepted during the course of the contract:

The potential Principal Contractor may appoint only one construction manager for the project and various construction supervisors on each area of responsibility should work be active on more than one area.

The client's health and safety practitioner can assist the Principal Contractors management to ensure the health and safety requirements, as set out by these specifications and the Health and Safety Plan of the Principal Contractor, are complied with at a cost to the Principal Contractor.

Should the Principal Contractor appoint a contractor these contractors can request the client's health and safety practitioner to prepare their required documentation for health and safety compliances on this project without any conflict of interest.

4.32 Penalties

Should, at any time, the works, or part of the works, be stopped due to unsafe acts or non-compliance with the Clients or PCs OHS Plan; neither the PC nor any other Principal Contractor or Contractor shall have a claim for extension of time or any other compensation.

In cases of any **repetitive non-conformances**, the non-conforming party shall be penalised as per the table below:

The following constitute examples of the types of non-conformances that will attract penalties:

<u>Minor:</u>	<u>Medium:</u>	<u>Severe:</u>
Fine: R50/count	Fine: R500/count and a non-conformance	Fine: R5, 000/count, a non-conformance and/or activity stoppage
Non-use of basic PPE supplied (e.g. Overalls, Safety Shoes, Hardhats) per person	Toilets not supplied or regularly serviced; lack of drinking water	Principal Contractors working without OHS Plan approval
Non completion of registers for plant and equipment on site	Principal Contractors not audited	Workers transported in contravention of the OHS Plan or legal requirements
Lack of OHS signage at work areas	Working without training or the	Invalid/expired Letters of Good Standing with

AIRPORTS COMPANY SOUTH AFRICA**GRJ7501/2024/RFP****CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

	appropriate OHS SWP / HIRA	licensed Compensation Insurer
Tools and equipment identified in poor condition during inspections	Non-conformances identified during the previous audit and not addressed within the agreed time frame	Allow people to work at heights without proper training and PPE
	No internal monthly Audit Report on file.	Fall Arrest Harness not tied off / worn when a risk of falling exists
	No Medical Certificates of Fitness for relevant workers	Threat to the OHS of persons
	Unsafe work at heights	3rd Offence on Unsafe Work at Heights
	Poor Housekeeping	Failure to submit consolidated Health and Safety report and relevant document.

All penalties shall be communicated to the Principal Contractor on a monthly basis.

The Principal Contractor will be expected to confirm receipt of such penalties. The total deductible amount as per penalties issued shall be tabled in the Monthly Progress Meeting for noting purposes. All monthly penalties shall be deducted from the Certified Certificates submitted by the Principal Contractor.

4.33 Project Close - Out Requirements

Upon completion of the project, the Principal Contractor shall submit a well-documented consolidated Health and Safety file (to be in electronic form) confirming the H & S history of the project.

The following **summary** of information is required in the file, but not limited to:

- Final closure of all registers and checklists;
- Monthly Health and Safety audit reports;
- Minutes of the Health and Safety Committee meetings (Min every 3 months);
- Summary of Incidents & IOD report;
- WCA /COIDA Claims;
- Total Man-hours and DIFR (0:200,000);
- Environmental rehabilitation status;
- Copies of Pre and Post Employment Medical Certificates of all employees that worked on the project (Medical surveillance and final declaration) where applicable;
- Health and Safety Non-conformances (current / outstanding); and
- Copies of all Hazardous Waste Disposal Certificates (where applicable)

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

ANNEXURE 1 – PROFESSIONAL TEAM AND INFORMATION ON THIS
PROJECT

ANNEXURE 2 - NOTIFICATION OF CONSTRUCTION WORK

ANNEXURE 3 - ORGANOGRAM

ANNEXURE 4 - LEGAL APPOINTMENTS

ANNEXURE 5 - REGISTERS & CHECKLISTS

ANNEXURE 6 - RETURNABLE DOCUMENTS

BASELINE RISK ASSESSMENT

AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

Annexure 1 – Professional team and information on this project

<u>CLIENT:</u>	Name	Person	Email
Name of Client	AIRPORTS COMPANY SOUTH AFRICA		
Address			
Project Name	C.9		
Principal Agent			
Pr. CHSA	DEVAC (Pty) Ltd	De Munck Menderoi, 081-559.64.71	demunck@devac.co.za
<u>PRINCIPAL CONTRACTOR</u>	<u>Tender</u>		
Name of PC:			
16.1			
16.2			
8.1			
8.7			
<u>CONTRACTORS</u>	To be announced	List of contractors will be in H&S file	
Plumbing			
Electrical			
<u>MAJOR SUPPLIERS</u>	To be announced	List of contractors will be in H&S file	
<u>EXTENT AND LOCATION OF:</u>			
Relevant existing records		To receive from client	
Surveys		To be conducted with appointment	
Site investigation & Geotechnical reports		To be conducted with appointment	
Records of “as-built” drawings		To receive from client	
H&S File			In site office
Maps			

AIRPORTS COMPANY SOUTH AFRICA**GRJ7501/2024/RFP****CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Annexure 2 – Notification of Construction Work

ANNEXURE A- NOTIFICATION OF CONSTRUCTION WORK
Regulation 4 of the Construction Regulations, 2014

1 (a)	Name and postal address of principal contractor:	
(b)	Name and telephone number of principal contractor's contact person:	
2	Principal contractor's compensation registration number:	
3 (a)	Name and postal address of client:	AIRPORTS COMPANY SOUTH AFRICA,
(b)	Name and telephone number of client's contact person or agent:	
4 (a)	Name and postal address of designer(s) for the project:	
(b)	Name and telephone number of designer's contact person:	
5	Name and telephone number of principal contractor's construction manager on site appointed in terms of regulation 8(1):	
6	Name/s of principal contractor's subordinate managers on site appointed in terms of regulation 8(2):	
7	Exact physical address of the construction site or site office:	
8	Nature of the construction work:	
9	Expected commencement date:	
10	Expected completion date:	
11	Estimated maximum number of persons on the construction site:	Total: Male: Female:
12	Planned number of contractors on the construction site accountable to principle contractor:	
13	Name(s) of contractors already selected:	

Principal contractor_____
Date_____
Client's Agent (where applicable)_____
Date

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

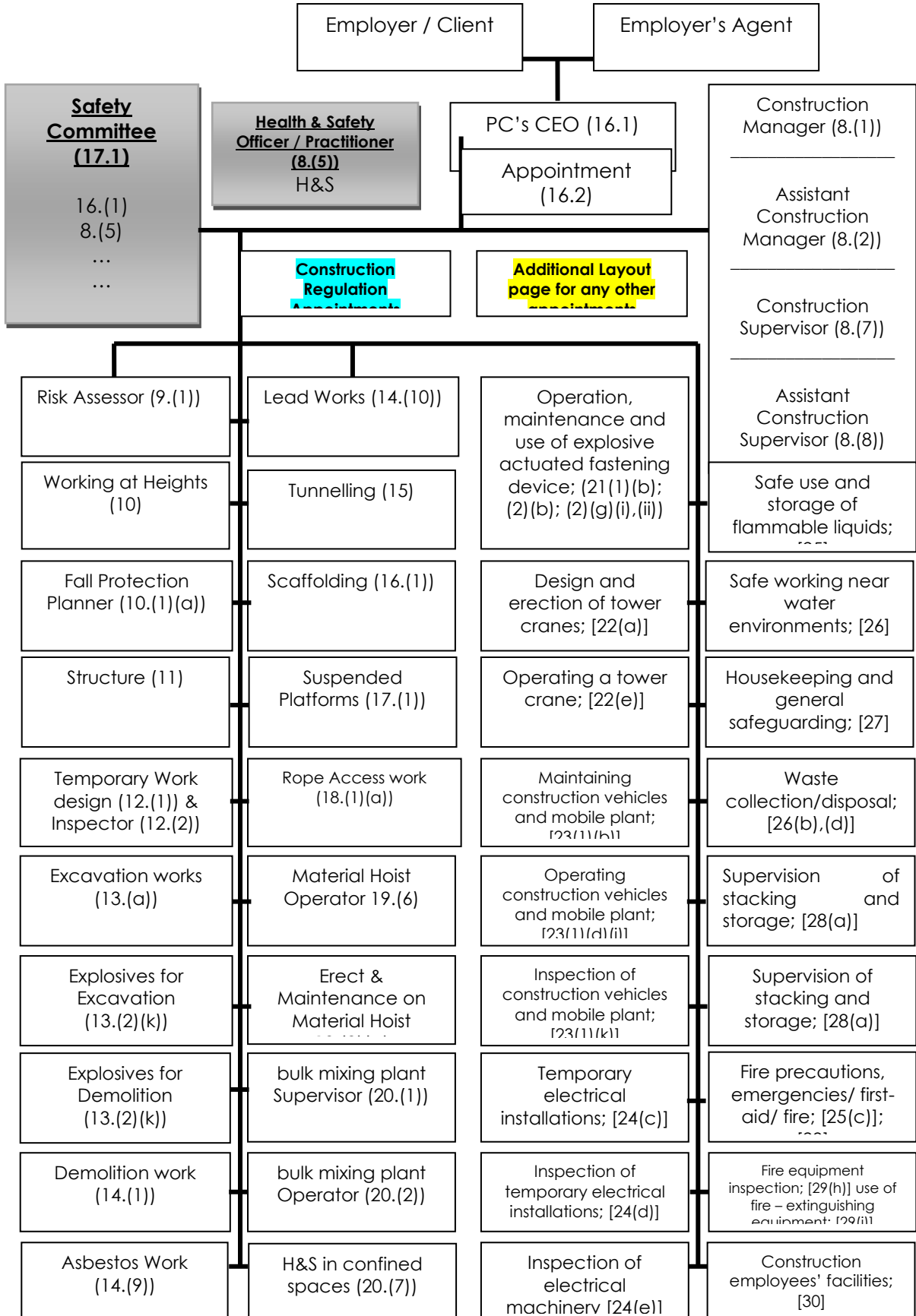
Client

Date

THIS DOCUMENT TO BE FORWARDED TO THE OFFICE OF THE DEPARTMENT OF LABOUR **PRIOR TO COMMENCEMENT** OF WORK ON SITE

**AIRPORTS COMPANY SOUTH AFRICA
GRJ7501/2024/RFP
CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL
BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT
GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Annexure 3 – Organogram



AIRPORTS COMPANY SOUTH AFRICA**GRJ7501/2024/RFP****CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Annexure 4 – Legal appointments

Each appointment letter shall indicate:

- a. Legal reference to the appointment requirement;
- b. The name of the person appointing and his / her designation;
- c. The name of the company who this person represents;
- d. The name of the appointee and the appointment;
- e. The detail of the site / address
- f. Period of validity of such appointment (not longer than 3 year);
- g. Signature of the Company's representative making the appointment & date of signature;
- h. Duties or reference to requirements in regulations (to include Checklists & Registers);
- i. Acceptance of appointment;
- j. Signature of acceptor and date; and
- k. Designation.

All contractors including the professional team members has to ensure that an arrangement is in place to ensure all their employees have valid medical certificates of fitness.

Sample of tabular list to be included in health and safety plan (not limited or exhausted to only these

Appointment description (Safety File)	Appointment required in terms of	
Assistant to Chief Executive Officer	OHSACT Section 16(2)	
Principal contractor for each phase or project	Construction Regulation 5(1)(k)	
Construction Manager	Construction Regulation 8(1)	
Construction Supervisor	Construction Regulation 8(7)	
Assistant Construction Supervisor	Construction Regulations 8(8)	
CHS Officer registered with SACPCMP	Construction Regulation 8(5)	
Construction vehicle and mobile plant operator	Construction Regulation	
Construction vehicle inspector	Construction Regulations	
CoVid-19 Compliance Officer	Dept Labour and Employ. Guidelines	
CoVid-19 Manager	Disaster Management Act	
Demolition Supervisor	Construction Regulation	
Electrical installation and appliances inspector	Construction Regulation 24	
Emergency evacuation controller	Construction Regulation	
Excavation supervisor	Construction Regulation 13 (1)	
Explosive powered tool supervisor	Construction Regulation 21(2)	
Fall Protection Developer	Construction Regulation 8	
Fire Fighter	Construction Regulation	
Fire Fighting Equipment Inspector	Construction Regulation 27	
First-Aiders	General Safety Regulation 3	
Hand Tool Inspector	General Safety Regulations	
Hazardous chemical substances supervisor	Hazardous Chemicals Substances Regulations	
Housekeeping supervisor	Construction Regulation	

AIRPORTS COMPANY SOUTH AFRICA**GRJ7501/2024/RFP****CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Incident Investigator	General Administrative Regulation 9(2)	
Ladder Inspector	General Safety Regulation 13(a)	
Occupational Health and Safety Committee	OHSACT Section 19	
Occupational Health and Safety Representatives	OHSACT Section 17	
Personal Protective Equipment Inspector	Construction Regulation	
Portable Electrical Equipment	Construction Regulation	
Risk Assessor	Construction Regulation 9(1)	
Safety Harness inspector	General Safety Regulations	
Scaffolding supervisor	Construction Regulation 14	
Stacking and storage supervisor	Construction Regulation 28	
Structures supervisor	Construction Regulation	
Supervisor demolition work	Construction Regulation	
Suspended platform supervisor	Construction Regulation 15	
Temporary electrical installations inspector	Construction Regulation	
Traffic management supervisor	OHSACT Section	
Vessels under pressure supervisor (Fire)	Vessels under Pressure Regulations	
Welding supervisor	General Safety Regulation	
Working on or next to water supervisor	Construction Regulation	

Sample

FIRST AIDER

OCCUPATIONAL HEALTH AND SAFETY ACT, Act 85 of 1993
General Safety Regulations 3.(4)

... (legal reference)

I, _____ (Employer Responsible Person), for _____ (Company) do hereby appoint _____ (Employee) as First Aider and to ensure that all first aid boxes are maintained in accordance with General Safety Regulation 3 at _____ (Site/Address).

This appointment is valid from ___ / ___ / 20__ to the completion of the stipulated construction work. (Not more than 3 years)

Signature: _____ Date: _____

Your duties are to:

- Ensure that the first aid box or boxes under your control remain properly stocked to meet all foreseeable incidents which may occur in your designated area of responsibility;

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

- Perform kit inspection by documenting the content on the provided checklist;
- Attend to and report incidents / accidents to the supervisor immediately;

...

Acceptance

I, _____, the undersigned do hereby acknowledge receipt of, understand the duties in this appointment, are competent to perform this appointment with regards to First Aid.

Signature: _____, Date: _____ & Designation _____

AIRPORTS COMPANY SOUTH AFRICA**GRJ7501/2024/RFP****CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS****ANNEXURE 5 – REGISTERS & CHECKLISTS (SAMPLE)****SAMPLE OF TABULAR LIST TO BE INCLUDED IN HEALTH AND SAFETY PLAN (NOT LIMITED OR EXHAUSTED TO ONLY THESE REGISTERS & CHECKLISTS)**

Statutory Registers (Safety File)	Register Intervals	YES/NO
	Daily Before work commence	
Approval to Cast Concrete	Before Casting	Yes
Concrete and Mixer	Daily	Yes
Confined space entry		
Construction Vehicle inspection register	Daily	Yes
Daily Safe Task Instructions	Daily	Yes
Electrical installations Register	Daily before work commence	Yes
Electrical Tools Register	Monthly	Yes
Excavation Register	Daily, before each shift, etc	Yes
Explosive fastening device	Daily	Yes
Fall Protection Inspections Register	Daily before work commence	Yes
Fire Equipment Inspection Register	Monthly	Yes
First-Aid Box Content Register (vehicle)	Weekly	Yes
First-Aid Treatment Register	After each treatment	Yes
First-Aid Dressing Register	After each treatment	Yes
Formwork and support	Weekly	Yes
Hand Tool Inspection Register	Monthly	Yes
Hazardous Chemical Substances Register	After use of Substance	Yes
Health and Safety Rep Inspection Register	Monthly	Yes
Hygiene Inspection: Toilets	Daily	Yes
Induction training	Project Start	Yes
Ladder Inspection Register & Checklist	Monthly	Yes
Personnel Protective Equipment Issue Register	At start of project and at every issue	Yes
Personnel Protective Inspection Register	Weekly – Part of DSTI	Yes
Powered Tools Register	Daily before work commence	Yes

AIRPORTS COMPANY SOUTH AFRICA**GRJ7501/2024/RFP****CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS**

Statutory Registers (Safety File)	Register Intervals	YES/NO
Safety Harness Inspection Register	At Start of project and then every month	Yes
Scaffold Inspection Register	Daily before work commence	Yes
Stacking and Storage Register	Weekly Per site	Yes
Structures Inspection Register	Weekly	Yes
toolbox talks	Weekly –	Yes

AIRPORTS COMPANY SOUTH AFRICA

GRJ7501/2024/RFP

CONTRACTOR APPOINTMENT FOR TENDER FOR A CONTRACTOR TO SUPPLY AND INSTALL BOLLARDS, FENCING AND BOOM FACILITIES FOR THE SECURE LANDSIDE PARKING PROJECT AT GEORGE AIRPORT, AIRPORTS COMPANY SOUTH AFRICA SOC LTD. FOR A PERIOD OF 6 MONTHS

ANNEXURE 6 - RETURNABLE DOCUMENTS

Health and Safety documents to be submitted with tender:

2. Health and Safety Plan
3. Health and Safety Budget (Construction Regulation 5.(1)(g))
4. Skills training / existing qualification matrix (Construction Regulation 5.(1)(h))

e.g.

a. Competencies for:

- Legal liability training (Min Construction Manager & Supervisor);
- Excavation Supervisor;
- First Aider on site;
- H&S Representative (CHSO/M qualification registration);
- Fire Fighter & Equipment Inspector,
- Risk Assessor;
- Incident Investigator;
- Fall Protection Planner / Developer; and
- Working on Heights

b. Resources evaluation:

- Scaffolding
- Mobile plant & construction vehicles
- Artisans registration (Plumbing / Electrical, etc)