



**AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED**

**PROJECT NAME AND NUMBER: TO UNDERTAKE MAINTENANCE AND SERVICING OF TRANSFORMERS ALL MINIATURE SUBSTATION & RING MAIN UNITS FOR A PERIOD OF TWELVE MONTHS FOR AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED AT GEORGE AIRPORTS**

**TITLE OF PROJECT: TRANSFORMER AND MINI SUBSTATION MAINTENANCE**

## **NEC 3: TERM SERVICE CONTRACT (TSC)**

**Between AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED**

**Applicable at George Airport**

(Registration Number: 1993/004149/30)

and \_\_\_\_\_

(Registration Number : \_\_\_\_\_)

for **GENERATOR MAINTENANCE**

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### **Contents:**

- Part C1 Agreements & Contract Data
  - Part C2 Pricing Data
  - Part C3 Employer Service Information
  - Part C4 Site Information
-

# Contents

## The Contract

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- C1.2            Contract Data
- C1.4            Insurance Schedule

### Part C2: Pricing data

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- C2.2            Price List (including the Activity Schedule)

### Part C3: Service information

- C3              Service Information

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- C4              Site Information

## C1.1 Form of Offer and Acceptance

### Offer

The employer, identified in the acceptance signature block, wishes to enter into a contract for the

**MAINTENANCE OF TRANSFORMERS, MINIATURE SUBSTATION & RING MAIN UNITS FOR A PERIOD OF TWELVE MONTHS FOR AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED AT GEORGE AIRPORT**

The contractor, identified in the offer signature block, has examined this document and addenda hereto as listed in the schedules, and by submitting this offer has accepted the conditions thereof.

By the representative of the contractor, deemed to be duly authorised, signing this part of this form of offer and acceptance, the contractor offers to perform all 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 total of the Prices exclusive of VAT is	R
Value Added Tax @ 15% is	R
The total offered amount due inclusive of VAT is	R
(in words)	

*(The above amount should be calculated as per the guide provided in the Pricing Data [Subtotal D]. In the event of any conflict between the amount above and the Pricing Data [Subtotal D], the latter shall prevail.)*

### for the Contractor

Signature ..... Date .....

Name ..... Capacity .....

(Name and  
address of  
organisation) .....

.....

Name and  
signature  
of witness ..... Signature .....

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.

## Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the contractor's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the contractor's offer shall form an agreement between the employer and the contractor 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:

- Part C1: Agreements and contract data, (which includes this agreement)
  - Part C2: Pricing data and Price List
  - Part C3: Service information.
  - Part C4: Site information
- and schedules, drawings and documents or parts thereof where so indicated.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as 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 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.

The contractor shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any 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.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Tenderer (now contractor) within five working 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.

### for the Employer

Signature ..... Date .....

Name ..... Capacity .....

(Name and  
address of  
organisation) .....  
.....  
.....

Name of  
witness ..... Signature .....

## Schedule of Deviations

1 Subject .....	.....
Details .....	.....
.....	.....
.....	.....
.....	.....
2 Subject .....	.....
Details .....	.....
.....	.....
.....	.....
.....	.....
3 Subject .....	.....
Details .....	.....
.....	.....
.....	.....
.....	.....
4 Subject .....	.....
Details .....	.....
.....	.....
.....	.....
.....	.....
5 Subject .....	.....
Details .....	.....
.....	.....
.....	.....

By the duly authorised representatives signing this agreement, the employer and the contractor 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.

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## **C1.2 Contract Data**

### **Precedence in interpretation of the contract:**

In the event of any ambiguity, inconsistency or conflict between the General Conditions of Contract, Special Conditions, Pricing Data, Service information, or other, the order of precedence shall be as follows:

Firstly, the Service information (C3) and Annexes thereto shall prevail;

Secondly the Contract Data (C1.2) and Conditions of Contract;

Thirdly the General Conditions of Contract;

Fourthly the Pricing data;

Lastly any schedules, drawings and other documents included with this agreement.

## **General Conditions of Contract**

The General Conditions of Contract comprise the NEC3 Term Service Contract, April 2013, published by the NEC, and the following "Particular Conditions", which include amendments and additions to such General Conditions.

The following Particular Conditions amplify the General Conditions of Contract and highlight areas in that document that require specific attention.

**Wherein in the contract it is stated no contract data is required accordingly the *conditions of contract* remain unaltered as per NEC3 Term Service Contract, April 2013.**

## C1.2a - Data provided by the *Employer*

Clause	Statement	Data
1	<b>General</b>	
	The <i>conditions of contract</i> are the core clauses and the clauses for main Option:	
	dispute resolution Option:	A: Priced contract with price list
	and secondary Options:	W1: Dispute resolution procedure
		X1: Price Adjustment for inflation
		X2: Changes in the law
		X17: Low service damages
		X18: Limitation of Liability (as amended in Option Z)
		X19: Task Order
		Z: Additional conditions of contract
	of the NEC3 Term Service Contract (April 2013)	
10.1	The <i>Employer</i> is:	Airports Company South Africa SOC Limited Reg. No 1993/004149/30 VAT no 4930138393
	Address	Regional Airports Business Unit Saint Andrews Office Park, Block C 39 Wordsworth Avenue Bedfordview 2008
	Tel No.	+27 11 723 1400
10.1	The Service Manager (Site ) is:	Marclen Stellenberg - George Airport,
11.2(1)	The <i>Accepted Plan</i> is	Section C3 of this document, including Annexes thereto as submitted by the <i>Contractor</i> and accepted by the <i>Service Manager</i>
11.2(2)	The <i>Affected Property</i> is	Port Elizabeth International Airport East London Airport George Airport
11.2(13)	The <i>service</i> is	the maintenance of Generators, as more fully set out in section C3 <i>Service Information</i> .

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE**

11.2(14) The following matters will be included in the Risk Register

**MAINTENANCE AND SERVICING OF  
TRANSFORMERS ALL MINIATURE  
SUBSTATION & RING MAIN UNITS**

11.2(15)	The <i>Service Information</i> is in	the section titled <b>Service Information</b> included as section C3 of this document.
12.2	The <i>law of the contract</i> is the law of	the Republic of South Africa
13.1	The <i>language of this contract</i> is	English
13.3	The <i>period for reply</i> is	7 calendar days
21.1	The period within which the Contractor provides the Contractor's Plan	5 calendar days from Contract Date
<b>2</b>	<b>The Contractor's main responsibilities</b>	detailed in Part C3 (Service Information)
<b>3</b>	<b>Time</b>	
30.1	The <i>starting date</i> is	
30.2	The <i>Service Period</i> is	12 months from the <i>starting date</i> , or when the contract value has been exhausted, whichever occurs first
<b>4</b>	<b>Testing and Defects</b>	No data is required for this section of the <i>conditions of contract</i>
<b>5</b>	<b>Payment</b>	
50.1	The <i>assessment interval</i> is on the	25th day of each successive month
51.1	The <i>currency of this contract</i> is the	South African Rand (ZAR)
51.2	The period within which payments are made is	30 days
51.4	The <i>interest rate</i> is	The prime lending rate of the Nedbank Bank, as determined from time to time.



<b>6</b>	<b>Compensation events</b>	No data is required for this section of the <i>conditions of contract</i> .												
<b>7</b>	<b>Title</b>	No data is required for this section of the <i>conditions of contract</i> .												
<b>8</b>	<b>Risks and insurance</b>													
83.1	The <i>Employer</i> provides these insurances from the Insurance Table	<p>(i) Insurance against loss of or damage to the <i>services</i>, Plant and Materials comprising Contract Works Insurance, SASRIA Special Risks Insurance and Marine &amp; Air Cargo insurance; and</p> <p>(ii) Insurance (Public Liability Insurance) against liability for loss or damage to property (except the <i>services</i>, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the <i>Contractor</i>) caused by activity in connection with the contract;</p> <p>Note: The terms and other matters applicable to these insurances provided by the Employer (and to insurances generally) are detailed in the insurance schedule attached as section C1.4 to the <i>contract</i> ("the Insurance Schedule").</p>												
83.1	The <i>Contractor</i> provides these additional insurances	<p><b>Professional Indemnity Insurance</b></p> <p>Note: The terms and other matters applicable to this insurance provided by the Employer are likewise detailed in section C1.4 to the <i>contract</i>.</p>												
83.2	The minimum amounts of cover or minimum limits of indemnity required for the insurance table	Refer to section C1.4.												
<b>9</b>	<b>Termination</b>	There is no Contract Data required for this section of the <i>conditions of contract</i> .												
<b>10</b>	<b>Data for main Option clause</b>													
<b>A</b>	<b>Priced contract with price list</b>	refer to section C2.1 and C2.2..												
<b>11</b>	<b>Data for Option W1</b>													
W1.1	The <i>Adjudicator</i> is	The person appointed jointly by the parties from the list of adjudicators contained below												
<table border="1"> <thead> <tr> <th>Name</th><th>Location</th><th>Contact details (phone &amp; e mail)</th></tr> </thead> <tbody> <tr> <td>Adv. Ghandi Badela</td><td>Gauteng</td><td>+27 11 282 3700 <a href="mailto:ghandi@badela.co.za">ghandi@badela.co.za</a></td></tr> <tr> <td>Mr. Errol Tate Pr. Eng.</td><td>Durban</td><td>+27 11 262 4001 <a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a></td></tr> <tr> <td>Adv. Saleem Ebrahim</td><td>Gauteng</td><td>+27 11 535-1800 <a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a></td></tr> </tbody> </table>			Name	Location	Contact details (phone & e mail)	Adv. Ghandi Badela	Gauteng	+27 11 282 3700 <a href="mailto:ghandi@badela.co.za">ghandi@badela.co.za</a>	Mr. Errol Tate Pr. Eng.	Durban	+27 11 262 4001 <a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a>	Adv. Saleem Ebrahim	Gauteng	+27 11 535-1800 <a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a>
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Mr. Sebe Msutwana Pr. Eng.	Gauteng	+27 11 442 8555 <a href="mailto:sebe@civilprojects.co.za">sebe@civilprojects.co.za</a>
Mr. Sam Amod	Gauteng	<a href="mailto:sam@samamod.com">sam@samamod.com</a>
Adv. Sias Ryneke SC	Gauteng	083 653 2281 <a href="mailto:ryneke@duma.nokwe.co.za">ryneke@duma.nokwe.co.za</a>
Mr. Emeka Ogbugo (Quantity Surveyor)	Pretoria	+27 12 349 2027 <a href="mailto:emeka@gosiame.co.za">emeka@gosiame.co.za</a>

W1.2(3)	The <i>Adjudicator nominating body</i> is:	The current Chairman of Advocate's Bar Council
W1.4(2)	The <i>tribunal</i> is:	Arbitration
W1.4(5)	The <i>arbitration procedure</i> is	The arbitration procedure is set out in The Rules for the Conduct of Arbitrations 2013 Edition, 7th Edition, published by The Association of Arbitrators, (Southern Africa)
	The place where arbitration is to be held is	Johannesburg, South Africa.
	The person or organization who will choose an arbitrator	The Arbitrator is the person selected by the Parties as and when a dispute arises in terms of the relevant Z Clause, from the Panel of Arbitrators provided under the relevant Z clause if the arbitration procedure does not state who selects an arbitrator. The Arbitrator nominating body is the Chairman of the Johannesburg Advocates Bar Council.

<b>Option A</b>	The Contractor prepares forecasts of the final total of the Prices for the whole of the <i>Services</i> at intervals no longer than 4 weeks.
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## 12 Data for secondary Option

X1	Price Adjustment for inflation	The index referred to in this clause shall be deemed to refer to the CPI index on the <i>starting date</i> . Price adjustment for inflation shall only take place on contract anniversary
X2	Changes in the law	No data is required for this secondary Option
X18	Limitation of liability	
X17	Low service damages	refer to <i>service level table</i> in C3
X18.1	The <i>Contractor's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to:	Nil - Neither Party is liable to the other for any consequential or indirect loss, including but not limited to loss of profit, loss of income or loss of revenue
X18.2	For any one event, the <i>Contractor's</i> liability to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property is limited to:	The total of the Prices
X18.3	The <i>Contractor's</i> total liability to the Employer for defects due to his design which are not listed on the Defects Certificate is limited to:	The total of the Prices

X18.4	The <i>Contractor's</i> total liability to the <i>Employer</i> for all matters arising under or in connection with this contract, other than excluded matters, is limited to:	<p><b>The Contractor's total direct liability to the Employer for all matters arising under or in connection with this contract, other than the excluded matters, is limited to the total of the Prices and applies in contract, tort or delict and otherwise to the extent allowed under the law of the contract.</b></p> <p><b>The excluded matters are amounts payable by the Contractor as stated in this contract for:</b></p> <ul style="list-style-type: none"> <li>- Loss of or damage to the Employer's property,</li> <li>- Defects liability,</li> <li>- Insurance liability to the extent of the Contractor's risks</li> <li>- death of or injury to a person;</li> </ul> <p><b>infringement of an intellectual property right</b></p>
X19	Task Order	<b>Task Order shall be issued in line with the Employers Supply Chain Management Policies and governing regulations.</b>

## **Z(A): The Additional conditions of contract are: Z1-Z19**

<b>Amendments to the Core Clauses</b>	
<b>Z1</b>	<b>Interpretation of the law</b>
<b>Z1.1</b>	<p><b>Add to core clause 12.3:</b></p> <p>Any extension, concession, waiver or relaxation of any action stated in this contract by the Parties, the <i>Service Manager</i>, the <i>Supervisor</i>, or the <i>Adjudicator</i> does not constitute a waiver of rights, and does not give rise to an estoppel unless the Parties agree otherwise and confirm such agreement in writing.</p>
<b>Z2</b>	<b>Providing the Service:</b>
<b>Z2.1</b>	<p><b>Delete core clause 20.1 and replace with the following:</b></p> <p>The <i>Contractor</i> provides the Service in accordance with the Service Information and warrants that the results of the Service, when complete, shall be fit for their intended purpose.</p>
<b>Z5</b>	<b>Termination</b>
<b>Z5.1</b>	<p><b>Add the following to core clause 91.1, at the second main bullet, fifth sub-bullet point, after the words "assets or":</b> "business rescue proceedings are initiated or steps are taken to initiate business rescue proceedings".</p>
<b>Amendment to the Secondary Option Clauses</b>	
<b>Z7</b>	<b>Limitation of liability:</b>
	<b>Insert the following new clause as Option X18.6:</b>
<b>Z7.1</b>	The <i>Employer's</i> liability to the <i>Contractor</i> for the <i>Contractor's</i> indirect or consequential loss is limited to R0.00
<b>Z7.2</b>	Notwithstanding any other clause in this contract, any proceeds received from any insurances or any proceeds which would have been received from any insurances but for the conduct of the <i>Contractor</i> shall be excluded from the calculation of the limitations of liability listed in the contract
<b>Additional Z Clauses</b>	
<b>Z8</b>	<b>Cession, delegation and assignment</b>

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**Z8.1** The *Contractor* shall not cede, delegate or assign any of its rights or obligations to any person without the written consent of the *Employer*, which consent shall not be unreasonably withheld. This clause shall be binding on the liquidator/business rescue practitioner /trustee (whether provisional or not) of the *Contractor*

**Z8.2** The *Employer* may cede and delegate its rights and obligations under this contract to any person or entity

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**Z9 Joint and several liability**

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**Z9.1** If the *Contractor* constitutes a joint venture, consortium or other unincorporated grouping of two or more persons, these persons are deemed to be jointly and severally liable to the *Employer* for the performance of the Contract.

**Z9.2** The *Contractor* shall, within 1 week of the Contract Date, notify the *Service Manager* and the *Employer* of the key person who has the authority to bind the *Contractor* on their behalf.

**Z9.3** The *Contractor* does not materially alter the composition of the joint venture, consortium or other unincorporated grouping of two or more persons without prior written consent of the *Employer*.

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**Z10 Ethics**

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**Z10.1** The *Contractor* undertakes:

**Z10.1.1** not to give any offer, payment, consideration, or benefit of any kind, which constitutes or could be construed as an illegal or corrupt practice, either directly or indirectly, as an inducement or reward for the award or in execution of this contract;

**Z10.1.2** to comply with all laws, regulations or policies relating to the prevention and combating of bribery, corruption and money laundering to which it or the *Employer* is subject, including but not limited to the Prevention and Combating of Corrupt Activities Act, 12 of 2004.

**Z10.2** The *Contractor's* breach of this clause constitutes grounds for terminating the *Contractor's* obligation to Provide the Works or taking any other action as appropriate against the *Contractor* (including civil or criminal action). However, lawful inducements and rewards shall not constitute grounds for termination.

**Z10.3** If the *Contractor* is found guilty by a competent court, administrative or regulatory body of participating in illegal or corrupt practices, including but not limited to the making of offers (directly or indirectly), payments, gifts, gratuity, commission or benefits of any kind, which are in any way whatsoever in connection with the contract with the *Employer*, the *Employer* shall be entitled to terminate the contract in accordance with the procedures stated in core clause 92.2. the amount due on termination is A1.

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**Z11 Confidentiality**

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**Z11.1** All information obtained in terms of this contract or arising from the implementation of this contract shall be treated as confidential by the *Contractor* and shall not be used or divulged or published to any person not being a party to this contract, without the prior written consent of the *Service Manager* or the *Employer*, which consent shall not be unreasonably withheld.

**Z11.2** If the *Contractor* is uncertain about whether any such information is confidential, it is to be regarded as such until otherwise notified by the *Service Manager*.

**Z11.3** This undertaking shall not apply to –

**Z11.3.1** Information disclosed to the employees of the *Contractor* for the purposes of the implementation of this agreement. The *Contractor* undertakes to procure that its employees are aware of the confidential nature of the information so disclosed and that they comply with the provisions of this clause;

**Z11.3.2** Information which the *Contractor* is required by law to disclose, provided that the *Contractor* notifies the *Employer* prior to disclosure so as to enable the *Employer* to take the appropriate action to protect such information. The *Contractor* may disclose such information only to the extent required by law and shall use reasonable efforts to obtain assurances that confidential treatment will be afforded to the information so disclosed;

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**Z11.3.3** Information which at the time of disclosure or thereafter, without default on the part of the *Contractor*, enters the public domain or to information which was already in the possession of the *Contractor* at the time of disclosure (evidenced by written records in existence at that time);

**Z11.4** The taking of images (whether photographs, video footage or otherwise) of the *works* or any portion thereof, in the course of Providing the Works and after Completion, requires the prior written consent of the *Service Manager*. All rights in and to all such images vests exclusively in the *Employer*

**Z11.5** The *Contractor* ensures that all his Subcontractors abide by the undertakings in this clause.

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**Z12      *Employer's Step-in rights***

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**Z12.1** If the *Contractor* defaults by failing to comply with his obligations and fails to remedy such default within 2 weeks of the notification of the default by the *Service Manager*, the *Employer*, without prejudice to his other rights, powers and remedies under the contract, may remedy the default either himself or procure a third party (including any subcontractor or supplier of the *Contractor*) to do so on his behalf. The reasonable costs of such remedial works shall be borne by the *Contractor*

**Z12.2** The *Contractor* co-operates with the *Employer* and facilitates and permits the use of all required information, materials and other matter (including but not limited to documents and all other drawings, CAD materials, data, software, models, plans, designs, programs, diagrams, evaluations, materials, specifications, schedules, reports, calculations, manuals or other documents or recorded information (electronic or otherwise) which have been or are at any time prepared by or on behalf of the *Contractor* under the contract or otherwise for and/or in connection with the *works*) and generally does all things required by the *Service Manager* to achieve this end.

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**Z13      *Liens and Encumbrances***

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**Z13.1** The *Contractor* keeps the Equipment used to Provide the Services free of all liens and other encumbrances at all times. The *Contractor*, vis-a-vis the *Employer*, waives all and any liens which he may from time to time have, or become entitled to over such Equipment and any part thereof and procures that his Subcontractors similarly, vis-a-vis the *Employer*, waive all liens they may have or become entitled to over such Equipment from time to time

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**Z14      *Intellectual Property***

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**Z14.1** Intellectual Property ("IP") rights means all rights in and to any patent, design, copyright, trade mark, trade name, trade secret or other intellectual or industrial property right relating to the Works.

**Z14.2** IP rights remain vested in the originator and shall not be used for any reason whatsoever other than carrying out the *works*.

**Z14.3** The *Contractor* gives the *Employer* an irrevocable, transferrable, non-exclusive, royalty free licence to use and copy all IP related to the *works* for the purposes of constructing, repairing, demolishing, operating and maintaining the works

**Z14.4** The written approval of the *Contractor* is to be obtained before the *Contractor's* IP made available to any third party which approval will not be unreasonably withheld or delayed. Prior to making any *Contractor's* IP available to any third party the *Employer* shall obtain a written confidentiality undertaking from any such third party on terms no less onerous than the terms the *Employer* would use to protect its IP

**Z14.5** The *Contractor* shall indemnify and hold the *Employer* harmless against and from any claim alleging an infringement of IP rights ("**the claim**"), which arises out of or in relation to:

**Z14.5.1** the *Contractor's* design, manufacture, construction or execution of the Works

**Z14.5.2** the use of the *Contractor's* Equipment, or

**Z14.5.3** the proper use of the Works.

**Z14.6** The *Employer* shall, at the request and cost of the *Contractor*, assist in contesting the claim and the *Contractor* may (at its cost) conduct negotiations for the settlement of the claim, and any litigation or arbitration which may arise from it.

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**Z15 Dispute resolution:**

**Z15.1 Appointment of the Adjudicator**

An *Adjudicator* is appointed when a dispute arises, from the Panel of Adjudicators below. The referring party nominates an Adjudicator, which nomination is either accepted or rejected by the other party. In the instance of a rejection of the nominated *Adjudicator*, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an *Adjudicator* listed in the Panel of Adjudicators below

The Parties appoint the *Adjudicator* under the NEC3 Adjudicator's Contract, April 2013

Panel of Adjudicators

Name	Location	Contact details (phone & e mail)
Adv. Ghandi Badela	Gauteng	+27 11 282 3700 <a href="mailto:ghandi@badela.co.za">ghandi@badela.co.za</a>
Mr. Errol Tate Pr. Eng.	Durban	+27 11 262 4001 <a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a>
Adv. Saleem Ebrahim	Gauteng	+27 11 535-1800 <a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a>
Mr. Sebe Msutwana Pr. Eng.	Gauteng	+27 11 442 8555 <a href="mailto:sebe@civilprojects.co.za">sebe@civilprojects.co.za</a>
Mr. Sam Amod	Gauteng	<a href="mailto:sam@samamod.com">sam@samamod.com</a>
Adv. Sias Ryneke SC	Gauteng	083 653 2281 <a href="mailto:reyneke@duma.nokwe.co.za">reyneke@duma.nokwe.co.za</a>
Mr. Emeka Ogbugo (Quantity Surveyor)	Pretoria	+27 12 349 2027 <a href="mailto:emeka@gosiame.co.za">emeka@gosiame.co.za</a>

**Z15.2 Appointment of the Arbitrator**

An *Arbitrator* is appointed when a dispute arises from the Panel of Arbitrators below. The referring party nominates an Arbitrator, which nomination is either accepted or rejected by the other party. In the instance of a rejection of the nominated *Arbitrator*, the referring Party refers the appointment deadlock to the Chairman of the Johannesburg Bar Council, who appoints an *Arbitrator* listed in the Panel of Arbitrators below

Panel of Arbitrators

Name	Location	Contact details (phone & e mail)
Adv. Ghandi Badela	Gauteng	+27 11 282 3700 <a href="mailto:ghandi@badela.co.za">ghandi@badela.co.za</a>
Mr. Errol Tate Pr. Eng.	Durban	+27 11 262 4001 <a href="mailto:Errol.tate@mweb.co.za">Errol.tate@mweb.co.za</a>
Adv. Saleem Ebrahim	Gauteng	+27 11 535-1800 <a href="mailto:salimebrahim@mweb.co.za">salimebrahim@mweb.co.za</a>
Mr. Sebe Msutwana Pr. Eng.	Gauteng	+27 11 442 8555 <a href="mailto:sebe@civilprojects.co.za">sebe@civilprojects.co.za</a>
Mr. Sam Amod	Gauteng	<a href="mailto:sam@samamod.com">sam@samamod.com</a>
Adv. Sias Ryneke SC	Gauteng	083 653 2281 <a href="mailto:reyneke@duma.nokwe.co.za">reyneke@duma.nokwe.co.za</a>
Mr. Emeka Ogbugo (Quantity Surveyor)	Pretoria	+27 12 349 2027 <a href="mailto:emeka@gosiame.co.za">emeka@gosiame.co.za</a>

**Z16 Notification of a compensation event**

**Z16.1** Delete "eight weeks" in clause 61.3 and replace with "four weeks". Delete the words "unless the event arises from the Service Manager or the Supervisor giving an instruction, issuing a certificate, changing an earlier decision or correcting an assumption."

**Z17 BBEE and Tax Clearance Certificates**

**Z17.1** The *Contractor* shall be expected to annually present a compliant BEE Certificate and a Tax Clearance Certificate. Failure to do adhere to these requirements shall be considered a material breach of the conditions of this Contract, the sanction for which may be a cancellation of this Contract.

**Z18 Communication**

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE****Z18.1 Add a new Core Clause 14.5 and 14.6 to read as follows:**

The *Service Manager* requires the written consent of the Employer if an action will result in a change to the design, scope, and Service information that is 5% or more

**Z18.2** The *Service Manager* requires the written consent of the Employer if an action will result in the Completion Date being extended by more than 30 days.

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**Z19 Delegation**

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As stipulated by Section 37(2) of the Occupational Health and Safety Act No. 85 of 1993 as amended the *Contractor* agrees to the following:

**Z19.1** As part of this contract the *Contractor* acknowledge that it (mandatory) is an employer in its own right with duties as prescribed in the Occupational Health and Safety Act No 85 of 1993 as amended and agree to ensure that all work being performed, or Equipment, Plant and Materials being used, are in accordance with the provisions of the said Act, and in particular with regard to the Construction Regulations.

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**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE****C1.2 b - DATA PROVIDED BY THE CONTRACTOR**

Clause	Statement	Data
10.1	The Contractor is (Name):	
	Address:	
	Telephone No	
	Email Address:	
	Represented by:	
	Title:	
	Address:	
	Telephone:	
	Email Address:	
	The <i>direct fee percentage</i> is:	.....%
	The <i>subcontracted fee percentage</i> is:	.....%
11.2	The <i>working areas</i> are	<b>refer to C3 'Service Information'</b>
24.1	The <i>Contractor's key persons</i> are:	<b>CV's to be appended to resource proposal</b>
1.	Name:	
	Responsibility:	
	Qualifications:	
	Experience:	
2.	Name:	
	Responsibility:	
	Qualifications:	
	Experience:	
3	Name:	
	Responsibility:	
	Qualifications:	
	Experience:	
4	Name:	
	Responsibility:	
	Qualifications:	
	Experience:	



**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE**

- 
- 11.2 The following matters will be included in the Risk Register
- Access to Airside and Landside Substations
  - Acceptable Maintenance Plan
  - Safety
  - Radio and PARTAC
  - Electrocutation from generated power and generator switchgear
  - Exposure to diesel fuel
  - Diesel Fuel Spillage
  - Exposure to excessive running engine noise
  - Possible contact and acid burns by battery acid
  - Unavailability of both units when power supply fails
- 

The plan identified in the Contract Data is **In Section C3, the Service Information**

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**Option A** The *price list* is **In Section C2.2 of the Pricing Data of this contract**

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**Option A** The tendered total of the Prices is **R ..... (excluding VAT)**

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(in words) .....  
 ..... (excluding VAT)

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**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE**

## **C1.4 Insurance Schedule**

### ***Summary of Terms and other Matters Applicable to Employer Provided Insurance***

#### **Part 1:**

#### **1. Insurance requirements for contracts with a value below R 50 million on the LANDSIDE**

##### **1.1 Contract Works**

- With regards to contract works claims, the contractor/consultant is responsible for a deductible (excess) of R250 000.
- Contractors / consultants may re-insure the deductible

##### **1.2 Public Liability**

- In the event of a claim against the contractor / consultant for 3<sup>rd</sup> party property damage the contractor / consultant will be responsible for a deductible (excess) of R275 000
- In the event of a claim against the contractor / consultant for removal of lateral support, the contractor / consultant will be responsible for a deductible (excess) of R500 000
- Contractors / consultants may re-insure the deductibles

##### **1.3 Professional Indemnity**

- All consultants are responsible for Professional Indemnity cover of R 5million
- Contractors who have a material design element, excluding typical P & G related work, as part of their scope, are responsible for Professional Indemnity cover of R5million
- In the event of a claim above R5million, the ACSA PI cover will kick in for the amount in excess of R5m.
- Proof of cover in the form of a certificate of insurance should be provided to ACSA before a contract is signed between ACSA and the contractor and/or consultant.

#### **2. Insurance requirements for contracts below R 50 million on the AIRSIDE**

##### **2.1 Contract Works**

- With regards to contract works claims, the contractor / consultant is responsible for a deductible (excess) of R250 000.
- Contractors / consultants may re-insure the deductible

##### **2.2 Public Liability**

- In the event of a claim brought against the contractor / consultant for 3<sup>rd</sup> party property damage the contractor / consultant will be responsible for a deductible (excess) of R525 000
- In the event of a claim brought against the contractor / consultant for removal of lateral support, the contractor / consultant will be responsible for a deductible (excess) of R750 000
- In the event of a claim brought against the contractor / consultant for damage to aircraft, the contractor / consultant will be responsible for a deductible (excess) of R750 000
- Contractors / consultants may re-insure the deductibles

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE****2.3 Professional Indemnity**

- All consultants are responsible for Professional Indemnity cover of R5million
- Contractors who have a material design element, excluding typical P & G related work, as part of their scope, are responsible for a Professional Indemnity cover of R5million.
- In the event of a claim above R5million, the ACSA PI cover will kick in for the amount in excess of R5million.
- Proof of cover in the form of a certificate of insurance should be provided to ACSA before a contract is signed between ACSA and the contractor and/or consultant.

**Part 2:**
**ACSA Maintenance Contracts Insurance Clause.**  
**Insurance Affected by the Employer.**

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

- (a) **PUBLIC LIABILITY Insurance** – which will provide indemnity against the insured parties legal liability in the event of accidental death of or injury to third party persons and/or accidental loss of or damage to third party property arising directly from the execution of the contract with a limit of indemnity of R **100 million** in respect of all claims arising from any one occurrence or series of occurrences consequent on or attributable to one source or original cause. The policy will be subject to a Deductible of **R25 000** for Property Damage claims only but **R250 000** where Loss or Damage involves Aircraft.
- (i) The Employer shall pay any premium due in connection with the insurance affected by the Employer.
- (ii) The Contractor shall not include any premium charges for this insurance except to the extent that 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.
- (iii) Any further clarification of the scope of cover provided by the Policies arranged by the Employer should be obtained from the Employer.
- (iv) In the event of any occurrence which is likely to or could give rise to a claim under the insurances 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's Insurance Broker or the Insurers by telephone or telefax giving the circumstances' nature and an estimate of the loss or damage or liability
- (B) complete a Claims Advice Form available from the Insurance Brokers to whom the form must be returned without delay.
- (C) negotiate the settlement of claims with the Insurers through the Employer's Insurance Brokers and shall when required to do so obtain the Employer's approval of such settlement.

The Employer and Insurers shall have the right to make all and any enquiries to the site of the Works or elsewhere as to the cause and results of any such occurrence and the Contractor shall co-operate in the carrying out of such enquiries.

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE**

(v) The Contractor will be liable for the amount of the Deductible (First Amount Payable in respect of any claim made by or against the Contractor or Sub-Contractors under the insurances effected by the Employer.

Where more than one Contractor is involved in the same claim the Deductible will be borne in pro-rata amounts by each Contractor in proportion to the extent of each Contractor's admitted claim.

(vi) Any amount which becomes payable to the Contractor or any of his Sub-Contractors as a result of a claim under the Contact Works Insurance shall if required by the Employer be paid net of the Deductible to the Employer who shall pay the Contractor from the proceeds of such payment upon rectification repair or reinstatement of the loss or damage but this provision shall not in any way affect the Contractor's obligations liabilities or responsibilities in terms of the Contract.

In respect of any amount which becomes payable as a result of a claim under any Public Liability Insurance the Contractor or his Sub-Contractors shall be required to pay the amount of the Deductible to the Insurer to facilitate settlement of such claim.

**Sub-Contractors**

The Contractor shall:

- (a) ensure that all potential and appointed Sub-Contractors are aware of the whole contents of this clause, and
- (b) enforce the compliance by Sub-Contractors with this clause where applicable."

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE****Annex B****INCIDENT ADVICE FORM****NOTE:** PLEASE SEND A COPY HEREOF TO ACSA HEAD OFFICE

Send to: .....

\*From: .....

**Aon South Africa (Pty) Ltd - Construction & Engineering**

Attention: Priscilla Hart

1 Sandton Drive

Sandhurst, Sandton

2196

Tel No: +27 (11) 944 7974

E- mail: [priscilla.hart@aon.co.za](mailto:priscilla.hart@aon.co.za)

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

DATE OF LOSS:

REPORTED TO SITE AGENT BY:

DATE

REPORTED TO AON SOUTH AFRICA BY:

DATE

Locality of Incident:

How did the loss /damage/injury/death occur (cause)?

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE**

Details and nature of loss /damage/injury/death:

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Names and address of witnesses:

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Estimated cost of repairs, if applicable (Separate records of all costs must be kept):

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Who or what appears to be responsible for the loss /damage/injury/death:

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**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE**

Person whom assessor should contact:

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Telephone, fax number and e-mail:

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SIGNED BY: ..... SIGNATURE:

.....

COMPANY: ..... DATE:

.....

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE****C2.1 Pricing Instructions**

The intended pricing strategy to be followed in this tender is according to the Price List (including the activity schedule).

1. The Contract Data, Service information, drawings and any other documents relevant to this tender must be read in conjunction with the Activity Schedule.
2. The contractor must plan the work in this contract as a set of activities. These should be the same activities as he shows on his programme.
3. This schedule covers the items that will be measurable. A lump sum price for each activity shall be entered and no other items will be measured. Costs not covered by the items may be included in the most appropriate items listed. The Contractor has the liberty to insert items, quantities and rates of his own choosing in the said schedule as a separate line item.
4. The pricing schedule as completed by the Contractor shall be **VAT exclusive** prices and shall cover, "inter alia" all general risks, liabilities, obligations, profit, expenses, costs, bonuses, all allowances such as shift and standby allowances, sick-leave, other leave, brackets, fixings, incidentals, consumables etc. that will be required to successfully complete this contract as set forth or as implied in the documents on which this Contract is based.
5. The contractor is to take note that payment is made for each activity only when it is complete. "Complete" as it is used in this schedule means the complete system or unit as specified in the particular document.
6. Unless a separate rate for the supply and for the installation of any item is specifically called for, the supply and installation costs of any item shall be fully included in the price.
7. The description of each item shall, unless otherwise stated herein, be held to include making, conveying and delivering, unloading, storing, unpacking, hoisting, setting, fitting and fixing in position, cutting and waste, patterns, models and templates, plant, temporary works, return of packaging, establishment charges, profit and all other obligations arising out of the contractual conditions.
8. The quantities and rates included for day work shall form part of the tender price, but Contractors shall note that this item must be regarded as provisional and will only be payable to the Contractor if and when a written order to this effect has been issued.
9. "Foreign" shall mean the CIF (Cost, Insurance and Freight) value.
10. No alterations to the original text shall be allowed. If any alterations are made, it shall be ignored and the original wording will apply.
11. Variations in the scope and extent of the work shall be allowed to meet the Engineer's requirements and shall be measured and priced at the rates entered in the Activity Schedule, where appropriate, and shall form an addition to or deduction from the total of the Accepted Contract Amount. Any items or variations for which rates have not been included in the Activity Schedule shall be agreed and priced as non-scheduled items.
12. All provisional sums and contingency amounts shall be expended as directed by the Engineer and any balance remaining shall be deducted from the contract sum.
13. All items described as "provisional" shall be measured as executed and paid for according to prices in the Activity Schedule and any amounts not spent shall be deducted from the contract price. No work for which "provisional" items are provided shall, be commenced without written instructions from the Engineer.
14. No commitment to expending any portion of the contingency amounts and/or provisional sums are made or implied by the Employer.
15. The Contractor shall not be entitled to any claim in instances where provisional sums are partially or in total removed from the contract.
16. **The main cost drivers for this contract are required labour resources and required service levels and not the quantity of equipment.**



**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE****C2.2 Price List**

The following Activity Schedule is provided “as-is” for the benefit of the Tenderer. ACSA cannot guarantee that it is complete in all respects. The Tenderer is responsible for providing an Activity Schedule which is accurate, complete and in accordance with their proposal. Also, refer to C3 (Service information) for activities that need to be priced. Only items listed in this Activity Schedule may be billed to the Employer.

**Part 1 - Activity Schedule**

- By Tools, equipment and consumables is also meant cleaning materials, fasteners, lubricants, chemicals, electronic devices, etc. that are required to do any corrective or preventive maintenance, and measurements (multi-meters, etc.).
- Travelling time charges or allowances will not be paid separately and where applicable must be included in the rates above.
- A Parking access card will be applied for and issued in order to facilitate access through the entrance and exit booms. This card is payable in cash at the start of each calendar month – at the Parking Office. This card shall only be utilized for the purpose of performing duties under this SLA. Any abuse of the use of this card for personal use shall be penalized at R500.00 per occurrence.
- It is important to note that not all amounts above are payable in any one month. Since this is an activity schedule only the activities performed and completed shall be claimed for at invoice date and paid for accordingly.

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE****Contract value**

Below is the guide that must be used in estimating the contract value. This amount must be reported as the Contract Value in the corresponding schedules. 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. Contract expenditure will be strictly calculated according to the Activity Schedule as provided above.

**Generators maintenance and adhoc repairs**

<b>Description</b>	<b>Total (excluding VAT)</b>
<b>Preventative maintenance Sub-Total A</b>	<b>R</b>
<b>Labour cost Sub-Total B</b>	<b>R</b>
<b>Spares &amp; Consumables - Sub-Total C</b>	
<b>1 Year estimated contract value</b>	<b>R</b>

\*this amount to be carried over to Form of Offer and Acceptance

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE****Detailed requirements regarding staff**

The Contractor shall continuously ensure that all staff is suitable and competent for the duties required of them. The Contractor shall continuously ensure that all staff is knowledgeable on the classes and types of Generators they are contracting for at all 3 airports.

**For all staff and senior personnel dedicated to this contract, the following must be submitted in detail:**

- ☐ **Full Names**
- ☐ **Proof of qualifications**
- ☐ **work experience on maintaining similar equipment system.**

**Minimum qualifications of staff****TECHNICIAN**

- Qualification by means of N6 certificate in Electrical Engineering.
- 3 or more years' experience relevant to the maintenance of Generators
- The ability to sign-off on all maintenance records and verify that the system is safe and fit for use.
- Must have troubleshooting skills on Transformer and mini substations (types as listed in Annex A).
- Must be permanently employed by the bidding company for the duration of the contract
- Must reside in a location where they are able to respond within the SLA times
- 

**ASSISTANT'S**

- Must be in permanent employ of the company
- Properly trained in category of work that they are required to perform
- Qualification by means of N3 certificate in Electrical Engineering.

## **C3 Service information**

### **1. DESCRIPTION OF THE WORKS**

#### **Employer's objectives**

The objective is to maintain the serviceability of the diesel generators at Port Elizabeth International, East London and Kimberley Airports in a sustainable manner, following OEM and industry best practice intervals, at the lowest operating and maintenance costs while ensuring compliance to general safety and aviation related legislation such as OHSACT, SANS, ICAO, and IEC.

Maintenance Activities – Transformers:

- Carry out all activities as per **OEM recommendations**
- Over-all visual inspection and do all necessary tests where it is required.
- Inspect for oil leaks and resolve where no spares are required
- Inspect and record the active silica gel for compliancy. Record colour; Replace with new silica gel.
- Record any flags on the protection devices.
- Inspection of excessive heat generation.
- Inspection of tap changer. Is it locked? Record the active selection of each transformer.
- Check temperature gauge and record the temperature.
- Check and record oil level according to the SANS555.
- Perform transformer oil test and analysis. PCB contaminated oil must be safely disposed of and the disposal certificate must be handed over on works completion. SANS290 provides guidelines for management of PCB in mineral insulating oils. Provide holistic report regarding the transformer oil.
- Perform "Function test" of protection warnings or trip signals. Record findings
- Inspection of high voltage cable insulation. Record findings
- Inspection of earthing and its resistance. Record findings
- When determined in accordance with either IEC 61619, the PCB content of unused mineral insulating oils shall be undetectable-SANS 555.
- When tested in accordance with either IEC 61619, the PCB content of reclaimed mineral insulating oils shall not be more than 20 mg/kg-SANS 555.
- Ensure that warning signs and safety devices are present and in correct positions. Identify the different warning signs and safety devices on each transformer.
- Scan the Transformer with an infra-red tester to check for abnormal **Hot Spots** and provide report.
- Check the breather condition.
- Clean the body.

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE**

- Open the terminal box check tightness of terminal connection, condition of bushings and hot spots.
- Check windings temperature settings.
- Check earthing system is proper and intact.
- Check cable support.
- Check voltage value between phase to earth or neutral both Primary and Secondary.
- Check if the protection is functioning.
- Check cable resistance and insulation and indicate if the values are reasonable.
- Check the rust and corrosion also clean and paint if necessarily.
- Report any additional findings

**MV TRANSFORMERS**

Technical Specifications							
Description	Qty	OEM (Manufacture)	Rating (KVA)/Volt age	(Dry/ Oil)	Location		
					Location 1	Location 2	Location 3
Transformers	1	GEC Distribution Transformer Company	500kVA 11KV/400V	Oil	Airside	Main substation	Transformer Room
Transformers	1	Alstom	500kVA 11kV/400V	Oil	Airside	Main substation	Transformer Room
Transformers	2	Hawker Siddeley Africa Transformer	50kVA 400V/3.3kV	Oil	Airside	Main substation	Transformer Room
Transformers	1	Power Transformers	100kVA 400V/3.3kV	Oil	Airside	Main substation	Transformer Room
Transformers	1	Power Transformers	100kVA 3.3kV/400V	Oil	Landside	Booster Pump Station Yard	Next to the building
Transformers	1	Penbro Kelnick	10	oil	Airside	Airfield	ILS Glide Slope 29
Transformers	1	Penbro Kelnick	10	oil	Airside	Airfield	ILS Localiser 11
Transformers	1	Penbro Kelnick	10	oil	Airside	Airfield	VOR
Transformers	1	Penbro Kelnick	10	oil	Airside	Airfield	ILS Glide Slope 11

- Note the above list is stand-alone transformer. There are also transformers in the table below as part of the minisubs / RMU's.

**MINI SUBSTATIONS**

Technical Specifications					
No	Description		OEM / Year	Voltage Rating Breaker Technology	Location
	Level 1	Level 2			
1	Miniature Substation	Fire Station	Power Engineers (PTY) LTD - 1985	3.3KV /400V Oil	Airside-Fire Station Building
2	Miniature Substation	Transmitter	Powertech Transformers - 2012	3.3KV /400V SF6	Airside -Airfield
3	Miniature Substation	ILS Glide Slope 29	Power Transformers - 2013	3.3KV /400V SF6	Airside – Airfield
4	Miniature Substation	Receivers	Powertech Transformers - 2012	3.3KV /400V SF6	Airside – Airfield
5	Miniature Substation	VOR	Powertech Transformers - 2013	3.3KV /400V SF6	Airside – Airfield
6	Miniature Substation	VDF	Powertech Transformers - 2013	3.3KV /400V SF6	Airside - South of runway
7	Miniature Substation	Met Office	Powertech Transformers - 2013	3.3KV /400V SF6	Landside-Weather Office
8	Miniature Substation	ILS Glide Slope 11	Powertech Transformers - 2013	3.3KV /400V SF6	Airside – Airfield
9	Miniature Substation	BP	Power Transformers / 1999	11KV /400V OIL	Landside-Car rental deport
10		Flying Club		11KV /400V	

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE**

	Miniature Substation		Power Transformers / 1999	OIL	Landside - Flight college
11	Miniature Substation	General Aviation	Powertech Transformers / 2013	11KV /400V SF6	Landside-GA Area
12	RMU	Solar Plant	Schneider	Oil Switch with Dry Transformer 400V/11Kv, 1000Kva.	Landside
13	RMU	Electrical Complex	Alstom	Oil Switch with Oil Transformer, 11Kv/400V, 630Kva.	Airside Complex
14	RMU	Terminal Sub	Schneider	SF6 Switches with 800Kva, 11Kv/400V Dry Transformer	Land side
15	RMU	DVOR	Power Transformers	Oil 3,3Kv/400V	Airfield
16	Miniature Substation	Outside Complex	Power Transformers	3.3kV/400V Oil	Airside-Electrical Complex
17	Miniature Substation	Outside Complex	Power Transformers	3.3kV/400V Oil	Airside - Electrical Complex
18	Miniature Substation	Radar Area	Power Transformer	3.3Kv/400V Oil	Radar Airside

**Service of Minisubs/RMU**

- Carry out all activities as OEM recommendation.
- Do all necessarily Test Where it is required.
- **Labelling:**

Maintenance Activities – Miniature Substations / Ring Main Units:

- Check if General Signage is still attached to LV Door.
- Check mini substation labelling, if the name stenciled on the outside of the mini sub, as well as the inner side of the LV door, is done according to labelling standard.
- Check the incoming MV labelling if it is according to labelling standard.
- Check the outgoing MV labelling standard.
- Check LV cable labelling.
- Are Warning notices on MV side visible and acceptable.
- Are Warning notices on LV side visible and acceptable.
- **Oil/Gas (Minisub)**
- Check oil leaks on the MV bushing.

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE**

- Check oil leaks on the LV bushings.
- Check oil leaks on the Switch Gear.
- Check oil level on the transformer.
- Check the condition of oil level on the switchgear.
- Check for gas pressure where applicable.

**Breakers / Fuses (Minisubs)**

- Check if all barriers are still in position and no live connections exposed.
- Check for hot connections with infra-red scanning.
- Check for loose connections on the LV breakers.
- Check MV safety barrier fitted.
- Check the neutral for any loose connections.
- Check if phase barrier boards are fitted between phases.
- Check if safety signs is installed on safety barrier.
- Check and /or Test for fuses if in good condition.
- Check overall condition of minisub inside and outside.
- Check if tap-changer is locked.
- Check for grass and weeds on the outside of mini substation that need to be removed.
- Check for backfilling if it needs attention.
- Check for interface seal if intact.

**Maintenance**

- Check the corona discharge.
- Check the operation of tap changers.
- Painting of corroded Minisub station boxes.
- Repairing of oil leaks.
- Correct operation of circuit breaker.
- Replacement of fuses where applicable.
- Repairing of corroded or broken mini substation enclosure.
- Fitting and cleaning of Perspex covers, covering the live busbar.
- Check for hot connection on LV side.
- Check for hot connection on LV side.
- Check LV breakers if mounted properly.
- Check /test for loose connection on the LV breakers.
- Check the neutral for any loose connections.
- Check or test fuses if they are in a good condition.
- Check transformer earthing to be intact.
- Check earthing on MV cables.
- Check earthing on all LV cables.
- Check earthing on the minisub station housing to be intact.
- Check status and condition of earth fault indicator where applicable.
- Test oil condition.

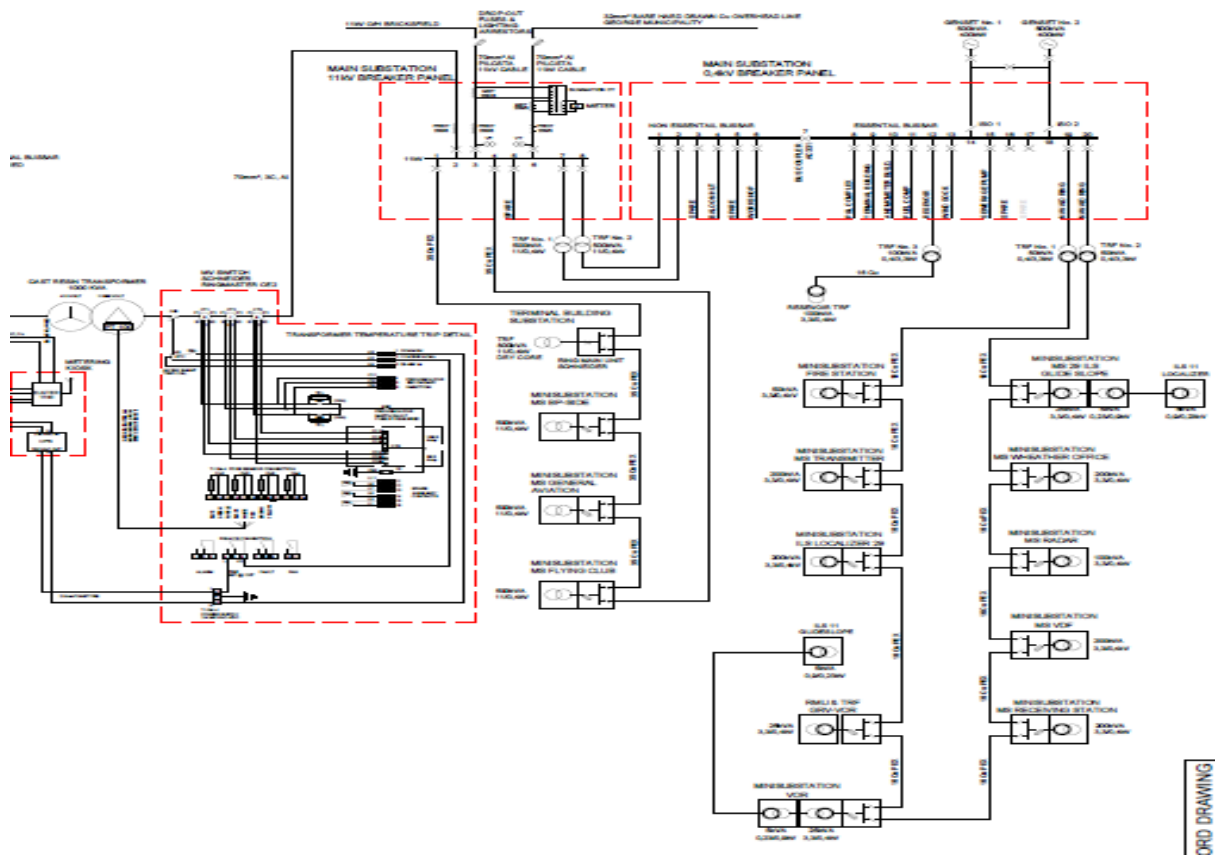


• **Circuit Breakers:**

- All the test should be done according to OEM requirements.
- Test the functional performance of the SF6/vacuum circuit breaker.
- Test the functional performance of the oil filled circuit breaker or isolator.
- Clean the internal mechanism, contacts and the oil tank of the oil filled circuit breaker.
- Replace the existing insulation oil in the oil filled circuit breaker with new or reconditioned insulation oil.
- Dress, refurbish or replace contacts of the oil filled circuit breaker as appropriate.
- Replace oil filled circuit breaker seal and gaskets.
- Adjust mechanism of the oil filled circuit breaker.
- Conduct Ductor test on contacts.
- Test electrical protection of the oil filled circuit breaker.
- Test all protection systems if still functional and provide report.

• After  
the

Annual Service provide service report for each Mini substation to the company.





## **2. PROCUREMENT**

### **Preferential procurement procedures**

#### **Requirements**

The Contractor will respect OEM warranties to ACSA always when procuring spare parts, products or 3<sup>rd</sup> party services. It will be the Contractor's sole responsibility to ensure that OEM warranty requirements are adhered to always.

Where Contractors use or quote on spare parts of a lower quality than recommended by the OEM, or parts not recommended by the OEM, this shall be clearly indicated to the Service Manager on the quotation. This also implies that the Contractor must build relationships with the various key OEM's.

The Contractor must adhere to all airport requirements regarding fire, health and safety when procuring replacement parts.

No casual labour (i.e. "off the street" labour) may be employed by the Contractor unless pre-arranged with ACSA. Whenever this is required, the Contractor shall come to a suitable arrangement with ACSA regarding sourcing and screening of such individuals.

#### **Subcontracting**

No part of this Contract may be subcontracted unless with written approval from ACSA. ACSA shall be under no obligation to grant such approval. Should any part of this Contract be subcontracted, the Contractor will be responsible for all Works (or failure to affect the Works) as if it was done so by the Contractor.

## **3. MANAGEMENT**

### **Management of the works**

#### **Particular / generic specifications**

Prior to the activation of this contract, the contractor must submit his plan for the intended services for approval by the employer. The plan must indicate the timing of the services/planned maintenance together with the timing (date and time) and the anticipated duration.

All work shall conform to all relevant SANS standards, OHS ACT regulations and all other legislation that might be relevant to this Contract and the execution thereof.

All work shall be carried out in accordance with prevailing industry norms and best practice and will always comply with OEM requirements.

#### **Planning and programming**

All maintenance work shall be scheduled and a roster presented to the Service Manager at the end of the preceding service. Work shall be scheduled in a manner as not to interfere with any normal airport operations.

Normal airport operational hours shall be **from 05:00 to 20:30** for every day of the year.

- The airport's operational hours are published in the AIP for FABL, FAKM and FAUP. These times can change based on operational requirements from time to time.

As a **minimum** requirement, the Contractor shall roster **scheduled** preventative maintenance activities. Together with this roster, the *Contractor* shall provide a Schedule of equipment and tool, which will be used on this contract. The list will form part of the tender return schedules. The equipment will be judged in conjunction with the *Contractor's* Plan for the service to understand whether or not the bidder has fully understood his obligations and whether he is able to do the work.

All Preventative Maintenance shall be scheduled, at least, to the requirements of the annexures (The Contractor must ensure that sufficient allowances for all these items are made with his/her pricing in the Activity Schedule.). The Contractor must ensure that no scheduled maintenance work is carried over to the following week.

### **Methods and procedures**

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE**

The Contractor must accept and respect the fact that the Airport is continuously undergoing construction and improvement and that a variety of stakeholders are involved in ACSA's business. Therefore, within reason and with prior arrangement with the Contractor, ACSA might require the following from time to time:

- Assisting with emergency repairs
- Assisting with airport operations Re-scheduling of work to accommodate other contractors
- Allowing access and aiding OEM suppliers to correct defects on equipment and/or systems
- Pointing out services to consultants or other contractors
- Providing access to other contractors
- Attending co-ordination and planning meetings
- Removing rubble and/or equipment from site relating to this contract
- Training of ACSA operators and/or technicians
- Providing of system data and/or statistics to ACSA
- Recommending improvements on maintenance procedures
- Recommending improvements on operational procedures
- Co-operating with ACSA Security relating to security issues

The ACSA Service Manager may instruct operational and works procedures to the Contractor as might be required from time to time. The Contractor will instruct his/her staff accordingly and implement measures to ensure that these procedures are strictly adhered to.

**Quality plans and control**

All work must be executed in accordance with prevailing industry norms and standards relating to quality. In this regard, the Contractor will be expected to draft quality plans for the Service Manager from time to time. Emphasis must be on improving system reliability and on ensuring that rostered maintenance work is indeed performed as and when required.

**Environment**

The Contractor will keep noise and dust levels to a minimum. At no time, shall his/her work result in nuisance, interference or danger to the public or any other person working at the Airport.

At no time, shall the Contractor:

- allow any pollutive or toxic substance to be released into the air or storm water systems
- interfere with, or put at risk, the functionality of any system or service
- cause a fire or safety hazard

**Format of communications**

Work instructions, daily check sheets, monthly maintenance reports, breakdown reports, exception reports, etc. will all be in a format as agreed with the Service Manager.

**Key personnel**

A schedule of key personnel to this Contract (as per the Schedules) will be provided to the Service Manager at commencement of this Contract. This will, as a minimum, include all persons from technician level to management level. For the full duration of this Contract, none of these persons will be replaced by a person of lesser ability or qualification. All on-site staff leaves shall be reported and agreed with the Service Manager.

**Management meetings**

The Contractor will be expected to attend meetings relating to maintenance, operations, contract management and other issues that may arise from time to time. As far as is practicable, the Contractor will make all required persons available for these meetings. The Contractor shall not submit claims for payment for staff attending any of these meetings.

**Electronic payments**

The Contractor should arrange with ACSA's finance department for making all payments electronically.

**Daily records**

The Contractor shall keep accurate daily records of staff attendance, maintenance work, safety inspections and exception reports. Records shall be available for scrutiny by the Service Manager at any time. All records shall be in a format as agreed with the Service Manager.

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE****Monthly reports**

When invoicing, the Contractor shall ensure that all required reports for the corresponding month are attached to the monthly invoice. This will include monthly reports on:

1. system availability (averaged per week)
2. maintenance work (including % of scheduled maintenance work completed)
3. maintenance plan for the next quarter
4. Asset register up to date including equipment data
5. Outstanding maintenance issues
6. findings from the previous service

The contractor shall keep copies of all reports and records for at least 3 years. All reports shall be in a format as agreed with the Service Manager from time to time.

**Permits**

The Contractor shall not be compensated for costs relating to ACSA required permits, or for labour/time spent in obtaining it. An allowance must be made in the Activity Schedule in this regard.

The Contractor must ensure that he/she is, always, familiar with ACSA's safety and security requirements relating to permits for no work to be delayed as a result thereof. This will include the permit application process.

Note that (within reason) the Contractor will have no claim against ACSA if a permit request is refused.

The following table is not all inclusive, but is provided for illustration purposes:

Permit	Required by/for	Department
AVOP – Airside Vehicle Operator permit	All drivers of vehicles on airside	ACSA Safety
Airside Vehicle Permit	All vehicles that enter airside	ACSA Safety
Basement Parking permit	All vehicles allowed to enter the delivery basement	ACSA Parking
Personal permit	All persons employed on the airport	ACSA Security
Cell phone permit	All persons taking cell phones to airside	ACSA Security
Lap top permit	All persons taking lap top computers to airside	ACSA Security
Camera permit	All persons taking cameras or camera equipment to airside	ACSA Security
Hot Works Permit	All welding and/metal cutting work	ACSA Safety

Proof of having attended the airside induction training course is required for all personal permit applications. Persons applying for an AVOP must provide proof of having attended an AVOP course. Fees are levied for these courses. Fees are further levied for all permit renewals and refresher courses - where applicable.

**Proof of compliance with the law**

The Service Manager may at any time request from the Contractor reasonable proof that the Contractor is in compliance with a law or regulation.

**Insurance provided by the employer**

Refer to General Conditions of Contract

## **Health and safety**

### **Health and safety requirements and procedures**

The Service Manager shall be entitled to fine the Contractor an amount of R2000.00 for each non-conformance to Health and Safety matters. This shall not transfer any of the Contractor's responsibilities in this regard to the Employer by any means.

The Contractor shall be fully responsible for compliance to the Occupational Health and Safety Act for all persons, equipment and installations relating to this Contract. The Contractor is expected to sign the undertaking in this regard as attached in the annexes.

It shall be the Contractor's responsibility to ensure that all relevant labour and safety legislation is adhered to in rostering staff.

All persons on company premises shall obey all health and safety rules, procedures and practices. NO SMOKING signs and the prohibition of the carrying of smoking materials in designated areas shall always be obeyed. A copy of the Safety Rules booklet is available on request from the ACSA Safety Department.

All the applicable requirements of the Occupational Health and Safety Act (1993) and Regulations and any amendments thereto, shall be met. Where the OHS Act prescribes certification of competency of persons performing certain tasks, proof of such certification shall be provided to the Service Manager.

The contractor's Workmen's Compensation fees must be up to date. A copy of the Contractor's WCA registration shall be produced on request.

The following areas in the company are declared as "HOT WORKS PERMIT" areas:

All airside areas

All basement areas

All areas accessible to the public

All enclosed areas

The terminal building

*Any process in the above mentioned areas involving open flames, sparks, or heat shall be authorised by the issue of a permit to work - obtainable from the ACSA Safety department. Any work done under the protection of a permit to work shall be in strict compliance with every prescription regarding the permit.*

Safety equipment shall be used where applicable (e.g. safety, goggles, boots, harness, etc.) The Contractor, at his/her own expense shall provide such equipment, for his/her employees. The Contractor shall apply the necessary discipline and control to ensure compliance by his workers.

All Contractors must ensure that his/her employees are familiar with the existing emergency procedures and must co-operate in any drills or exercises, which might be held. Emergency / fire equipment and extinguishers shall not be obstructed at any time

No person shall perform an unsafe / unhygienic act or operation whilst on Company premises.

No unsafe/dangerous equipment or tools may be brought onto or used on Company premises. The Company reserves the right to inspect all equipment/tools at any time and to prevent/prohibit their use, without any penalty to the Company and without affecting the terms of the Contract in any way.

The Company reserves the right to act in any way to ensure the safety/security of any persons, equipment or goods on its premises and will not be liable for any costs or loss evoked by the action. This includes the right to search all vehicles and persons entering, leaving or on the premises and to inspect any parcel, package, handbag and pockets. Persons who are not willing to permit such searches may not bring any such items or vehicles onto the premises.

The Contractor shall maintain good housekeeping standards in the area where he is working for the duration of the contract.

At no time, must the Contractor interfere with, or put at risk, the functionality of any Sprinklers and/or fire prevention system. Care must also be taken to prevent fire hazards.

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE**

The Contractor is required to issue all staff with standard uniforms. This shall as a minimum include: safety shoes, overalls (clearly marked with Contractor's company logo) and numbered reflective jackets (as per Airport requirements). All costs relating to uniforms shall be for the Contractor's account.

**Cell phones and two-way radios**

Use of cell phones on airside is **not** permitted unless the user is in possession of an appropriate Airport permit for the device. Cell phone permit issuing authority lies with the ACSA Security department.

The Contractor will **not** be allowed to use two-way radios at the Airport unless these radios are of the type, model and frequency range as approved by the ACSA IT department.

**Protection of the public**

The Contractor shall take special care in order not to harm or endanger the public in any way. Work shall be sufficiently hoarded and guarded to safeguard children and the general public from injury relating to machinery, work or other.

**Barricades and lighting**

Where hoarding, barricades or lighting is required in the execution of the Works, the Contractor shall provide same at his/her own expense. Hoarding, barricades and lighting shall comply with industry accepted norms and standards and may not be used for purposes of advertising or any other purpose than safeguarding the Works.

**ANNEXES to C3 (Service information)**

<b>Title</b>	<b>Annex number</b>
Schedule of Equipment	Annex A
Service Level Agreement	Annex B
OHS Act Appointment by Contractor	Annex C
Environmental Terms and Conditions	Annex D
Schedule of Tools and Special Equipment	Annex E
Contract start-up proposal	Annex F
Resource proposal	Annex G
Suggested Maintenance Programme	Annex H
Safety File Content and Requirements	Annex I



**ANNEX A**

**ANNEX B**

**SERVICE LEVEL AGREEMENT**

**Operational hours**

Normal airport operational hours shall be **Mondays to Fridays; from 05:30 to 20:00, Saturdays; 08:00 to 16:00 and Sundays; 08:00 to 20:00** for every day of the year but will be confirmed/amended by the Service Manager from time to time. The Contractor must allow for enough after-hours work for scheduled work not to interfere with airport operations.

**Minimum Staffing Schedule**

The Contractor must maintain the following **minimum** staff available when required and should price accordingly:

<b>Skill</b>	<b>Quantity</b>	<b>Frequency</b>
Technician	1	When required
Assistant	1	When required

The Contractor must have additional resources available to attend to lengthy breakdowns or breakdowns of a specialised nature.

It shall be the Contractor's responsibility to ensure that all relevant labour and safety legislation is adhered to in rostering staff.

The Contractor shall schedule staff to complete the preventative maintenance schedule accordingly. The Tenderer must ensure that sufficient allowance for all these items is made for in his/her pricing in the Activity Schedule.

**Response Times**

<b>Description</b>	<b>Benchmark</b>
Availability	Notwithstanding the closure time required for breakdowns requiring spare part(s) or a second level of response; ➤ Generators availability shall be maintained at or above 99.5% overall per month.
Response time	All breakdowns shall be responded to within: ➤ 24 hours from the time the breakdown is logged with the Infrastructure Management and Control (Info Desk) during normal working hours ➤ 24 hours from the time the breakdown is logged with the Infrastructure Management and Control Centre (Info Desk) after-hours
Closure Duration	All breakdowns shall be resolved within: ➤ 3 hours from the time the breakdown is logged with the Infrastructure Management and Control Centre (Info Desk))
% of planned maintenance completed per month	100% of all planned maintenance shall be completed per annum

## **Human resources**

The following minimum standards shall apply to resourcing:

1. For all call-outs: Considering current airport access control infrastructure and security arrangements and considering the physical layout of the apron, the Contractor shall ensure a sufficient quantity and effective positioning of staff to meet or exceed the Service Level Agreement.
2. The rostered maintenance staff compliment shall be sufficient to perform all required preventative maintenance for each month.
3. During operational hours, the Contractor shall respond in accordance to the S.L.A to successfully attend to breakdowns.
4. During operational hours, the Contractor shall have at least one senior person who will respond to the call outs who:
  - a) Is suitably qualified and experienced to resolve breakdowns and system stoppages.
  - b) Is suitably qualified and experienced to work on any Generator and controls.
  - c) Is suitably qualified and experienced to work on Generators
  - d) Is able to successfully interact with OEM personnel.
  - e) Is of a level of seniority to successfully direct and manage Contractor staff and possible sub-contractors during system breakdowns and can successfully interact with airport operational staff and airport management.

## **Staff qualifications**

It will always remain the Contractor's responsibility to ensure that staff is suitably qualified and experienced for the duties expected of them. Further all applicable legislative requirements must be adhered to in rostering staff.

ACSA reserves the right to verify all personnel employed under this contract. Furthermore, ACSA reserves the right to order that personnel that are not adequately qualified or suited for this contract are removed from the site.

The Contractor must comply and respond to the following:

\*Compliance to benchmarks will be calculated on a weekly average except on repairs that will be calculated on a monthly average. The total operational hours for the respective week/month shall be used as a guide. The only exceptions will be stoppages due to mains electricity supply failures and/or where ACSA has refused system repairs and/or adequate access to the site.

All the responses to the above stoppages shall be dispatched from the ACSA Infrastructure Monitoring Centre (IMC) or Info Desk.

Once the Contractor has arrived on site he/she must notify the IMC/Info Desk of the problem found and the expected resolution time of the problem.

Finally, once the problem has been resolved the contractor will advise the IMC/Info Desk of the resolution.

\*Availability will be calculated on a monthly average. This will include all stoppages, even if such stoppages are not under the Contractor's control. The only exceptions will be stoppages due to mains electricity supply failures and/or where ACSA has refused system repairs and/or adequate access to the site. The total operational hours for the respective week/month shall be used as a measure for calculating availability. All other benchmarks above will be calculated on a weekly average. Reports will be provided by the ACSA Computerised Maintenance Management System.

## **Defect free liability period**

Defect free liability period – corrective or breakdown maintenance	The defect free period will be no less than 90 days.
Defect free liability period – project work	The defect free period will be no less than 12 months.

**Low service damages**

*Low service damages* are limited to a maximum of **25% of the fixed cost /month.**

**Service level table**

<b><i>Low service damage</i> Description</b>	<b>Amount</b>
Where a repair cannot be completed the same day due to the unavailability of a spare part.	R 2 500.00 (unless the unavailability of the spare part was agreed to by the Service Manager or his/her duly authorised representative)
Leaving a breakdown unattended or incomplete for another day or shift  Not meeting call response and closure time SLA.	R 2 000.00 (unless the delay in repair was agreed to by the Service Manager or his/her duly authorised representative or unless the required spares are not available to complete the work)
Safety infringement (for example: leaving moving machinery exposed)	R 5 000.00 per incident
Availability not meeting requirements	R 2 000.00 per month

**Continuous Improvement Program**

It is hereby required that the Contractor ensures that a continuous improvement program is in place. For example, the criteria below may be used but not only limited to the items mentioned below.

1. An improvement in the availability of systems
2. An improvement on the minimization of spares holding (for example by increasing Mean Time to Failure of components)
3. Etc.

As mentioned above this list is not comprehensive and it is only used for illustrative purposes. Upon implementation of the contract the Employer and the Contractor shall agree targets for the continuous improvement program.

It is important to note that continuous improvement will only apply to those items that meet minimum benchmarks. Continuous improvement initiatives shall be reviewed every quarter or when deemed necessary by the Employer or the Contractor.

**MAINTENANCE RECORD SHEETS**

When maintenance is performed, record sheets must be completed and signed off by both the Technician/Electrician and an ACSA representative.

These record sheets must be stored for the duration of the contract and should be available for inspection at any time. **The lack of complete history files will result in immediate cancellation of the contract.**

All record sheets, job cards, history reports etc. will stay the property of ACSA and should be available on request. At the end of the contract period a complete set of documentation must be handed over to ACSA.

The contractor shall further provide copies of these record sheets to the ACSA contract manager by the fifth day of every month. **No money will be paid out if record sheets are not handed in.**

**ANNEX C**

**OCCUPATIONAL HEALTH AND SAFETY AGREEMENT  
IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH & SAFETY ACT (ACT 85 OF  
1993) & CONSTRUCTION REGULATION 5.1(k)**

**OBJECTIVES**

To assist Airport Company South Africa (ACSA) to comply with the requirements of:

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

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

**The parties to this Agreement are:**

<b>Name of Organization:</b> AIRPORTS COMPANY SOUTH AFRICA SOC Limited
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<b>Physical Address:</b> Regional Airports Business Unit Saint Andrews Office Park, Block C 39 Wordsworth Avenue Bedfordview 2008
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**Hereinafter referred to as "Client"**

<b>Name of organisation:</b>
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<b>Physical Address:</b>
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**Hereinafter referred to as "the Mandatary/ Principal Contractor"**

## **MANDATORY'S MAIN SCOPE OF WORK**

<i>To be completed by contractor</i>

## **GENERAL INFORMATION FORMING PART OF THIS AGREEMENT**

1. The Occupational Health & Safety Act comprises of SECTION 1-50 and all un-repealed 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.
2. "Mandatory" is defined as including as agent, a principal contractor or a contractor for work, but WITHOUT DEROGATING FROM HIS/HER STATUS IN HIS/HER RIGHT AS AN EMPLOYER or user of the plant
3. Section 37 of the Occupational Health & Safety Act potentially punishes Employers (PRINCIPAL CONTRACTOR) for unlawful acts or omissions of Mandatories (CONTRACTORS) save where a Written Agreement between the parties has been concluded containing arrangements and procedures to ensure compliance with the said Act BY THE MANDATARY.
4. All documents attached or refer to in the above Agreement form an integral part of the Agreement.
5. 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.
6. Mandatories who utilize the services of their own Mandatories (contractors) must conclude a similar Written Agreement with them.
7. 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.
8. This Agreement shall be binding for all work the Mandatory undertakes for the client.
9. All documentation as per the Safety checklist including a copy of the written Construction Manager appointment in terms of construction regulation 8, must be submitted 7 days before work commences.

## **THE UNDERTAKING**

The Mandatory undertakes to comply with:

## **INSURANCE**

1. The Mandatory 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 is in good standing with the Compensation Fund or Licensed Insurer.
2. The Mandatory 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.

- Public Liability Insurance Cover as required by the Subcontract Agreement.
- Any other Insurance cover that will adequately make 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.

### **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 will always comply with the following conditions:

1. 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.
2. 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.
3. 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.
4. The Mandatary 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 will 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.
5. The Mandatary shall appoint competent persons who shall be trained on any Occupational Health & Safety aspect pertaining to them or to the work that is to be performed.
6. The Mandatary shall ensure that discipline regarding Occupational Health & Safety shall be strictly enforced.
7. Any personal protective equipment required shall be issued by the Mandatary to his/her employees and shall be worn at all times.
8. Written safe working practices/procedures and precautionary measures shall be made available and enforced and all employees shall be made conversant with the contents of these practises.
9. No unsafe equipment/machinery and/or articles shall be used by the Mandatary or contractor on the Client's premises.
10. All incidents/accidents referred to in OHS Act shall be reported by the Mandatary to the Provincial Director: Department of Labour as well as to the Client.
11. No user shall be made by the Mandatary and/or their employees and or their subcontractors of any of the Client's machinery/article/substance/plant/personal protective equipment without prior written approval.
12. The Mandatary shall ensure that work for which the issuing of permit is required shall not be performed prior to the obtaining of a duly completed approved permit.
13. The Mandatary shall ensure that no alcohol or any other intoxicating substance shall be allowed on the Client's premises. Anyone suspected to be under the influence of alcohol or any other intoxicating substance shall not be allowed on the premises. Anyone found on the premises suspected to be under the influence of alcohol or any other intoxicating substance shall be escorted off the said premises immediately.
14. Full participation by the Mandatary shall be given to the employees of the Client if and when they inquire into Occupational Health & Safety.

**FURTHER UNDERTAKING**

1. 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 by the Chief Executive Officer of the Mandatary. A copy of this letter must be made available to the Client.
2. The Mandatary confirms that he has been informed that he must report to the Client's management, in writing anything he/she deems to be unhealthy and /or unsafe. He has versed his employees in this regard.
3. The Mandatary warrants that he/she shall not endanger the health & safety of the Client's employees and other persons in any way whilst performing work on the Client's premises.
4. The Mandatary understands that no work may commence on the Client's premises until this procedure is duly completed, signed and received by the Client.
5. Non-compliance with any of the above clauses may lead to an immediate cancellation of the contract.

**ACCEPTANCE BY 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, ..... (**Identity Number:** .....), a duly authorised 16.2 Appointee acting for and on behalf of ..... 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**

\_\_\_\_\_  
**SIGNATURE ON BEHALF OF THE CLIENT**  
**AIRPORT COMPANY SOUTH AFRICA**

\_\_\_\_\_  
**DATE**

**ANNEX D**

**ACSA SERVICE & MAINTENANCE CONTRACTORS  
 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 ACSA. ACSA 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.

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



**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE**

<b>Handling &amp; Storage of Hazardous Chemical Substances (HCS)</b>	<ul style="list-style-type: none"> <li>• All HCS shall be clearly labelled, stored and handled in accordance to Materials Safety Data Sheets.</li> <li>• Materials Safety Data Sheets shall be stored with all HCS.</li> <li>• All spillages of HCS must be cleaned-up immediately and disposed of as hazardous waste. (HCS spillages must be reported to ACSA immediately).</li> <li>• All contractors shall be adequately informed with regards to the handling and storage of hazardous substances.</li> <li>• Contractors shall comply with all relevant national, regional and local legislation regarding the transport, storage, use and disposal of hazardous substances.</li> </ul>
<b>Water and Energy Consumption</b>	ACSA 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.
<b>Training &amp; Awareness</b>	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 ACSA 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 ACSA 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 ACSA's Airport 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 due to the infringement at his/her own expense.

I, ..... of ..... agree to the above conditions and acknowledge ACSA'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: .....

**ANNEX E**

**TOOLS AND SPECIAL EQUIPMENT**

The Contractor shall have **all** Tools and Special Equipment, necessary for the execution of the works, either on site or readily available at his/her premises. The principle that applies to Tools and Special Equipment is that downtime must be kept to an absolute minimum. Any **exclusion** to the above should be listed with the lead-time required to deliver same to site.

Number	Item description	Lead time
1		
2		
3		
4		
5		
6		
7		

**ANNEX F**

**RESOURCE PROPOSAL**

The Contractor shall include a detailed resource proposal (including an organogram for on-site personnel) at the bidding stage. This shall, as a minimum, include the quantity of staff (regarding level of skill and formal training of each) and how/where they will be deployed and utilised under this contract. This must also include a proposed shift roster and deployment schedule.

**ANNEX H**

**SUGGESTED MAINTENANCE PROGRAMME**

The Contractor shall include a suggested maintenance programme that must attempt to cover all requirements under this contract.

As a minimum, the Contractor must perform the following:

All Preventive Maintenance shall be scheduled, at least, to the requirements of the following table. The contractor shall ensure that all maintenance is done in accordance with the OEM requirements.

**Annual: Generator Service**

<b>Yearly Maintenance - Generator Sets</b>	
<b>Item</b>	<b>Description</b>
1	Check radiator matrix for dirt build up and condition of pressure cap
2	Change oil filter
3	Change air filter
4	Change fuel filter
5	Change oil
6	Flush coolant system, refill with fresh water and inhibitor to correct quantity
7	Take sample of fuel from bottom of bulk tank and primary filter for check against contamination
8	Check level of bulk fuel tank; fill up to full mark to avoid condensation. Take sample for analysis
9	Filtration of fuel for moisture and any contaminant (Conditional upon heavy rains)
10	Inspect fuel injector and check injection pump timing as applicable
11	Inspect governor
12	Inspect turbo charger
13	Inspect stop solenoid
14	Inspect all water hoses for tightness and cracks
15	Inspect engine mountings
16	Inspect exhaust silencer and pipes
17	Check if diesel fuel shut of valves are in working order
18	Test each diesel generator on load for minimum of 15 minutes and record the following: <ul style="list-style-type: none"> <li>• Change over time between simulated mains failure shut down and generator supply restoration (indicative value less or equal to 15 seconds for AGL systems)</li> <li>• Engine oil pressure</li> <li>• Coolant temperature</li> <li>• Observe operation of engine unit on load</li> <li>• Note condition of exhausted smoke line breather fumes</li> <li>• Note any oil and fuel leaks</li> <li>• Alternator frequency</li> <li>• Battery Voltage</li> <li>• Phase Currents</li> <li>• Phase Voltages &amp; Battery Voltage</li> <li>• Cool Down Time</li> </ul>
19	Inspect the alternator brushes and measure the remaining usable life. Replace if worn beyond acceptable limits.
20	<ul style="list-style-type: none"> <li>• Tighten all electrical connections</li> <li>• Clean all battery terminals</li> </ul>

**TRANSFORMERS AND MINI SUBSTATIONS MAINTENANCE**

	<ul style="list-style-type: none"><li>• Check battery charging and discharge times</li></ul>
21	Ensure all alarms have been cleared and place the generator on standby

## **ANNEX I**

### **Safety File Content and Requirements**

- Mandatory form. 37(2) Agreement
- Mandatory form. 37(2) Agreement of Sub Contractor (if applicable)
- CR 5(k) Appointment Letter for PC
- Valid letter of good standing
- Notification of construction work or Construction Permit as applicable (Annexure 2)
- Detailed Scope of Work
- Risk Assessments
- Fall Protection Plan & Rescue Plan (where applicable)
- Confined Space Rescue plan
- Method Statement/s
- OHS Specification specific to project
- SHE policy
- Project specific Safety Plan
- Airside Safety Plan (where applicable)
- Updated Employee List of with ID/Passport Copies
- Medicals (where applicable)
- First Aid Box Register
- PPE study and issue register
- Tools/Equipment/Plant/Scaffolding registers
- Waste management Plan
- ACSA EMS 048 Environmental Specifications
- Letters of appointment **with competencies** (where appointment are applicable depending on the task):
  - a. OHS 16(1) CEO
  - b. OHS 16(2) Assistant CEO
  - c. CR 8.1 Construction work Manager
  - d. CR 8.5 Construction H&S officer
  - e. CR 8.7 Construction work Supervisor
  - f. CR 8.8 Assistant Supervisor
  - g. CR 9.1 Risk Assessor
  - h. CR 13.1(a) Excavation Supervisor
  - i. GAR 9 Incident Investigator
  - j. GSR 9 First Aider
  - k. CR 24 & EMR 9 Electrical Tool Inspector
  - l. CR 29( H) Fire Fighting Equipment Supervisor
  - m. CR 23 Construction Vehicles & Mobile Plant Operator
  - n. GSR 13 Ladder Inspect
  - o. Portable (Hand) Tool inspector
  - p. CR 16.1 /SANS 085 Scaffolding Inspector
  - q. CR 28 (a) Stacking and Storage Supervisor
  - r. HCS Supervisor (HCS Regulations)
  - s. OHS 19 SHE Committee Members
  - t. OHS 17 Health & Safety Reprehensive

## **4 Site Information**

No site information is supplied with this contract.