



AIRPORTS COMPANY  
SOUTH AFRICA

## NEC3 Engineering and Construction

# Short Contract (ECSC3)

A contract between **AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED**  
Applicable at Cape Town International Airport  
(Reg No. 1993/004149/30)

and [•]

for **REPLACEMENT OF TERMINAL 1 RING MAIN UNIT (RMU)  
AT CAPE TOWN INTERNATIONAL AIRPORT (CTIA)**

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Documentation prepared by: Vamile Ndzinisa

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# C1 Agreements & Contract Data

## C1.1 Form of Offer and Acceptance

### Offer

The Employer, identified in the Acceptance page signature block on the next page, has solicited offers to enter into a contract for the:

### REPLACEMENT OF TERMINAL 1 RMU AT CTIA

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

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

The offered total of the Prices exclusive of VAT is	R
Value Added Tax @ 15% is	R
The offered total of the Prices inclusive of VAT is	R
(in words)	

This Offer may be accepted by the Employer by signing the form of Acceptance overleaf and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the Contractor in the conditions of contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

**For the  
tenderer:**

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

Tenderer's CIDB registration number (if applicable)

## Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer'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 tenderer's Offer shall form an Agreement between the Employer and the tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

- Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part 2 Pricing Data
- Part 3 Scope of Work: Works Information
- Part 4 Site Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

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

The tenderer shall within one week of 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 securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. 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 copy of this document, including the Schedule of Deviations (if any) together with all the terms of the contract as listed above.

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.

Signature(s)

Name(s)

Capacity

**for the  
Employer**

Name &  
signature of  
witness

Date

(Insert name and address of organisation)

**Note:** If a tenderer wishes to submit alternative tender offers, further copies of this document may be used for that purpose, duly endorsed, 'Alternative Tender No. \_\_\_\_\_'

## Schedule of Deviations

Note:

1. To be completed by the Employer prior to award of contract. This part of the Offer & Acceptance would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here and the final draft of the contract documents shall be revised to incorporate the effect of it.

No.	Subject	Details
1		
2		
3		
4		
5		
6		
7		

By the duly authorised representatives signing this Schedule of Deviations below, the Employer and the tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any 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 Form shall have any meaning or effect in the contract between the parties arising from this Agreement.

### For the tenderer:

### For the Employer

Signature

.....

.....

Name

.....

.....

Capacity

.....

.....

On behalf  
of

*(Insert name and address of organisation)*

*(Insert name and address of organisation)*

Name &  
signature  
of witness

.....

.....

Date

.....

.....

## C1.2 Contract Data

### Data provided by the *Employer*

Completion of the data in full is essential to create a complete contract.

Clause	Statement	Data
<b>General</b>		
10.1	The <i>Employer</i> is (Name):	<b>Airports Company South Africa SOC Limited (reg no: 1993/004149/30), a juristic person incorporated in terms of the company laws of the Republic of South Africa</b>
	Address	<b>Registered office at Private Bag X9002 ACSA Southern Office Block Cape Town International Airport 7525</b>
	Tel No.	<b>021 937 1200</b>
	Fax No.	
	E-mail address	<b>Vamile.Ndzinisa@airports.co.za</b>
11.2(11)	The <i>works</i> are	<b>Decommission Existing RMU, Supply New 5-way RMU, Install and Commission. This Includes all Building Preparation works; Cable work and Protection Setting adjustments.</b>
11.2(13)	The Works Information is in	<b>the document called 'Works Information' in Part 3 of this contract.</b>
11.2(12)	The Site Information is in	<b>the document called 'Site Information' in Part 4 of this contract.</b>
11.2(12)	The <i>site</i> is	<b>Cape Town International Airport</b>
30.1	The <i>starting date</i> is.	<b>From date of signatures from both parties</b>
11.2(2)	The <i>completion date</i> is.	<b>12 months after signing contract or practical completion</b>
13.2	The <i>period for reply</i> is	<b>3 days</b>
40	The <i>defects date</i> is	<b>10 weeks after Completion</b>
41.3	The <i>defect correction period</i> is	<b>2 weeks</b>
50.1	The <i>assessment day</i> is the	<b>25<sup>th</sup> of each month.</b>
50.5	The <i>delay damages</i> are	<b>R3000 per day</b>
50.6	The retention is	<b>5%</b>
51.2	The interest rate on late payment is	<b>0%</b>

80.1	The <i>Contractor</i> is not liable to the <i>Employer</i> for loss of or damage to the <i>Employer's</i> property in excess of	<b>R0</b>
82.1	The <i>Employer</i> provides this insurance	<b>R0</b>
82.1	The minimum amount of cover for the third insurance stated in the Insurance Table is:	<b>whatever the <i>Contractor</i> deems necessary in addition to that provided by the <i>Employer</i>.</b>
82.1	The minimum amount of cover for the fourth insurance stated in the Insurance Table is:	<b>As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the <i>Contractor's</i> common law liability for people falling outside the scope of the Act with a limit of Indemnity of not less than R0 (Zero Rands)</b>
	Does the United Kingdom Housing Grants, Construction and Regeneration Act (1996) apply?	<b>No</b>
93.1	The <i>Adjudicator</i> is (Name)	<b><i>Either</i> State the name of the person selected &amp; complete the contact details below  <i>Or, state:</i>  the person selected from the ICE-SA list of Adjudicators by the Party intending to refer a dispute to him.  [ICE-SA is a joint Division of the South African Institution of Civil Engineering and the Institution of Civil Engineers (London) (see <a href="http://www.ice-sa.org.za">www.ice-sa.org.za</a> ) or its successor body]</b>
	Address	<b>Johannesburg, South Africa</b>
	Tel No.	
	Fax No.	
	e-mail	
93.2(2)	The <i>Adjudicator nominating body</i> is:	<b>the Chairman of ICE-SA a joint Division of the South African Institution of Civil Engineering and the Institution of Civil Engineers (London) (see <a href="http://www.ice-sa.org.za">www.ice-sa.org.za</a> ) or its successor body.</b>
93.4	The <i>tribunal</i> is:	<b>arbitration.</b>
	The <i>arbitration procedure</i> is	<b>the latest edition of Rules for the Conduct of Arbitrations published by The Association of Arbitrators (Southern Africa) or its successor body.</b>
	The place where arbitration is to be held is	<b>Cape Town South Africa</b>

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The person or organisation who will choose an arbitrator

- if the Parties cannot agree a choice or
- if the arbitration procedure does not state who selects an arbitrator, is

**the Chairman for the time being or his nominee of the Association of Arbitrators (Southern Africa) or its successor body.**

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**The *conditions of contract* are the NEC3 Engineering and Construction Short Contract (June 2005)<sup>1</sup> and the following additional conditions:**

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**Z1**

Z1.1

Z1.2

**Z2**

Z2.1

Z2.2

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<sup>1</sup> Can be obtained from either Engineering Contract Strategies Tel 011 803 3008, Fax 011 803 3009 (see [www.ecs.co.za](http://www.ecs.co.za)) or SAICE.

## Data provided by the Contractor (the Contractor's Offer)

The tendering contractor is advised to read both the NEC3 Engineering and Construction Short Contract (June 2005) and the relevant parts of its Guidance Notes (ECSC3-GN)<sup>2</sup> in order to understand the implications of this Data which the tenderer is required to complete. An example of the completed Data is provided on page 26 of the ECSC3 Guidance Notes.

Completion of the data in full is essential to create a complete contract.

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10.1	The Contractor is (Name): Address Tel No. Fax No. E-mail address	
63.2	The percentage for overheads and profit added to the Defined Cost for people is	10%
63.2	The percentage for overheads and profit added to other Defined Cost is	10%
11.2(9)	The Price List is in	the document called 'Price List' in Part 2 of this contract.
11.2(10)	The offered total of the Prices is [Enter the total of the Prices from the Price List]:	R[•] excluding VAT [in words] [•] excluding VAT

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<sup>2</sup> Available from Engineering Contract Strategies Tel 011 803 3008, Fax 011 803 3009.



## C1.3 INSURANCE

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

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

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

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

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

##### Section 1 Of The Policy – Contract Works

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

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

This insurance contains the following limitations and warranties ;

##### ***Open Trench Limitation***

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

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

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

**Section II of the Policy – Contractors Public Liability**

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

**Section III of the Policy – Removal Of Lateral Support Liability**

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

The Limit of Indemnity being limited to R50,000,000 attributable to one source or original cause

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

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

The SASRIA Contract Works policy is limited to **R500,000,000 (Incl VAT)** in the aggregate during the policy period of insurance.

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

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

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

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

Professional Duties do not include:

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

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

1.5 Any further clarification of the scope of cover provided by the Policies arranged by the Employer should be obtained from the Employer.

1.6 The Contractor and/or any other party who obtains indemnity under the policies effected under 1.1 shall become liable for the deductibles (first amount payable) which are applicable in respect of each and every occurrence or series of occurrences attributable to one source or cause giving rise to loss or damage or indemnifiable liability. The deductibles applicable to the policies effected under 1.1 are as follows:

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

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

**Section 1 Of The Policy – Contract Works**

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

**Section 2 Of The Policy – Contractors Public Liability**

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

**Section 3 Of The Policy – Removal Of Lateral Support Liability**

**R75,000** each and every claim.

b) **Contract Works SASRIA**

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

c) **Design & Construct Professional Indemnity Insurance**

**In respect of contracts under R50 million at award – R5,000,000.**

**In respect of contracts over R50 million at award – R10,000,000**

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

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

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

Airports Company South Africa :

Nokulunga Masiza

Tel: +27 (0)11 723 1400

M: +27 (0)79 512 0532

[Nokulunga.Masiza@airports.co.za](mailto:Nokulunga.Masiza@airports.co.za)

Buhle Mnguni

D: +27 (0)11 723 1400

M: +27 (0)74 535 9075

[Buhle.Mnguni@airports.co.za](mailto:Buhle.Mnguni@airports.co.za)

- b) Preserve damage and make it available for inspection by a representative of the Insurers.
- c) Wherever possible, photographs of damage should be taken.
- d) Inform the police authorities promptly in the event of loss or damage by theft, burglary or any malicious persons(s) for the purpose of recovering any property so lost, discovering the guilty person or persons, and having him, her or them duly prosecuted.
- e) Advise the Insurers of any other insurance(s) which may cover the same loss, damage or injury, or any part thereof.
- f) Give to the Insurers every assistance to enable the Insurers to settle or resist any

claim against the Insured, or institute any proceedings;

- g) On completion the Claims Advice Form, the form must be sent to the Employers Insurance Brokers for further action (the original may be emailed to the Employers Insurance Broker). (Please do not remove the Claims Advice Form out of this document. Rather photocopy the form and send the copy to the Employers Insurance Brokers).
- h) The Employer and the employers Insurance brokers / Insurers or their appointed loss adjusters shall have the right to make all and any enquiry's on the Site of the Works or elsewhere as to the cause and results of any such occurrence and the Contractor shall co-operate in carrying out such enquiry's.
- i) The Contractor, Project Managers and Consultants must allow free access to Insurers' assessors for the purpose of investigating and assessing the loss or damage.
- j) The Contractor must not proceed with the making good any off the loss without the prior authorisation of the Insurers.**
- k) The Contractor must keep separate records of the costs involved in making good any loss or damage and these records should be available at all times for inspection by Insurers. Such records should include inter alia the entire cost of labour, materials, transport and equipment.
- l) Where required by the Employer, negotiate the settlement of claims with the Insurer or their appointed loss adjusters through the Employer's Insurance Brokers and shall obtain the Employer's approval of such settlement.
- m) Once the amount of a claim is agreed by the Insurers and the Contractor, an "Agreement of Loss" form must be signed by the Contractor and if required this shall be counter signed by the Employer or the Project Managers.
- n) The proceeds of such claim will, if required by the Employer, be paid net of any Deductible applicable under the policy by the Insurers to the Employer who on receipt thereof will arrange for payment to be made in terms of the Conditions of Contract. In the event that it is agreed by the Employer that such claims payment be made directly to the Contractor, the Contractor shall arrange for the Employer to endorse the "Agreement of Loss" to this effect.

## 2. Insurance Effected by the Contractor.

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

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

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

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

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

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

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

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

- c) **Motor Vehicle Liability Insurance** comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability indemnity with a limit of indemnity of not less than **R5 000 000** for all owned, non-owned, leased and hired vehicles.

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

Should the Contractor believe that the Employer effected Contract Works, Public Liability and Design & Construct Professional Indemnity deductibles as noted in Clause 1.1 (a) and (c) be considered to be unacceptable to the Contractor, then the Contractor must obtain Buy Down cover for these deductibles to a deductible considered by the Contractor as being acceptable in respect of the works being undertaken.

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

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

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

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

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

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

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

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

**j) Miscellaneous Insurance**

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

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



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

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

#### 2.4 **Sub-Contractors.**

The Contractor shall:

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

APPENDIX A

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

Send to : Airports Company South Africa

E-Mail The Following People :

[Nokulunga.Masiza@airports.co.za](mailto:Nokulunga.Masiza@airports.co.za)

[Buhle.Mnguni@airports.co.za](mailto:Buhle.Mnguni@airports.co.za)

\* .....  
.....  
.....  
.....  
.....

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

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

Date of loss : \_\_\_\_\_

Reported to site agent by : \_\_\_\_\_ Date : \_\_\_\_\_

Reported to Insurance Broker by : \_\_\_\_\_ Date : \_\_\_\_\_

Locality of Incident \_\_\_\_\_

How did the loss occur (cause) ? \_\_\_\_\_

Details and nature of loss or damage to Contract Works \_\_\_\_\_

Details of other property damaged \_\_\_\_\_

## C2 Pricing Data

### C2.1 Pricing assumptions

Following is further to Pricing Instructions provided in the tender document:

Entries in the first four columns in the Price List are made either by the *Employer* or the tendering contractor

If the *Contractor* is to be paid an amount for the item which is not adjusted if the quantity of work in the item changes, the tenderer enters the amount in the Price column only; the Unit, Quantity and Rate columns being left blank.

If the *Contractor* is to be paid an amount for the item of work which is the rate for the work multiplied by the quantity completed, the tenderer enters the rate which is then multiplied by the expected quantity to produce the Price, which is also entered.

All Prices are to be shown excluding VAT unless instructed otherwise by the *Employer* in Tender Data or in an instruction the *Employer* has given before the tenderer enters his Prices.

If there is insufficient space in the Price List which follows, state in which document the Price List is contained.

## C2.2 Price List

Price must include all materials, labour, travel, overheads etc to complete the works.

Item no.	Description	Unit	Quantity	Price (Rands) Excluding VAT
1	Preliminary and General			
	Site Establishment and removal (office etc)	Sum	1	
	Temporary Site Establishment (Outside Terminal 1 substation) and removal -for NEW RMU	Sum	1	
	Provisional Sum: Permits and Medicals	Sum	1	10 000,00
	Safety File	Sum	1	
	Additional Warranty (5 years warranty required)	Sum	1	
	<b>Sub-Total 1</b>			<b>R</b>
2.	New Equipment (5-Way indoor 11kV RMU):			
	Design, Manufacture, Inspection & Testing	Sum	1	
	ACSA participation in Factory Acceptance Testing <b>Provisional Sum:</b> (Travel, accommodation and other related expenses)	Sum	1	30 000,00
	<b>Sub-Total 2</b>			<b>R</b>
3	Delivery to CTIA – Temporary Site <b>Sub-Total 3</b>	Sum	1	<b>R</b>
4	Installation, Network reconfiguration and Commission NEW RMU at TEMPORARY SITE (Outside Terminal 1 substation)			
	Install New 5-Way RMU and Reconfigure Network	Sum	1	
	Test and Commission	Sum	1	
	<b>Sub-Total 4</b>			<b>R</b>

<b>5</b>	Removal of Existing/Old RMU			
	Building Preparation work including civil works (e.g breaking of wall etc) to allow for removal of existing RMU and installation of new RMU in Terminal 1 substation.	Sum	1	
	Decommission old 3-way unit	Sum	1	
	Relocate old RMU to on-site substation (Power and Lighting)- Approximately 5km from Terminal 1 substation.	Sum	1	
	<b>Sub-Total 5</b>			<b>R</b>
<b>6</b>	De-commission, move, test and commission NEW 5-way INSIDE SUBSTATION.			
	Decommission new 5-way RMU at temporary site (outside substation) and move into substation.	Sum	1	
	Install new 5-way RMU inside substation and Reconfigure Network	Sum	1	
	Implement Protection Settings and coordination	Sum	1	
	Test, Commission and Provide Testing Certificates	Sum	1	
	Provide Compliance Certification (COC)	Sum	1	
	Building reinstatement	Sum	1	
	<b>Sub-Total 6</b>			<b>R</b>
<b>Total Excluding VAT (Add Sub-totals 1 to 6)</b>				<b>R</b>
<b>Contingency (10% of above Total)</b>				<b>R</b>
<b>TOTAL EXCLUDING VAT</b> <i>(This amount to be carried over to Form of Offer and Acceptance – C1.1)</i>				<b>R</b>

# C3: Scope of Work

## C3.1 Works Information

The contractor will be responsible for the decommissioning of the existing 3-way RMU, the supply and installation of a new 5-way 11kV indoor RMU at Terminal 1 substation at Cape Town International Airport. This work will include all building preparation works; cable work and protection setting adjustments.

### LIST OF ACRONYMS

RMU	Ring Main Unit
CTIA	Cape Town International Airport
SANS	South African National Standard
ORHVS	Operating Regulations for High Voltage Systems
HVAC	Heating, Ventilation and Air Conditioning
IEC	International Electrotechnical Commission
COC	Certificate of Compliance

## 1. Description of the works

### Scope Overview

Designing, engineering, manufacture, assembly, inspection and testing before supply and delivery at site, storing (at contractor's site), erection, installation, testing, commissioning and handing over of SCADA compatible, motorized, both side indoor type Ring Main Units (RMUs) with various combinations of SF6 insulated/arc quenching Load Break Switches and Vacuum Circuit breakers suitable for 11KV/400V Distribution Transformers as listed below with cable termination kits, terminal protectors, current transformers, protection relays, and with metering facility for breakers, complete with all materials and accessories, including building works as well as removal and instatement of the plinth, excavation, and earthing.

### Working Hours for this project :

Most of the preparatory work can be done during the day.

Any work that requires switching off the supply must be done strictly after hour works (23.30 or after last flight – 4am), with the approval of the Electrical Department and notification to be sent out at least 7 working days prior to switching off.

### Commencement of Project:

Project to commence after issue of PO and must be completed within 12months of start.

### Summary of Project scope:

The summary of project scope is as follow:

- Manufacture and Supply 5-way RMU.
- In preparation for the installation of the new RMU at the substation, a temporary site will be established for New Unit outside the substation, including temporary fencing and security gate. This is to enable continuity of supply for the duration of the project.  
  
Install, Reconfigure Network and Commission New RMU outside the substation. New Unit must be protected from weather elements whilst outside.
- Decommission Existing 3-way RMU  
Remove Old unit from Substation (includes breaking of wall). Old unit to be moved to ACSA Electrical premises on CTIA site.
- Install, Reconfigure Network and Commission New RMU inside the building.  
Building Reinstatement including new Security Door/Gate (similar to existing).
- Implement Protection Settings and coordination  
Commission and Provide Testing Certificates
- Provide Compliance Certification (COC)

### KEY PERSONNEL

- The Key Personnel are Project Manager, Electrician and Safety ORHVS Responsible Person.
- Comprehensive CVs and supporting information/documentation must be provided.

Requirements	Project Manager	Electrician	Safety ORHVS Responsible Person
Minimum Qualification	National Diploma in Project Management OR National Diploma in Electrical Engineering	N2 Electrical with Trade Test	ORHVS Certification as Responsible Person
Minimum Relevant Experience	3-5 years	3-5 years	1-3 years
Other			<b>This resource must be always on site.</b>

## Design Technical Requirements for RMU

The designs and equipment shall conform in all respects with the requirements of the latest editions of the IEC standards, except where specified otherwise.

Table 1: General Technical Requirements:

Rated voltage	kV	12
Rated short-duration power-frequency withstand voltage	kV	28kV RMS – 1min
Rated frequency	Hz	50
Rated normal current (for Ring Main Feeders, Busbar & CB feeder)	A	630
Rated short time withstand current	kA	21 - 3 sec
Rated peak withstand current	kA	50
Number of mechanical operating cycles for disconnect	n	1000
Protection rating degree (This will differ from different components of RMU)		IP32
Protection Mechanism		SF6/vacuum or combination

## DETAILED DESIGN REQUIREMENTS

### Site Conditions

The RMU shall be designed to function correctly in the Cape Metropolitan area coastal conditions. The equipment shall be installed into an existing Terminal 1 substation thus, the RMU shall be rated for indoor use. The RMU shall operate in an enclosed substation together with various other equipment such as Generators and transformers. The substation is equipped with free ventilation or air conditioning units to regulate the internal room temperature.

The Site does not allow for a lengthy shut down and down time must be 1 day or less. The new unit will need to be installed before the old one is decommissioned. The New unit will need to be assembled outside the existing Substation and trenching/cable routes must be created to house the cables safely. Whilst New Unit is positioned temporarily outside Terminal 1 substation, it must be protected against all weather elements in a temporary enclosure. The old unit will not be able to be rigged through the doorways and the wall will need to be opened to remove the unit and there after reinstated again.

The Units, Building Materials and Cables needs to be supplied and delivered to CTIA, Labour will be required for all works.

### General

- The offered switchgear must have the following features:
  - Suitable for indoor installation at a coastal environment
  - Compact construction
  - Local and remote operations compatible (Umbilical Cord Facility)
1. The Ring Main Unit shall be designed to operate at the rated voltage of 12KV. It shall consist of 630A SF6 Insulated Load Break Switch, earthing switches for each Circuit Breaker for earthing each of the devices lines into the unit.
  2. RMU shall originally be designed, engineered and manufactured as a fully integrated Indoor modules, which would meet the relevant standards for indoor application.



3. The RMU shall be indoor, metal-enclosed, single bus-bar type and shall meet the Distribution application in accordance to IEC specifications
4. Degree of protection of the panels shall be of indoor application class. All access to the switching mechanism shall be protected against dust and moisture and the degree of protection shall be classified according to the applicable standards.
5. RMU shall be identified by an appropriately sized label, which clearly indicates the functional units and their electrical characteristics.
6. The switchgear and RMUs shall be designed so that the position of the different devices is visible to the operator on the front of the switchboard and operations are visible as well. This must include the line diagram on the front of the panel to highlight the open/close switching port as well as the earthing port.
7. Internal Arc Classification: The RMU must be designed with ventilation upwards or backwards through an exhaust channel away from the operator
8. Temperature independent gas pressure gauge marked with green (safe) and red (not safe) zones shall be provided in the form of a manometer and fit with a device for an electric signal if pressure is low. The unit shall continue to work safely even if the gas pressure inside the tank goes down to the atmospheric pressure.
9. In accordance with the standards in effect, the RMUs shall be designed to prevent access to all live parts.
10. Suitable full proof interlocks shall be provided to prevent its inadvertent or accidental operation of the switchgear.
11. The operating mechanisms shall be lockable at each position with padlocks.
12. The operating handle shall have anti-reflex action for load break switches and shall be stored in a proper place at the front or side of the unit. Operating handle inserts shall have marking as appropriate to avoid inserting the wrong end during switching operations. It is preferred one common handle for all switches. The switching movements shall be performed independently of the operating speeds.
13. All parts of equal size and shape shall be inter-changeable from like modules.
14. The RMU must be equipped with cable testing functionality and must be provided which can be fixed on the terminations to facilitate testing.
15. The maximum temperature in any part of the equipment at specified rating shall not exceed the permissible limits as stipulated in the relevant standards.
16. The equipment shall be capable of withstanding the dynamic and thermal stresses of listed short circuit current without any damage or deterioration.
17. The safety clearances of all live parts of the equipment shall be as per relevant standards.
18. Voltage indication shall be provided for all feeders/Incomers. This may be in the form of back indication lighting or voltage meters. The aim is to identify when power is present in the line.
19. ON / OFF / TRIP indications shall be externally visible. This may be in the form of indication lighting or diagram flag.
20. The RMU shall have a design life of at least 20 years from the date of final acceptance. The Contractor shall make available, at no cost to the Employer, the manufacturing drawings, wiring diagrams, bill of material, foundation detail drawings, unpacking and transportation instructions, operation & maintenance manual, As-built drawings, installation and commissioning manual, and

other relevant documentation. The specific components of each component /sub-assembly shall be identified and referenced in Supplier-supplied documentation.

21. The Unit must be newly manufactured and not a repurposed or refurbished unit.

22. **Warranties/Guarantees:** RMU must have a warranty period of 5 years. Workmanship must be guaranteed for a period of 12 months.

**Service conditions:**

The RMU shall be compact, modular in construction and suitable for indoor applications without any further covers or enclosures. The RMU shall be tested for weather proofing tests as per IEC standards. The switchgear chamber shall be protected against high humidity, high temperature etc by providing IP61 degree of protection in accordance with recommendation of IEC 60529

**2. Drawings**

Drawing number	Revision	Title

**3. Specifications**

The Terminal 1 11kV 5-way RMU switchgear will be designed, delivered, installed and commissioned in accordance to IEC standards

Title	Date or revision	Tick if publicly available
<b><u>General Specifications:</u></b>		
Health and Safety requirements	Latest	√
Environmental requirements	Latest	√
Site regulations and access control	Latest	√
<b><u>Technical specifications:</u></b>		
IEC 62271-1: Specifications High-voltage switchgear	Latest	√
IEC 62271-100: Alternating-current circuit-breakers	Latest	√
IEC 62271-102: Alternating current disconnectors earthing switches	Latest	√
IEC 62271-103: High-voltage switches	Latest	√
IEC 62271-105: Switch-fuse co-operation	Latest	√
IEC 62271-200: Arc fault and switchgear	Latest	√
IEC 60529: Degrees of protection provided by enclosures	Latest	√

<b>SANS 10142-1 &amp; 2: Installation of Medium Voltage Systems</b>	<b>Latest</b>	√
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#### 4. Constraints on how the *Contractor* Provides the Works

- While most of the preparatory work can be done during the day, it is important to note that some work will be done strictly during the night.
- Any work that requires switching off the supply must be done strictly after hour works (23.30 or after last flight – 4am), with the approval of the Electrical Department and notification to be sent out at least 7 working days prior to switching off.
- Need to get approval from Operations and Account Managers
- Inability to work during night hours due to safety risk of low lighting weather conditions and security risk of theft.

##### 4.1 Meetings

The Contractor will be expected to attend meetings relating to project, operations, contract management and other issues that may arise from time to time on monthly basis or any other prescribed terms. 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. There will be minutes kept for this meeting for record purposes.

Regular meetings of a general nature may be convened and chaired by the Service Manager as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Risk register and compensation events	Monthly on last Thursday of every month at 14H00	Power and lighting offices	Employer and Contractor.
Overall contract progress and feedback	Bi-Monthly Tuesday at 14H00	Power and lighting offices	Employer and Contractor

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the service. Records of these meetings shall be submitted to the Service Manager by the person convening the meeting within five days of the meeting.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the conditions of contract to carry out such actions or instructions.

##### 4.2 Use of standard forms

All NEC standard forms documents are applicable.

##### 4.3 Invoicing and payment

In terms of core clause 50 the *Contractor* assesses the amount due and applies to the *Employer* for payment. The *Contractor* applies for payment with a tax invoice addressed to the *Employer* as follows:

The *Contractor* includes the following information on each tax invoice:

- Name and address of the *Contractor*
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4930138393;

- The total Price for Work Done to Date which the *Contractor* has completed;
- Other amounts to be paid to the *Contractor*;
- Less amounts to be paid by or retained from the *Contractor*;
- The change in the amount due since the previous payment being the invoiced amount - excluding VAT, the VAT and including VAT;

Within 7 days after work completion, the Service Provider shall deliver original invoices to the Company in respect of the Services.

Payment will take place within 30 (Thirty) Business Days after receipt by the Company of a duly prepared original invoice.

All payments shall be made by electronic transfer into the Service Provider's bank account, initially being the account set out in (Contract Data) hereto.

The Company may set off any amounts due and payable from the Service Provider pursuant to the terms of this Agreement against any amounts payable by the Company to the Service Provider on any invoice. If the amounts payable by the Service Provider to the Company exceed the amounts payable by the Company to the Service Provider pursuant to an outstanding invoice under this Agreement, then, at the Company's option, the Service Provider shall either issue a credit note for the net amount which the Company may set off against any other invoices rendered by the Service Provider, or promptly pay the amount to the Company.

Within one week of receiving a payment certificate from the Service Manager in terms of core clause 51.1, the Contractor provides the Employer with a tax invoice showing the amount due for payment equal to that stated in the Service Manager's payment certificate.

The *Contractor* attaches the detail assessment of the amount due to each tax invoice showing the Price for Work Done to Date for each item in the Price List for work which he has completed.

#### **4.4 Records of Defined Cost**

##### **Daily records**

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

The Contractor shall keep in a safe place every statutory certification record book detailing inspection and test, commissioning, examination, and any related incidents.

##### **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 but not limited to:

1. Decommissioning, Testing, and Commissioning records
2. RMU Manual (once off)
3. Project plan for the next month
4. Assets register up to date including equipment data
5. CoC certificate

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.

All monthly record sheets, job cards, history reports etc will remain as ACSA property 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 monthly record sheets to ACSA Service Manager not later than the 7th day of every month. Failure to submit the monthly record sheets will result to any monies due to the contractor being held and low service damages initiated. Reoccurrence of this nature may lead to an immediate cancellation of the contract.

**Format of communications**

All documents will all be in a format as agreed with the Service Manager.

**Incidents and Events Reports**

In the event of any incident occurrence, the contractor shall conduct RCA (root cause analysis) for incidents and events encountered on the infrastructure and submit a detail technical incident report within 48hrs.

**4.5 BBBEE and preferencing scheme**

NOT APPLICABLE

**4.6 Facilities to be provided by the Contractor**

NOT APPLICABLE

**4.7 Title to material from excavation and demolition**

NOT APPLICABLE

**4.8 Design by the Contractor**

The contractor is to provide Employer with all designs and details of any changes done onsite in technical document and technical drawing format. The contractor design is to comply with applicable standards as listed above and issue CoC where applicable.

**5. Requirements for the programme**

The contractor is to provide to the employer, a project program with timelines. The Contractor’s plan for the service will inform both the employer and service manager the contractor’s detailed intention on how the contractor will provide the service. The plan shall consist of working methods as well as details of the resources, including the equipment the contractor intends to use.

**6. Services and other things provided by the Employer**

The Contractor shall provide everything else necessary for Providing the Service.

Item	Date by which it will be provided

## C4: Site Information

### **C4.1: Information about the *site* at time of tender which may affect the work in this contract**

#### **1. Access limitations**

The contractor access is limited to areas as prescribed by the employer and permit access is required. Unauthorised entry into substations is not allowed.

#### **2. Ground conditions in areas affected by work in this contract**

Earthworks are included in the Scope of Work and the ground shall be reinstated to the same conditions as prior to commencement of work.

#### **3. Hidden and other services within the *site***

Existing services underground will not be tampered with and care must be taken in order to preserve those services. Any damages by the contractor to any existing services will be repaired at the cost to the contractor.

#### **4. Details of existing buildings / facilities which *Contractor* is required to work on**

The contractor is to conduct works in Terminal 1 Substation. "As built" drawings and single line diagrams will be provided.

#### **5. Site Conditions**

The RMU shall be designed to function correctly in the Cape Metropolitan area coastal conditions. The equipment shall be installed into an existing Terminal 1 substation thus, the RMU shall be rated for indoor use. The RMU shall operate in an enclosed substation together with various other equipment such as Generators and transformers. The substation is equipped with free ventilation or air conditioning units to regulate the internal room temperature.

The Site does not allow for a lengthy shut down and down time must be 1 day or less. The new unit will need to be installed before the old one is decommissioned. The New unit will need to be assembled outside the existing Substation and trenching/cable routes must be created to house the cables safely. Whilst New Unit is positioned temporarily outside Terminal 1 substation, it must be protected against all weather elements in a temporary enclosure. The old unit will not be able to be rigged through the doorways and the wall will need to be opened to remove the unit and there after reinstated again.