

Hessequa Municipality



MUNICIPAL SUPPLY CHAIN MANAGEMENT
INVITATION TO SUBMIT CLOSED QUOTATION
THE SUPPLY, DELIVERY AND INSTALLATION OF CO₂ FIRE SUPPRESSION
SYSTEM AT THE ARCHIVE OFFICE, RIVERSDALE

RQ Nr: 54740

07 April 2017

Dear Sir/Madam

Please provide a written quotation for the supply of goods and / or services as detailed in the list attached.

The quotation must be submitted, on the official letterhead of your business, by the one of the following means for the attention of Ms C Prins

- Email carisha@hessequa.gov.za
- Per Hand at the Hessequa Municipality SCM offices, Post Office Building, 19 Main Road, Riversdale, 6670

Quotations must reach the Municipality by no later than 12:00 on 26 April 2017

The following conditions will apply to all quotations:

- Prices quoted must be firm, inclusive of VAT and where applicable for delivery to the address indicated below. The total amount of the quotation must also be clearly indicated;
- Please refrain from quoting on goods that are out of stock or not usually stocked by your company, or indicate on your quotation that this is the case and what the delivery period on those items will be;
- If your quotation is accepted, goods and/or services must be supplied and delivered to the below mentioned address, accompanied by your delivery note and invoice (if possible);
- Quotations must to be valid for a period of 30 days;
- The delivery period must be indicated.

- The closed quotation is subjected to the General Conditions of Contract as contained in MFMA Circular 25 of 2005 and the conditions contained in Hessequa Municipal SCM POS section 3.2.4.
- If a quotation is submitted for the goods; services or works requested, you the supplier accepts the conditions of this quotation and that the goods; services and works will be supplied or constructed as per this quotation.
- A formal order will be issued to the successful supplier that will be a written instruction to the supplier to supply; deliver or construct as per specifications contained in this quotation.

If your quotation does not comply with above stated conditions, your quotation will not be considered.

If you have not received a response from the Municipality within thirty (30) days after the closing date of the quotation, please regard your quotation as unsuccessful.

Should you be interested in wanting to know to who the successful bidder was, you may consult our website at www.hessequa.gov.za where monthly reports on awards will be published.

Quotations will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000), The Preferential Procurement Regulations, 2011 and the Hessequa Municipality's Supply Chain Management Policy, for which 80 points will be allocated in respect of price and 20 points in respect of B-BBEE contribution.

It is estimated that prospective suppliers should have a CIDB contractor grading of 1SF OR higher.

The Municipality reserves the right to withdraw any invitation for closed quotations and/or to re-advertise or to reject any quotation or to accept a part of it. The Municipality does not bind itself to accepting the lowest quotation.

Any Prospective Service Provider must make sure that they are registered and are valid on the Database of Hessequa Municipality and/or on the Centralised Supplier Database (CSD) and that they are in possession of a Valid Tax Clearance Certificate.

Please address any technical enquiries regarding the specifications to Mr K Smit Tel: 028 713 8028 or any Supply Chain Management related enquiries to Ms C Prins at Tel: 028 713 7974.

A compulsory clarification meeting will be held on at the following:

PLACE	TIME	DATE
MAIN BUILDING – ARCHIVE OFFICE. VAN DEN BERG STREET RIVERSDALE 6670	11:00 AM	WEDNESDAY 12 APRIL 2017

Important note: a valid original or certified B-BBEE certificate must be submitted with the documentation. (MBD 6.1 Preference Points Claim form need to be completed to claim points. NB- Only point's claims will be awarded. The MBD 6.1 is available from the municipal website at www.hessequa.gov.za under SCM information and reports or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale.)

SPECIFICATIONS FOR CO2 GAS SUPPRESSION SYSTEM

To design and install a complete fire detection system to NFPA (National Fire Protection Association) Revision standards – consisting of:

- a) A stand-alone fire detection and gas control panel complete with stand-by batteries and a manual system override facility.
- b) Optical smoke detectors.
- c) These detectors wired to (two) 2 separate alarm circuits. Both circuits to be in alarm status and system in automatic mode before discharge of gas suppression system can occur.
- d) Alarm siren for inside the protected area.
- e) Alarm strobe light, mounted outside the protected area, to indicate an alarm condition and bell or siren.
- f) Manual release break glass to be positioned at the access door.
- g) 45Kg CO2 cylinders, clamps, valves, detonator, discharge pipe work and nozzles to give a good coverage of CO2 when discharged.
- h) $V \times 2 + \text{Kg}$ of CO2 required.
- i) All signage and instructions. Training must also be provided.
- j) One (1) x shut down facility for the air extract fan if applicable.
- k) One (1) x breathing apparatus required for escape.
- l) The nozzles quantity and sizes must be mentioned in the quotation.
- m) The maintenance will be done on a quarterly basis by the successful quotationer for one year.
- n) The abovementioned system must be of such a kind that other companies can also service the system.
- o) The client is responsible for the removal and moving of any furniture or documentation.
- p) Before work commences, all surfaces are to be inspected by the Contractor who must be satisfied that the surfaces are in a suitable condition to receive finishes specified.
- q) Contractor's tender price must include material, site establishment, transport, Vat, etc.
- r) The Contractor must supervise work on site at all times.

SITE: ON COMPLETION OF CONTRACT

- a) The site must be left in a clean state with all empty tins/drums, rubble and other rubbish removed.
- b) Wherever new materials are used to replace damaged, broken or missing components, these materials shall match the existing in all respects and shall, where applicable, be installed in strict accordance with the manufacturer's instructions.

GENERAL

- a) All wiring must be 120 fire retardant cable.
- b) All discharge pipe work must be in schedule 40 pipe with 3000lb fittings.
- c) Client will provide 220 V a.c supply.
- d) One (1) year maintenance plan
- e) The 45 kg CO2 cylinders must be installed in a wooden box in the passage next to the Archive entrance.
- f) It is expected from the prospective supplier to install the wooden box and supply all the necessary material.

Please indicate the delivery and completion period

Delivery requirements:

Hessequa Municipality

Van Den Berg Street

Riversdale

6670

Archive Office

SUPPLY, DELIVERY AND INSTALLATION OF CO₂ FIRE SUPPRESSION SYSTEM AT THE ARCHIVE OFFICE, RIVERSDALE HEALTH AND SAFTY SPECIFICATIONS

SAFETY SPECIFICATION FOR PRINCIPAL CONTRACTORS

GENERAL

Application

This Health & Safety Specification applies to all contractors who carry out work at Hessequa Municipality's premises, where the contractor is appointed principal contractor under the Occupational Health and Safety Act 85 Of 1993.

Definitions

In this Health & Safety Specification:

- Competent person has the meaning given in the Construction Regulations 2014 promulgated GNR 84 of 07 February 2014.
- Contractor means a person, corporation or other entity that carries out work for HESSEQUA MUNICIPALITY.
- Employee includes a person engaged by the Contractor as a sub-contractor and a person employed or engaged by a sub-contractor.
- OHS Act means the Occupational Health and Safety Act 85 of 1993.
- OHS Regulation means the Occupational Health and Safety Regulation promulgated under the Occupational Health and Safety Act 85 of 1993.
- Work Cover means the cover under the Compensation for Injuries and Diseases Act 130 of 1993.

Comply with Statutory Laws

- The Contractor must comply with, and must ensure that its employees and visitors comply with, all relevant and applicable laws, codes, standards, guidelines, rules, policies and procedures relating to health and safety in the work-place.

WORKING AT HESSEQUA MUNICIPALITY'S PREMISES

Hazard Identification and Risk Assessment

Before carrying out any work at HESSEQUA Municipality's premises the Contractor must, in consultation with HESSEQUA MUNICIPALITY:

- Identify any foreseeable hazard associated with the place of work and the work to be carried out by the Contractor, that has the potential to harm the health or safety of any person,

- Assess the risk of harm to the health or safety of any person arising from any hazard identified, and 41
- Eliminate any reasonably foreseeable risk to the health or safety of any person arising from any hazard identified or, if it is not reasonably practicable to eliminate the risk, develop measures or procedures to effectively control the risk.

Review of Risk Assessments and Control Measures

The Contractor must review a risk assessment, and any measures adopted to control the risk, whenever:

- there is evidence that the risk assessment is no longer valid, or
- injury or illness results from exposure to a hazard to which the risk assessment relates, or
- a significant change is proposed in the place of work, the scope of work or in work practices or procedures to which the risk assessment relates.

Competence of Employees

The Contractor must ensure that each employee:

- has the necessary skills, knowledge, qualifications, training, competence and experience, and
- has appropriate verbal and written language skills and the necessary literacy, to carry out the work, including qualifications, certification and competencies required under the OHS Act 85 Of 1993 and the OHS Regulations.

Medical Fitness of Employees

The Construction regulations stipulate that all employees on site must be medically fit to perform their duties.

- The principal contractor must ensure that all employees is medically fit for work and must be able to provide proof of medical certificates in the form of Annexure 3 or company specific document. The medical certificates must be issued by an Occupational Health Practitioner registered with the Health Professional Council of South Africa (HPCSA) or a person who holds a qualification in Occupational Health recognised as such by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Service Professions Act, 1974(Act No. 56 of 1974) or the South African Nursing Council as referred to in the Nursing Act, 1978(Act No. 50 of 1978).

Supervision of Employees

- The Contractor must ensure that the Contractor's employees are adequately supervised by a competent person while carrying out work at Hessequa Municipality's premises.

Personal Protective Equipment

The Contractor must ensure that each person carrying out work at or visiting Hessequa Municipality's premises:

- Is provided with, and wears at all times if necessary, all the appropriate personal protective equipment including if required, but not limited to:
- head protection (safety helmet),
- protective footwear (lace-up with steel toe protector),
- hearing protectors (including ear plugs, ear canal caps, ear muffs and hearing protective helmets),
- eye protection equipment (including safety glasses or goggles (with sun protection where necessary), wide-vision goggles, face shield and hood),
- respiratory protection (including particulate respirator, gas filter respirator and supplied air respirator),
- hand protection (including safety gloves),
- wet weather clothing and footwear,
- sun protection cream when exposed to excessive sun, 42
- high visibility safety clothing or safety vests when working close to moving traffic or construction vehicles.
- Is informed of any limitations of the equipment, and
- Is provided with the instruction and training necessary to ensure that the equipment controls the risk for which it is provided.

Contractor's Plant and Equipment

The Contractor must:

- Comply with, and ensure that all plant complies with, the requirements of the applicable OHS Regulations, including in particular the requirements of:
- Design, manufacture and registration of plant,
- Supply of plant, and
- Working with plant,
- Ensure that all hazards arising from the installation, commissioning, erection and use of plant, and the systems of work associated with plant, are identified and the consequent risks assessed and eliminated or controlled,
- Ensure that all plant is properly inspected, maintained, repaired and cleaned by a competent person in accordance with the requirements of the OHS Regulation and manufacturers' procedures, specifications or instructions, ensure that each employee who will be operating plant:
- holds any licence or certificate necessary to operate the plant, and

- has been provided with adequate information and training in the inspection, use, operation, maintenance and care of the plant.

Certification of Employees

The Contractor must ensure that:

- each employee who will be carrying out scheduled work under the Construction regulations holds a recognised qualification or a certificate of competency issued by an approved training authority
- each employee who will be carrying out formwork and scaffolding or who will be operating or using explosive-powered tools holds a certificate of competency.
- each employee who will be operating a construction vehicle or mobile plant must be in possession of a certificate of competency issued by an approved accredited training authority.

Signs

- The Contractor must place or erect signs stating the Contractor's name and contact telephone numbers (including an after-hours emergency telephone number) on each construction site for which the Contractor is appointed principal contractor. The signs must be clearly visible from outside the site.

CONSTRUCTION WORK

Contractor Health & Safety Plan

- The Principal Contractor must ensure that where construction work carried out under the requirements of the Construction Regulations, a Health & Safety Plan (HSP) is prepared. The Contractor must ensure that the HSP is provided to HESSEQUA MUNICIPALITY for review and approval before work commences.

Site-specific Health & Safety Plan

- The Contractor must ensure that a Site-specific Health & Safety Plan is prepared for each place of work at which construction work is to be carried out. In particular, the Contractor must ensure that: 43
1. the Health & Safety Plan is prepared in accordance with the OHS Act 85 of 1993 and Regulations and the Health & Safety Specification,
- the Health & Safety Plan is maintained and kept up to date during the course of the work in relation to which the Contractor has been appointed principal contractor, and
 - the Health & Safety Plan is kept at the construction site and is made available for inspection by any person working at or about to commence working at the site, an

employee member of an OHS committee, an OHS representative, a person elected by the persons employed at the site to represent a group of employees on health and safety matters or (if the employees agree) an appropriate representative of an industrial organisation of employees.

Safe Work Method Statements

- The Contractor must ensure that safe work method statements (whether prepared by the Contractor or its sub-contractors) are prepared in accordance with the Construction Regulations in order to manage high risk activities and signed off by the Contractor.

Sub-Contractors

The Contractor must ensure that:

- a copy of the Site-specific Contractor's Health & Safety Plan is provided to each sub-contractor before the sub-contractor commences work at the construction site,
- if any change is made to the Health & Safety Plan, a copy of any part that has been changed and that is relevant to a sub-contractor is provided to the sub-contractor as soon as practicable after the change is made,
- each sub-contractor, before commencing work at the site, provides the Contractor with a written safe work method statement for the work to be carried out by the sub-contractor,
- each sub-contractor is directed to comply with:
 - the safe work method statement that the sub-contractor has provided, and
 - the requirements of the OHS Act and the OHS Regulation,
- the sub-contractor's activities are monitored to the extent necessary to determine whether the sub-contractor is complying with:
 - the safe work method statement, and
 - the requirements of the OHS Act and the OHS Regulation, and
- if the sub-contractor is not complying, the sub-contractor is directed to take action immediately to comply with the safe work method statement or the requirements of the OHS Act and the OHS Regulation, or both, and
- if a risk to the health or safety of a person arises because of the non-compliance, the sub-contractor is directed to stop work immediately and not to resume work until the safe work method statement or those requirements, or both, are complied with, unless an immediate cessation of work is likely to increase the risk to health and safety, in which event the sub-contractor must be directed to stop work as soon as it is safe to do so.

Induction Training

- Before the Contractor commences carrying out construction work at HESSEQUA MUNICIPALITY's premises the Contractor must ensure that each person who will be carrying out construction work has been inducted by the contractor a record thereof to be recorded in a register as proof.

Provision of Further OHS Induction Training

The Contractor must: 44

- identify any change in the construction site, and in the activities performed by each person carrying out construction work at the site, that might affect the health or safety of any person on the site, and
- if any such change is identified, ensure that each person carrying out work at the site undergoes such work activity based health and safety induction training or site-specific health and safety induction training as is necessary to enable the person to carry out that work safely despite the change.

Visitors

The Contractor must ensure:

- that each visitor is provided with all information, instruction, training and personal protective equipment necessary to ensure the visitor's health and safety while at the site.

Safety briefings ('Toolbox Talks')

The Contractor must:

- conduct safety briefings ('Toolbox Talks' or pre-work briefings) weekly or before the commencement of each week to discuss the work and deal with problems to be addressed by persons working at the construction site (including hazards associated with the site and the work to be carried out and existing and proposed measures or procedures to control any reasonably foreseeable risk to the health or safety of any person),
- conduct a safety briefing whenever the Contractor identifies any change in the construction site, and in the activities performed by each person carrying out construction work at the site, that might affect the health or safety of any person on the site,
- ensure that each person working at the construction site attends any safety briefing, and
- keep a record of each safety briefing including:
- the date, time and location of the safety briefing,

- the specific topics and issues discussed, and
- the names and signatures of the attendees.

Site Access

- The Contractor must ensure that vehicular and pedestrian access to and exit from the construction site is strictly controlled in accordance with appropriate procedures. In particular, the Contractor must ensure that procedures to control and prevent unauthorised entry to the site require:
 - all employees and visitors to sign a visitors' book on entering the site,
 - all visitors to be accompanied at all times by a person who has been provided with OHS induction training.

Hazardous Substances and Dangerous Goods

- The Contractor must ensure that a register containing details of all hazardous substances and dangerous goods being used, stored or handled at each place of work at which work in relation to which the Contractor has been appointed principal contractor is carried out is kept and maintained at the place of work while work is being carried out.
- The disposal of any hazardous substances by contractors must be carried out according regulatory requirements. Proof of the safe disposal of substances needs to be submitted by the contractor upon request by any interested and effected parties.
- The Contractor must ensure that Material Safety Data Sheets are available for all hazardous substances used, stored or handled at each place of work for information and training of personnel. 45

Audits and Reviews

- The Contractor acknowledges and agrees that HESSEQUA MUNICIPALITY, may carry out periodic or occasional audits, inspections and reviews of the Contractor's and the Contractor's sub-contractors' safety management systems, plans, practices and performance, using audit and review frameworks established by the client or agent.
- The Contractor will be required to submit a corrective action plan to HESSEQUA MUNICIPALITY on any non-conformances detected during an audit in writing within 5 days.

Compliance with OHS Act & Regulations

- The tendered sum shall include full compensation to the Contractor for compliance with all the requirements of the OHS Act and Regulations at all times for the full duration of the contract. Please note that the Contractor must supply proof that the following conditions of the OHS Act and applicable Regulations has been complied with before construction can start:
- Submission of site-specific Health & Safety Plan to the Engineer/Client Agent appointed for the project and proof of approval of the submitted Health & Safety Plan;
- Notification of Construction Work to Department of Labour;
- Notification to any other authority as may be required;

Any transgression of the OHS Act and Regulations found upon inspection on site will result in a penalty of R 2,500.00 per incident due to negligence of the Contractor, which will be deducted from payment certificates submitted by the Contractor.