The Knysna Municipality is inviting quotations from suitable service providers for the services described below.

**Category:** B117/2017/18 - Appointment of Health and Safety (OHS) agent for repair of pipe on Suspension Bridge- Khayalethu.

<table>
<thead>
<tr>
<th>ADVERTISEMENT DATE:</th>
<th>04 August 2017</th>
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</thead>
<tbody>
<tr>
<td>QUOTATION NUMBER:</td>
<td>B117/2017/18</td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES:</td>
<td>Appointment of Health and Safety (OHS) agent for repair of pipe on Suspension Bridge - Khayalethu.</td>
</tr>
</tbody>
</table>
| QUOTATION DOCUMENTS ARE OBTAINABLE FROM: | Company : Knysna Municipality  
Contact Person : Curlen Ruiters  
Email : cruiters@knysna.gov.za  
Tell : 044 3026438 |
| CLOSING DATE: | 08 August 2017 |
| TIME: | 12h00 |
| SUBMISSIONS: | Sealed quotations clearly marked, “B117/2017/18”, can be submitted:  
By hand to: Scm Dept.-Knysna Municipality  
By email to: cruiters@knysna.gov.za |
| COMPULSORY REQUIREMENTS: | None |
| TECHNICAL ENQUIRIES: | Company : Tuiniqua Consulting Engineers  
Contact Person : Serett Maree  
Email : serett@tuiniqua.co.za  
Tel : 044 382 6855 |

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT when applicable.
- Price must include all related expenses, i.e. transport, accommodation etc.
- Bidders must insist on an official order number.
- Only an official order will bind the Council.
- Please complete this document.

The Knysna Municipality is implementing an online purchasing management system. This system allows vendors to register online, receive automated alerts via e-mail and will eventually allow vendors to submit bids electronically. All opportunities >R30 000 (RFQ's and Tenders) are processed through our online system. To register go to [www.knysna.gov.za](http://www.knysna.gov.za) – Council adverts – Supply Chain Management – SCM e-mail list – complete info and click on submit form. Enquiries may be directed to: nmlisana@knysna.gov.za
H&S - Repairs KSB/2017: Appointment of Health and Safety Agent for Repair of pipe on suspension bridge - Khayalethu

The Construction Regulations 2014, (Clause 5- Duties of the Client, KNYSNA MUNICIPALITY, therefore the agent should perform these duties on the client’s behalf):

CONDITIONS OF TENDER
The following conditions will apply:

1. The bidders will be required to manage the Health and Safety of this project. The construction period of project will be approximately 2 weeks.
2. The project is located in Khayalethu, Knysna.
3. The project is under the project management of Tuiniqua Consulting Engineers.

The responsibility of the Health and Safety consultant for each contract will include, but not limited to:

- 1)(a) - prepare a baseline Risk Assessment
- 5(1)(b) - prepare a coherent site specific Health and Safety specification
- 5(1)(c) - provide the Health and Safety specifications to the designer
- 5(1)(d) - ensure that the designer takes the Health and Safety specifications in consideration during the design stage
- 5(1)(e) - ensure that the Designer carries out all responsibilities contemplated in regulation 6
- 5(1)(f) - ensure that the Health and Safety specifications are included in the tender documents
- 5(1)(g) - ensure that potential principal Contractors submitting tenders have made adequate provision for the cost of Health and Safety measures
- 5(1)(h) - ensure that the principal Contractors to be appointed has the necessary competencies and resources to carry out the construction work safely
- 5(1)(i) - ensure co-operation between Contractors appointed by the client to enable each of those Contractors to comply with the Construction Regulations 2014
- 5(1)(j) - ensure before any work commences on a site that every principal Contractors is registered and in good standing with the compensation fund or with a licensed compensation commissioner (refer also to regulation5(3); when a fatality or permanent disability occurs on a construction site, ensure that the Contractors reports the incident to the provincial director in accordance with section 24 of the OHS act & Regulation 8 & 9 of the General Administrative Regulations, 2013 and also that the report includes measures that the Contractors intends to implement to ensure a safe construction site)
- 5(1)(k) - ensure that the Municipality has appointed every principal Contractors in writing for the project or part thereof on the construction site
- 5(1)(l) - discuss and negotiate with the principal Contractors the contents of the principal Contractors Health and Safety plan and must thereafter finally approve the plan for implementation
- 5(1)(m) - ensure that a copy of the principal Contractors Health and Safety plan is available on site
- 5(1)(n) - ensure that each Contractors Health and Safety plan is implemented and maintained
- 5(1)(o) - ensure that periodic Health and Safety audits and document verification are conducted at least once every 30 days
- 5(1)(p) - ensure that a copy of the Health and Safety audit report is provided to the principal Contractors within 7 days after the audit
Construction Regulations 5(7): an agent must manage the Health and Safety on a construction project for the Municipality and be registered with a statutory body approved by the Chief Inspector as qualified to perform the required functions.

PROFILE
Service providers must submit a comprehensive CV and motivation, of person/s that will actively manage projects. Bidders will be noted as non-responsive, if required documents are not returned with the quote.

CONDITIONS OF QUOTATION

The Health and Safety agent has to provide proof of registration with the SACPCMP.

SCOPE OF PROJECT

1. The quote is for a specific project.
2. Removal of the tree(s) causing damage to the pipe.
3. Removal of one pipe length (damaged pipe) of the existing pipe.
4. Provide and install one new pipe length.
5. Re-alignment of the pipe.
6. Safe access for engineer to inspect
7. The site is located in Khayalethu, Knysna.
Pricing Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>UNIT</th>
<th>QTY</th>
<th>RATE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>Health and Safety Services for repair of pipe on suspension bridge - Khayalethu</td>
<td>No</td>
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<td>Subtotal</td>
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Requirements

- Cellphone, transport and accommodation costs will be for the service provider’s account.
- Payments will be made for each individual project at the following stages:
  - Inception: 25% (of tendered value for specific size project).
  - On approval of Contractors Health and Safety plan: 50%.
  - On completion, final H&S audit report: 25%.
<table>
<thead>
<tr>
<th>The name of the Tenderer:</th>
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<tbody>
<tr>
<td>The name of the Contact person:</td>
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<tr>
<td>Physical address of the Tenderer:</td>
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<td>Postal Code:</td>
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<td>Postal address of the Tenderer:</td>
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<td>E-mail address:</td>
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DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative: .................................................................

3.2 Identity Number: ...................................................................................................................

3.3 Position occupied in the Company (director, trustee, shareholder²): ..............................

3.4 Company Registration Number: ..........................................................................................

3.5 Tax Reference Number: ....................................................................................................

3.6 VAT Registration Number: ...............................................................................................

3.7 The names of all directors/trustees/shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1 If yes, furnish particulars. .................................................................................................

¹ MSCM Regulations: “in the service of the state” means to be –
(a) a member of –
   (i) any municipal council;
   (ii) any provincial legislature; or
   (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) An employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.
3.9 Have you been in the service of the state for the past twelve months?  
   YES / NO  
   3.9.1 If yes, furnish particulars .................................................................  
   ................................................................................................................  

3.10 Do you have any relationship (family, friend, other) with persons  
   in the service of the state and who may be involved with  
   the evaluation and or adjudication of this bid?  
   YES / NO  
   3.10.1 If yes, furnish particulars. .................................................................  
   ................................................................................................................  

3.11 Are you, aware of any relationship (family, friend, other) between  
   any other bidder and any persons in the service of the state who  
   may be involved with the evaluation and or adjudication of this bid?  
   YES / NO  
   3.11.1 If yes, furnish particulars .................................................................  
   ................................................................................................................  

3.12 Are any of the company’s directors, trustees, managers,  
   principle shareholders or stakeholders in service of the state?  
   YES / NO  
   3.12.1 If yes, furnish particulars .................................................................  
   ................................................................................................................  

3.13 Are any spouse, child or parent of the company’s directors  
   trustees, managers, principle shareholders or stakeholders  
   in service of the state?  
   YES / NO  
   3.13.1 If yes, furnish particulars .................................................................  
   ................................................................................................................  

3.14 Do you or any of the directors, trustees, managers,  
   principle shareholders, or stakeholders of this company  
   have any interest in any other related companies or  
   business whether or not they are bidding for this contract.  
   YES / NO  
   3.14.1 If yes, furnish particulars .................................................................  
   ................................................................................................................  


<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
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Signature                                                                    Date

………………………………………….                         ……………………………………………

Capacity                                                                  Name of Bidder

…………………………………………….

Contact number