



# **Provision for Maintenance, Testing and Repair Services for the ELIDZ Fire Pump Houses and Sprinkler Control Valves**

## **at the East London Industrial Development Zone**

**TENDER NO: (ES/21/FIRE/SI/01)**

**VOLUME A (1 OF 2): TECHNICAL PROPOSAL**

**PROVISION OF MAINTENANCE, TESTING AND REPAIR SERVICES FOR THE ELIDZ FIRE PUMP HOUSES AND SPRINKLER CONTROL VALVES**

East London IDZ  
Contact person: A. Mzantsi  
Email: [anathi@elidz.co.za](mailto:anathi@elidz.co.za)

Bidder's details:

**“ENVELOPE A”**

# TABLE OF CONTENTS

	Page No.
<b>1. THE TENDER</b>	
<b>1.1 TENDERING PROCEDURES</b>	
1.1.1 Introduction	3
1.1.2 Tender Notice and Invitation to Tender	4
1.1.3 Tender Data	5
<b>1.2 RETURNABLE SCHEDULES</b>	
1.2.1 List of Returnable Documents	12
1.2.2 Returnable Schedules	13
<b>2. THE CONTRACT</b>	
<b>2.1 AGREEMENT AND CONTRACT DATA</b>	
2.1.1 Form of Offer and Acceptance	28
2.1.2 Contract Data	32
2.1.3 Form of Guarantee	38
<b>2.2 PRICING DATA</b>	
2.2.1 Pricing Instructions	41
2.2.2 Bills of Quantities	43
<b>2.3 SCOPE OF WORK</b>	
2.3.1 Description of the Works	86
2.3.2 Drawings	88
2.3.3 Procurement	88
2.3.4 Construction	89
2.3.5 Scheduled Maintenance Work	89
2.3.6 Unscheduled Maintenance Work	97
2.3.7 Additional Items to be Supplied	99
2.3.8 New Works	100
2.3.9 Plant and Materials	100

2.3.10	Existing Services	100
2.3.11	Site Establishment	101
2.3.12	Site Usage	101
2.3.13	Permits and Way Leaves	101
2.3.14	Alterations, Additions and Extensions to Existing Works	102
2.3.15	Management	102
2.3.16	POPIA	102

## **2.4 SITE INFORMATION**

2.4.1	Existing Services	108
2.4.2	Existing Buildings	108
2.4.3	Environmental Restrictions	108

## **APPENDICES**

A	Generic Occupational Health and Safety Specification
B	Construction Environment Management Plan

## **PART 1**

### **THE TENDER**

**TENDER NO: (ES/21/FIRE/SI/01)**

**PROVISION OF MAINTENANCE, TESTING AND REPAIR SERVICES  
FOR THE ELIDZ FIRE PUMP HOUSES AND SPRINKLER CONTROL  
VALVES**

East London IDZ  
PROVISION OF MAINTENANCE, TESTING AND REPAIR SERVICES  
FOR THE ELIDZ FIRE PUMP HOUSES AND SPRINKLER CONTROL  
VALVES



## **1.1 TENDERING PROCEDURES**

### **1.1.1 Introduction**

### **1.1.2 Tender Notice and Invitation to Tender**

### **1.1.3 Tender Data**

### **1.1.1 INTRODUCTION**

The East London Industrial Development Zone (Pty) Ltd (ELIDZ) is the duly appointed operator of the East London Industrial Development Zone, a multi-million-rand infrastructure and bulk services development initiated by the Department of Trade and Industry (DTI) that is part of the government's micro-economic reform strategy.

The East London Industrial Development Zone is located on Buffalo City's West Bank adjacent to the existing East London port and airport, and much of the Phase 1 infrastructure and bulk services required for the development have been completed.

As the East London Industrial Development Zone now moves into the operational phase, tenders are hereby invited from relevant service providers for the provision of maintenance, testing and repair services for the ELIDZ Fire Pump Houses and Sprinkler Control valves services at the above premises for the forthcoming two years.

### 1.1.2 TENDER NOTICE AND INVITATION TO TENDER

The East London Industrial Development Zone SOC Ltd is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

#### SCOPE OF WORK

Tenders are hereby invited from suitably qualified and experienced service providers for the Provision of Maintenance, Testing and repair services for the ELIDZ Fire Pump Houses and Sprinkler control valves in the East London Industrial Development Zone, located at our facilities within the West Bank area of the Buffalo City Municipality. These facilities must be fully maintained and kept in good working order at all times.

Tender Reference No.	Tender Description / Name	CIDB Grading	Closing Date / Time
ES/21/FIRE/SI/01	Provision of Maintenance, testing and repair services for the ELIDZ Fire Pump Houses and Sprinkler Control Valves	3SF	27 August 2021

The Maintenance Services include the following scope of work:

- **Preliminary & general items**, including provision of relevant plant and equipment
- **Routine inspections of the fire sprinkler installations, testing of Fire Pump houses and sprinkler control valves and maintenance and repair activities**
- **Provision of a call out service for urgent and emergency maintenance**
- **Alterations to existing installations**
- **Construction of small sprinkler systems (maximum 50 sprinkler heads)**

#### BRIEFING MEETING

**Note:** There will be no briefing for this tender. Questions to be submitted to [Anathi@elidz.co.za](mailto:Anathi@elidz.co.za) , By 18 August 2021 before 14:00

#### BID CONDITIONS:

- ❑ Tenderers must submit technical and financial proposals in two separate envelopes clearly marked "Envelope A -Technical Proposal "and "Envelope B – Financial Proposal". Then the financial proposal will only be opened should the technical proposal be found to be acceptable.
- ❑ Non- signed "Form of Offer" the financial proposal in "Envelope B" submission will result in the disqualification of the tender.
- ❑ Inclusion of Price Offer and/ or any other price related details in "Envelope A -Technical Proposal "will result in the disqualification of the tender.
- ❑ The successful Tenderer will be required to have sufficient and competent staff available to commence full time operations in accordance with the contract with effect from the Commencement Date, failing which the contract will be awarded to the next most preferred Tender.
- ❑ Tenderers are required to provide proof of Registration with **ASIB** (Automatic Sprinkler Inspection Bureau) with a status as a **Supervising Installer** or **Installer** or **Conditional Installer**.
- ❑ All tenderers must be registered with the CIDB in a 3SF class of construction work in order to be considered.
- ❑ All parties to a Joint Venture should meet bid condition requirements to be acceptable



- ☐ Unincorporated Joint Ventures are required to compile a consolidated verified BBBEE certificate in order to achieve Preferential Points
- ☐

### 1.3 TENDER DATA

<b>Project title:</b>	<b>Provision of Maintenance, testing and repair services for the ELIDZ Fire Pump Houses and Sprinkler Control Valves</b>		
<b>Contract No:</b>	<b>(ES/21/FIRE/SI/01)</b>		
<b>Advertising date:</b>	<b>30 July 2021</b>	<b>Closing date:</b>	<b>27 August 2021</b>
<b>Closing time:</b>	<b>12h00</b>	<b>Validity period:</b>	<b>90 Days</b>
<b>Clause number</b>			
	<p>The conditions of tender are the Standard Conditions of Tender as contained in Annexure F of SANS 294: 2004 (Edition 1).</p> <p>The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender.</p> <p>Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.</p>		
F.1.1	The employer is the East London Industrial Development Zone (Pty) Ltd		
F.1.2	<p>The tender documents issued by the employer comprise:</p> <p><b>ENVELOPE A: TECHNICAL PROPOSAL</b></p> <p><b>1. THE TENDER</b></p> <p><b>1.1 TENDERING PROCEDURES (VOLUME 1 OF 2 TENDERING PROCEDURES &amp; CONTRACT DATA)</b></p> <p>1.1.1 Introduction</p> <p>1.1.2 Tender Notice and Invitation to Tender</p> <p>1.1.3 Tender Data</p> <p><b>2. THE CONTRACT</b></p> <p><b>2.1 AGREEMENT AND CONTRACT DATA</b></p> <p><b>2.2 SCOPE OF WORK</b></p> <p><b>2.3 SITE INFORMATION</b></p> <p><b>APPENDICES</b></p> <p>A Generic Occupational Health and Safety Specification</p> <p>B Construction Environment Management Plan</p>		

	<p><b>RETURNABLE SCHEDULES (VOLUME 2 OF 2- RETURNABLE SCHEDULES)</b></p> <ol style="list-style-type: none"> <li>1. Compulsory Submission</li> <li>2. Submission for Functionality Evaluation</li> <li>3. Additional evaluation criteria</li> </ol> <p><b>2. THE CONTRACT</b></p> <p><b>2.1 CONTRACT DATA</b></p>										
F.1.2 (cont.)	<p><b>2.3 SCOPE OF WORK</b></p> <ol style="list-style-type: none"> <li>2.3.1 Description of the Works</li> <li>2.3.2 Drawings</li> <li>2.3.3 Procurement</li> <li>2.3.4 Construction</li> <li>2.3.5 Management</li> </ol> <p><b>2.4 SITE INFORMATION</b></p> <ol style="list-style-type: none"> <li>2.4.1 Existing Services</li> <li>2.4.2 Existing Building</li> <li>2.4.3 Environmental Restrictions</li> </ol>										
F.1.4	<p>The employer's agent is:</p> <table> <tr> <td>Name:</td><td>Vuyolwethu Jako</td></tr> <tr> <td>Address:</td><td>Lower Chester Rd, Sunnyridge, East London, 5201</td></tr> <tr> <td>Tel:</td><td>043 – 702 8200</td></tr> <tr> <td>Fax:</td><td>N/A</td></tr> <tr> <td>E-mail:</td><td><a href="mailto:vuyolwethu@elidz.co.za">vuyolwethu@elidz.co.za</a></td></tr> </table>	Name:	Vuyolwethu Jako	Address:	Lower Chester Rd, Sunnyridge, East London, 5201	Tel:	043 – 702 8200	Fax:	N/A	E-mail:	<a href="mailto:vuyolwethu@elidz.co.za">vuyolwethu@elidz.co.za</a>
Name:	Vuyolwethu Jako										
Address:	Lower Chester Rd, Sunnyridge, East London, 5201										
Tel:	043 – 702 8200										
Fax:	N/A										
E-mail:	<a href="mailto:vuyolwethu@elidz.co.za">vuyolwethu@elidz.co.za</a>										
F1.5.2	<p>Add the following sentence: The period of six months may only be reduced should all tenders received be rejected as non-responsive.</p>										
F.2.1	<p>The following tenderers who are registered with the CIDB, or are capable of being so registered prior to the evaluation of submissions, are eligible to submit tenders:</p> <ol style="list-style-type: none"> <li>a) contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 3SF class of construction work; and</li> <li>b) Tenderers are required to provide proof of Registration with <b>ASIB</b> (Automatic</li> </ol>										

	<p>Sprinkler Inspection Bureau) with a status as a <b>Supervising Installer</b> or <b>Installer</b> or <b>Conditional Installer</b>.</p> <p>Joint ventures are eligible to submit tenders provided that:</p> <ul style="list-style-type: none"> <li>c) every member of the joint venture is registered with the CIDB.</li> <li>d) the lead partner has a contractor grading designation in the 3SF class of construction work; and</li> <li>e) the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 3SF class of construction work.</li> <li>f) All parties to a Joint Venture should meet bid condition requirements to be acceptable</li> <li>g) Unincorporated Joint Ventures are required to compile a consolidated verified BBBEE certificate in order to achieve Preferential Points</li> <li>h)</li> </ul>
--	---

F.2.7	<p>The arrangements for a compulsory site visit and clarification meeting are:</p> <p>Location : ELIDZ Admin 1 Building Lower Chester Road Sunnyridge East London</p> <p>Date : N/A</p> <p>Starting time : N/A</p>
F2.13.2	The tender document, fully completed by hand in black ink, is to be submitted to the offices of the Employer's Agent (refer to F1.4)
F2.13.3	Only the original tender submission is required.
F2.13.5	The original tender offer is to be placed in a sealed envelope marked with the Tender Number and Description as well as the Tenderers Name and Address.
F2.13.6	A two-envelope system is required.
F2.14	The ELIDZ will disqualify any submission which is not suitably endorsed, or which is not comprehensively completed.
F2.15.1	Submissions that are not received on or before the closing time will, in terms of the ELIDZ procurement policy, not be considered.
F.2.16	The tender offer validity period is 90 days.
F2.19	Access to premises will not be required.
F2.23	<p>The tenderer is required to submit with his tender:</p> <ul style="list-style-type: none"> <li>(a) Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender, or the relevant SARS pin code which will allow the ELIDZ to confirm the tenderers tax status on-line</li> <li>(b) Tenderer is required to provide a CSD registration certificate on older than 10 days before closing of tender</li> <li>(c) Tenderers should submit a valid original or certified B-BBEE verification certificate. Companies with annual turnover less than R10 million to submit an accountant or SARS letter confirming turnover.</li> <li>(d) Tenderers to provide certified copy of Company Registration Certificate</li> <li>(e) Tenderers to provide Letter of Good Standing from Compensation Commissioner</li> <li>(f) Proof of Registration with the CIDB in the category <b>3SF</b>.</li> <li>(g) Submit proof of accreditation with ASIB as Supervising Installer, Installer or Conditional installer.</li> <li>(h) All returnable documents and schedules as listed in 1.2.</li> <li>(i) JV documentation if applicable</li> </ul>
F3.4	Tender submissions will not be opened at the offices of the Employer's Agent immediately after the closing time.
F3.11	<p>The procedure of the evaluation of tenders is Method 4.</p> <p>Tender evaluation will be carried out using the 80/20 preference point system, where:</p> <ul style="list-style-type: none"> <li>▪ A maximum of 80 points are allocated for financial offer and quality/functionality.</li> </ul>

- A maximum of 20 points are allocated for preference.

Of the 80 points allocated for financial offer and quality/functionality, a maximum of 50 points will be awarded for quality/functionality and a maximum of 50 points will be awarded for financial offer.

### **Quality/Functionality Evaluation**

The score achieved for quality/functionality will be assessed using the following criteria, each of which will be scored individually up to the maximum number of points indicated (failure to submit the relevant information will result in zero scores for that section):

<b>DETAILED BREAKDOWN OF FUNCTIONALITY POINTS</b>		
<b>Details</b>	<b>Total Max Points</b>	
<b>Criteria 1. (Location)</b>	<b>15</b>	
1.1.		
If within BCMM	15	
If within the Eastern Cape	10	
If outside of the BCMM	0	
<b>Criteria 2. Applicant's Expertise and Resources</b>	<b>25</b>	
2.1. Staffing Levels		
2.1.1. Senior Technician/Supervisor		
If ST has 15 years' experience and has completed similar projects	15	
If ST has 7 years' experience and has completed similar projects	7	
If ST has 5 years' experience and has completed similar projects	5	
If ST has NOT completed similar projects in last 5 years, regardless of other experience		
2.1.2 Site Technician		
If ST has 10 years' experience and has completed similar projects	10	
If ST has 7 years' experience and has completed similar projects	7	
If ST has 5 years' experience and has completed similar projects	5	
If ST has NOT completed similar projects in last 5 years, regardless of other experience		
<b>2.2. Relevant Experience</b>	<b>40</b>	
Four P01-06 form to be completed signed and stamped or completion of certificates, 10 points can be scored per P01-06 form confirming similar project in progress or carried out in the past 5 years		
If no similar successful projects in the last 5 years	Non-responsive	
<b>Criteria 3. Methodology</b>	<b>20</b>	
(a) Basic Fire Sprinkler Maintenance Services	5	
(b) New installation	5	
(c) Repairs and Replacement of existing installation	5	
(d) Sample of monthly programme for the proposed project	5	

	<b>Maximum points allocated</b>	<b>Maximum points scored</b>
<b>TOTAL EVALUATION SCORE FOR FUNCTIONALITY</b>	100	
	100%	%

Tender offers scoring less than 70 points out of 100 points for quality/functionality will be regarded as non-responsive and not considered further.

	<p><b><u>Financial Offer Evaluation</u></b></p> <p>The score achieved for financial offer will be determined using formula 2 (option 1) as follows:</p> $\text{Points awarded} = 0 \left[ 1 - \frac{P - P_m}{P_m} \right]$ <p>Where P = the comparative offer of the tender offer under consideration  P<sub>m</sub> = the comparative offer of the lowest responsive tender</p>
	<p><b><u>Preference Evaluation Criteria</u></b></p> <p>A maximum of twenty (20) points will be awarded to a tenderer for achieving BBBEE objectives. BBBEE points shall be computed using a relevant scorecard as guided by the company's annual turnover. This is in accordance with the new Codes of Good Practice. <b><u>BBBEE evaluation shall be done based only on the information submitted in the ELIDZ Procurement Handbook.</u></b> No points will be awarded for achieving BBBEE objectives if the total percentage scored for BBBEE is less than 30 %.</p> <p>The tender will be awarded to the bid with the highest number of points. A tender may be awarded to a bidder that did not score the highest number of points if reasonable and justifiable grounds exist.</p> <p>Any contract offered by the ELIDZ will be based on the correctness of information submitted by the service providers. Any misrepresentation of facts by a service provider may lead to disqualification. Should such misrepresentation be uncovered after the commencement of the contracted work, the ELIDZ reserves the right to terminate the contract and recover all payments made to that service provider and any costs that may have been incurred in the process.</p> <p>ELIDZ reserves the right to have the tenderer's Black Economic Empowerment Credentials verified by an independent agency. Returnable documents ELIDZ Procurement Handbook must be fully completed and supplementary information may be forwarded to reflect on empowerment initiatives not covered in the form.</p> <p>In instances of a joint venture, each participating person and/or company and/or firm must complete and submit the enclosed ELIDZ Procurement Handbook (copies available on request) with the proposal together with all profit-sharing percentage information.</p>
F3.13.1	<p>Tender offers will only be accepted if:</p> <ol style="list-style-type: none"> <li>the tenderer has in his or her possession an original valid Tax Clearance Certificate issued by the South African Revenue Services</li> <li>the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation.</li> <li>the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and</li> <li>the tenderer has not: <ol style="list-style-type: none"> <li>abused the Employer's Supply Chain Management System; or</li> <li>failed to perform on any previous contract and has been given a written notice to this effect.</li> </ol> </li> <li>Proof of registration with the Compensation Commissioner is submitted with this tender.</li> <li>Proof of Company Registration is submitted with this tender.</li> <li>All returnable documents and schedules as listed in 1.2.1 have been completed and submitted with this document.</li> </ol>

East London IDZ  
PROVISION OF MAINTENANCE, TESTING AND REPAIR SERVICES  
FOR THE ELIDZ FIRE PUMP HOUSES AND SPRINKLER CONTROL  
VALVES



F.3.18	The number of paper copies of the signed contract to be provided by the employer is 1 (one).
--------	--



## **1.2      RETURNABLE SCHEDULES**

### **1.2.1      List of Returnable Documents**

### **1.2.2      Returnable Schedules**

## **1.2.1 LIST OF RETURNABLE DOCUMENTS**

### **1.2.1.1 Returnable Schedules Required for Tender Evaluation Purposes**

Form P01 Contractor General Information

Form P02 Ownership details

Form P03 Contractor Facilities

Form P04 Size of Enterprise and Current Workload

Form P05 Staffing Profile

Form P06 Previous Experience

Form P07 Record of Addenda to Tender Documents

Form P08 JV participation documentation ( if applicable)

ELIDZ Procurement Handbook

### **1.2.1.2 Other Documents Required for Tender Evaluation Purposes (compulsory submission)**

A Certificate of Contractor Registration issued by the Construction Industry Development Board **(compulsory submission)**

An original valid Tax Clearance Certificate issued by the South African Revenue Services **(compulsory submission)**

Letter of Good Standing from the Compensation Commissioner **(compulsory submission)**

Proof of Company Registration **(compulsory submission)**

Proof of Registration with ASIB **(compulsory submission)**

### **1.2.1.3 Returnable Schedules that will be Incorporated into the Contract**

2.1.1 Form of Offer and Acceptance **(compulsory submission)**

Resolution/Power of Attorney authorising the representative to make the offer **(compulsory submission)**

2.1.2 Contract Data (Part 2) **(compulsory submission)**

2.1.3 Form of Guarantee

2.2.2 Bill of Quantities **(fully priced- compulsory submission)**

**ANY COMPULSORY FORM OR DOCUMENT PART OF THE COMPULSORY SUBMISSIONS WHICH IS NOT SUBMITTED WITH THE OFFER WILL RENDER THE TENDER NON RESPONSIVE**

## 1.2.2 RETURNABLE SCHEDULES

### **FORM P01: CONTRACTOR GENERAL INFORMATION**

Name of tendering entity:	
---------------------------	--

#### **Section 1 : Contact Details:**

Address:	
Tel No:	(       )
Fax No:	(       )
E-mail address:	

#### **Section 2 : Legal entity: (Mark with an X)**

Sole proprietor	
Partnership	
Close corporation	
Company (Pty) Ltd	
Joint Venture	

(In the case of a Joint Venture, provide details on joint venture members:)

Joint Venture member	Type of entity (as defined above)

**FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)**

**Section 3: General Particulars**

**Income Tax reference number:** .....  
(In the case of a joint venture, provide for all joint venture members.)

**VAT registration number:** .....  
(In the case of a joint venture, provide for all joint venture members.)

**District Municipality in which the enterprise is registered:** .....  
(In the case of a joint venture, provide for all joint venture members.)

**Registration number at Department of Labour:** .....  
(In the case of a joint venture, provide for all joint venture members.)

**CIDB registration number:** .....  
(In the case of a joint venture, provide for all joint venture members.)

**Company or close corporation registration number:** .....  
(In the case of a joint venture, provide for all joint venture members.)

**For joint ventures the following must be attached:**

- Written power of attorney for authorised signatory
- Pro-forma of the joint venture agreement.
- The major partner to satisfy at least 40 percent of the turnover amount given in P04, and each other partner at least 25 percent of the amount.

## **FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)**

### **Section 4: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

**If any of the above boxes are marked, disclose the following:**

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

## **FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)**

### **Section 5 : Record of spouses, children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

**If any of the above boxes are marked, disclose the following:**

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

**FORM P01: CONTRACTOR GENERAL INFORMATION (Cont.)**

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

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

**Name of Signatory:** .....

**Capacity:** .....

**Signed on behalf of Tenderer:** .....

**Dated:** .....

## **FORM P02: OWNERSHIP DETAILS**

Details of proprietor, partners, close corporation members, or company directors.

<b>Name</b>	<b>ID number</b>	<b>Relevant qualifications and experience</b>	<b>Years of relevant experience</b>

(in the case of a joint venture, provide for all joint venture members)

**Name of Signatory:** .....

**Capacity:** .....

**Signed on behalf of Tenderer:** .....

**Dated:** .....



### **FORM P03: CONTRACTOR FACILITIES**

#### **Physical facilities:**

Provide information on offices, factories, yards and warehouses occupied by your enterprise. (Attach details if the space provided is not enough.) (List joint venture partner(s) separately if applicable.)

<b>Description</b>	<b>Address</b>	<b>Area (m<sup>2</sup>)</b>

#### **Plant and equipment:**

Provide information on all plant and equipment owned by your enterprise. (Attach details if the space provided is not enough.) (List joint venture partner(s) separately if applicable.)

<b>Description: Plant and Equipment owned</b>	<b>Number of units</b>	<b>Currently in use on contract.</b>

**Name of Signatory:** .....

**Capacity:** .....

**Signed on behalf of Tenderer:** .....

**Dated:** .....

#### **FORM P04: SIZE OF ENTERPRISE AND CURRENT WORKLOAD**

What was your turnover in the previous financial year? . . . . .

What is the estimated turnover for your current financial year? . . . . .

List your current contracts and obligations:

Description	Value (R)	Start Date	Duration	Expected completion date

Do you have the capacity to supply the goods and services described in this tender should the contract be awarded to you? . . . . .

#### **BANKING DETAILS:**

Bank: . . . . . Branch: . . . . .

Account No.: . . . . . Branch Code: . . . . .

Account Name: . . . . .

**Name of Signatory:** . . . . .

**Capacity:** . . . . .

**Signed on behalf of Tenderer:** . . . . .

**Dated:** . . . . .

### **FORM P05: STAFFING PROFILE**

Provide information on the staff that you have available to execute this contract. (Attach a separate list if the space provided is insufficient.) (List joint venture partner(s) separately if applicable.)

Category * of Permanently employed staff:	Number of Staff	HDI Y/N
Category * of Temporary staff to be employed for the project:	Number of Staff	HDI Y/N

Provide information on key staff you intend utilising on this contract, should it be awarded to you. (In the case of engineering construction projects key staff are defined as staff of foreman level and above).

Name	Position in your organisation	Qualifications	Experience	HDI Y/N

Name of Signatory: .....

Capacity: .....

Signed on behalf of Tenderer: .....

Dated: .....

Note: \*Category refers to the job designation of the person listed  
(eg. Manager, Foreman, Admin, Mechanic, etc.)

### **FORM P06: PREVIOUS EXPERIENCE**

Provide the following information on relevant previous experience of the company (indicate specifically projects of similar or larger size, and/or which are similar with regard to type of work).

Description	Value (R) (VAT excl)	Year(s) executed	Reference		
			Name	Organisation	Tel. No.

**Name of Signatory:** .....

**Capacity:** .....

**Signed on behalf of Tenderer:** .....

**Dated:** .....

**FORM P07: RECORD OF ADDENDA TO TENDER DOCUMENTS**

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

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

Attach additional pages if more space is required.

**Name of Signatory:** .....

**Capacity:** .....

**Signed on behalf of Tenderer:** .....

**Dated:** .....

**FORM P08: JV participation documentation (if applicable)**

- Procurement Handbooks for both entities
- Consolidated BBBEE certificate for joint venture
- JV agreement indicating participation split
- Letter of authorization for JV agreement



ELIDZ Procurement Hand-Book

Supplementary Information

**Company Name:**.....

Latest Annual Turnover: R.....

Net Profit after Tax from Latest Financial Statements: R.....

**Declaration**

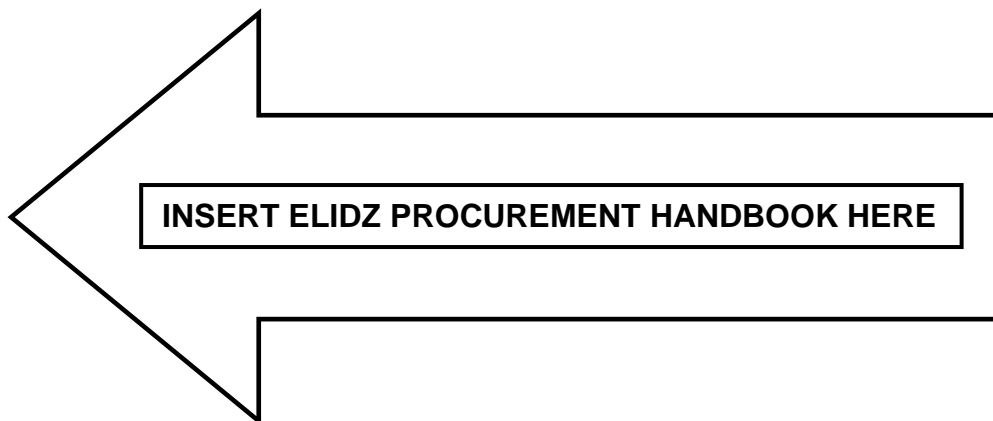
I understand that should my business be awarded a contract, said contract offered will be subject to the information given on this form being correct.

Any misrepresentation of facts may lead to disqualifications. Should such misrepresentation be uncovered after commencement of contract work, the ELIDZ reserves the right to terminate the contract and recover all payments made to the business.

Full Name:  Initials:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## **PART 2**

### **THE CONTRACT**

**TENDER NO: (ES/21/FIRE/SI/01)**

**PROVISION OF MAINTENANCE, TESTING AND REPAIR SERVICES  
FOR THE ELIDZ FIRE PUMP HOUSES AND SPRINKLER CONTROL  
VALVES**

## CONTRACT DATA

## 2.1 CONTRACT DATA FOR

<b>Project title:</b>	<b>Provision for Testing of Fire Pump Houses and Sprinkler Control Valves</b>
<b>Contract No:</b>	<b>(ES/21/FIRE/SS/01)</b>

	<b>PART 1: DATA PROVIDED BY THE EMPLOYER</b>
	<b>CONDITIONS OF CONTRACT</b>
	The General Conditions of Contract for Construction Works (2004) [hereinafter referred to as GCC 2004], published by the South African Institution of Civil Engineering, is applicable to this Contract.
	<b>CONTRACT SPECIFIC DATA</b>
	The following contract specific data; amendments; additions; or omissions are applicable to this Contract.

<b>CLAUSES</b>	<b>Compulsory Data</b>
1.1.14	The name of the “Employer” is East London Industrial Development Zone (Pty) Ltd.
1.2.2	<p>The address of the Employer is</p> <p>Physical Address:</p> <p>Lower Chester Road, Sunnyridge Buffalo City (East London) 5201</p> <p>Postal Address:</p> <p>P.O. Box 5458 Greenfields 5208</p> <p>Telephone: 043 – 702 8200</p>
1.1.15	The name of the Project Manager is: East London Industrial Development Zone (Pty) Ltd – represented by Vuyolwethu Jako

1.2.2	<p>The address of the Project Manager is</p> <p>Physical Address:</p> <p>Lower Chester Road, Sunnyridge Buffalo City (East London) 5201</p> <p>Postal Address:</p> <p>P.O. Box 5458 Greenfields 5208</p> <p>Telephone: 043 – 702 8200</p>
1.6 & 38.1	The special non-working days are statutory public holidays.
1.6	<b>The year end break commences on 18 December 2010 and ends on 09 January 2011.</b>
7.	The time to deliver the Deed of Guarantee is 21 days. The liability of the Guarantee shall be for 5 % of the Tender Sum.
9.1	<p>Replace in its entirety with the following:</p> <p>The Employer will become the owner of the information, documents, advice, recommendations and reports collected, furnished and/or compiled by the Contractor during the course of, and for the purposes of executing this Contract, all of which will be handed over to the Employer on request, but in any event on the termination and/or cancellation of this Contract for whatever reason. The Contractor relinquishes its retention or any other rights to which it may be entitled.</p>
9.2	<p>Add the following as 9.2:</p> <p>The copyright of all information, documents, advice, recommendations and reports compiled by the Contractor during the course of and for the purposes of finalising the Works will vest in the Employer, must be regarded as confidential and may not be reproduced or distributed or made available to any person outside the Employer's service, or to any institution in any way, and may not be published either during the currency of this contract or after termination thereof without the prior written consent of the Employer. The Employer shall have the right to use such material for any other purpose without the approval of, information or payment to the Contractor.</p>

9.3	<p>Add the following as 9.3:</p> <p>The copyright of all electronic aids, software programmes etc. prepared or developed in terms of the Contract shall vest in the Employer, who shall have the right to use such material for any other purpose without the approval of, information or payment to the Contractor.</p>
9.4	<p>Add the following as 9.4:</p> <p>In case of the Contractor providing documents, electronic aids, software programmes or like material to the Employer, the development of which has not been at the expense of the Employer, copyright shall not vest in the Employer. The Contractor shall be required to indicate to which documents, electronic aids, software programmes or like material this provision applies.</p>
9.5	<p>Add the following as 9.5:</p> <p>The Contractor hereby indemnifies the Employer against any action, claim, damages or legal cost that may be instituted against the Employer on the grounds of an alleged infringement of any copyright or any other intellectual property right in connection with the Works outlined in this Contract.</p>
10.1	<p>Replace with the following:</p> <p>The Contractor shall, save as may be otherwise provided in the Contract or be legally or physically impossible, commence executing the Works immediately from the date the Contractor is given access to and possession of the Site in terms of Clause 11.</p>
11.1.1	<p>Replace the word “On the Commencement date” with the words “Within 14 days of the Contractor submitting to the Engineer an acceptable health and safety plan required in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993)”</p>
12.2	<p>The Contractor shall deliver his Programme of work within 14 days from the Commencement Date.</p>
13.1	<p>Amend as follows:</p> <p>“On the date that the Contractor is given access to and possession of the site, the Engineer shall deliver to the Contractor three (3) copies, at no cost to the Contractor, of the drawings and any instructions required for the commencement of the Works. The cost of any additional copies of such drawings and/or instructions, as may be required by the Contractor, will be for the account of Contractor.</p>
25.2	<p>Amend by inserting the words “in writing “ in the fourth line to read as follows:</p> <p>“... unless he considers it unnecessary and advises the Contractor accordingly <b>in writing...</b>”</p>
26.2	<p>Replace the words “within a reasonable time” with the words “within the period stipulated by the Engineer in such order...”</p>

28.1	<p>Add the following at the end of this clause:</p> <p>Such losses or damages may be recovered from the Contractor by deducting the same from any amounts still due under this Contract or under any other contract presently or hereafter existing between the Employer and the Contractor and for this purpose all these contracts shall be considered one indivisible whole.</p>
35.1.1	The Contractor shall only be required to insure the Works in so far as this comprises new construction. He shall however be required to insure whatever plant, vehicles, tools, equipment and materials are utilised in the execution of his maintenance activities.
35.1.1.2.2	The Employer will not supply any materials.
35.1.1.2.3	The insurance is not required to cover professional fees.
35.1.3	<p>Public Liability Insurance shall have a limit of Indemnity of not less than R10 million for any one event. The Public Liability Insurance cover must be extended to include:</p> <ul style="list-style-type: none"> <li>▪ Spread of fire</li> <li>▪ Damage to underground services</li> <li>▪ Surrounding property</li> </ul>
37.2.2.3	The percentage allowance to cover overhead charges on labour and supervision is 33%, and on material cost the percentage allowance is 10%.
40.2	<p>Add the following to the end of the second paragraph:</p> <p>“which costs may be deducted from any payments due to the Contractor in terms of the Contract or any other Contract, now or in the future, existing between the Employer and the Contractor and for this purpose all these shall be considered on indivisible whole”</p>
42.1	<p>The Works shall be completed within:</p> <p>36 months</p>
43	Not applicable
46.2	<p>Contract Price Adjustment (CPA): rates will be adjusted only once on the anniversary of the first year in accordance with the following formula and SEIFSA indexes:</p> <p>CPA = 0,5 x Table C3 Index for All hourly paid employees + 0,5 x Table G Index for Mechanical Engineering Materials</p>
48.3.6	Delete

49.1.2	Replace the word "Schedule" with the word "Bill"
49.1.5	The percentage advance on materials not yet built into the Permanent Works is 85%.
49.3	The percentage retention on the amount due to the Contractor is 0 %. The limit of retention money is R Nil
49.6	A Retention Money Guarantee is not permitted.
50	This clause shall be deleted in its entirety.
53.1	The Defects Liability Period is 12 months.
56.3	Add the following at the end  After cancellation of the Contract by the Contractor, the Contractor, when requested by the Employer to do so, shall not be entitled to refuse to withdraw from the Works on the grounds of any lien or a right of retention or on the grounds of any right whatsoever.
58.2	Dispute resolution shall be by means of mediation.
58.4	Disputes are to be referred for final settlement to litigation.
59	Add the following new Clause 59: Amendments to be in writing  "No amendments of this Contract or of any provisions or terms hereof and no waiver or relaxation or suspension of any of the provisions or terms of this Contract shall be of any force or effect unless reduced to writing and signed by both the parties hereto."

Tender no: **(ES/21/FIRE/SS/01)**

	<b>PART 2: DATA PROVIDED BY THE CONTRACTOR</b>
1.8	<p>The name of the Contractor is</p> <p>.....</p> <p>(insert the legal name of the Contractor, as well as the Contractor's registration number, if applicable)</p>
1.2.2	<p>The address of the Contractor is:</p> <p>Physical Address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Postal Address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Facsimile: ..... Telephone: .....</p>



## **SCOPE OF WORK**

## **2.2 SCOPE OF WORK**

- 2.2.1 Description of the Works
- 2.2.2 Drawings
- 2.2.3 Procurement
- 2.2.4 Construction
- 2.2.5 Scheduled Maintenance Work
- 2.2.6 Unscheduled Maintenance Work
- 2.2.7 Additional Items to be Supplied
- 2.2.8 New Works
- 2.2.9 Plant and Materials
- 2.2.10 Existing Services
- 2.2.11 Site Establishment
- 2.2.12 Site Usage
- 2.2.13 Permits and Way Leaves
- 2.2.14 Alterations, Additions and Extensions to Existing Works
- 2.2.15 Management
- 2.2.16 Description of the Works
- 2.2.17 Drawings

## 2.3 **SCOPE OF WORK**

### 2.3.1 **DESCRIPTION OF THE WORKS**

#### 2.3.1.1 **Employer's Objectives**

The East London Industrial Development Zone (Pty) Ltd (ELIDZ) is the duly appointed operator of the East London Industrial Development Zone, and as such has an obligation to ensure that the various facilities and services that they own and control are at all times fully operational and able to perform the function for which they were intended.

Accordingly, the ELIDZ has a need to enter into contracts with suitable service providers who are able to carry out the various inspections, maintenance activities and repairs which are necessary to support these objectives.

#### 2.3.1.2 **Overview of the Works**

The maintenance services comprise both scheduled and unscheduled items as described below for the Fire Sprinkler and Fire Hydrant Installations:

##### **Scheduled work - Installation Inspections:**

Carry out an initial inspection at commencement, and a subsequent inspection after four (4) months and submit a report after each inspection covering the condition of:

- Automotive Supplier Park Sprinkler Pump Room equipment and installations and water storage tanks
- Automotive Supplier Park sprinkler systems water supplies to Sprinkler Valves up to and including Sprinkler Valves and ancillary Sprinkler Valve components (drains, alarm valves, test arrangements etc.)
- Automotive Supplier Park Tugger Route sprinkler system from the Sprinkler Valve/s to the sprinkler heads
- Automotive Supplier Park sprinkler systems for the following factory units: AE1, AE4, AE6, AW4, AW6, AW8, AW9, BE1, BE2, BE4, BE5, BE6, BW1 and BW2&3, FW1, CW1, C2, CE1, EW1, FW1, GW1, GE1, HW1, HS1, HE1, Sundale Dairy, Froetek, Automould & Tugger Route.

##### **Scheduled work - Inspections by ASIB:**

Arrange for the ASIB to inspect all installation on a bi annual basis and submit a report highlighting installation and tenant non compliances for all Automotive Supplier Park factory unit installations: Tugger Route, Pump Rooms, AE1, AE4, AE6, AW4, AW6, AW8, AW9, BE1, BE2, BE4, BE5, BE6, BW1 and BW2&3, FW1, CW1, C2, CE1, EW1, FW1, GW1, GE1, HW1, HS1, HE1, Sundale Dairy, Froetek, Automould.

### **Scheduled work - Regular Maintenance:**

Undertake monthly maintenance of sprinkler installations including:

- Partially closing and re-opening of all isolating valves to ensure ease of operation.
- Partially opening and re-closing of all fire hydrants to ensure ease of operation.
- Clearing any accumulation of dirt and debris from chambers and manholes.
- Tightening glands of valves.
- Checking the operation of fire pumps.
- Checking operation of sprinkler installation water motor driven alarm gongs
- Checking operation of all interfaces between the sprinkler installations and the fire detection installations

### **Unscheduled work:**

The works include various items of work that may be required from time to time on an irregular basis, including:

- Responding to call-outs for attending to system leaks where necessary.
- Undertaking maintenance activities or repairs on specific installations or installation components that have been identified during inspections.
- Carrying out repairs to or replacement of isolating valves, or chambers and surface boxes that have been identified during inspections.
- Construction of new or additional or modifications to existing sprinkler installations to tenant sites.
- Detection and repair of suspected leaks

#### **2.3.1.3 Extent of the Works**

The maintenance services as defined above are required in Zones 1A, 1B, 1C and 1D, of the ELIDZ as well as the factory units at the Automotive Supplier Park, the Horticultural Centre, the Vehicle Storage Centre (VSC) and the Waste Sorting Facility (WSF) and shall include the full extent of the Fire Sprinkler Installations in the factory units.

Should the need arise the maintenance services may be extended to include one or more portions of new works undertaken on behalf of the ELIDZ. This additional work shall be undertaken at billed rates wherever possible and shall be in full compliance with the requirements of the 10<sup>th</sup> & 12<sup>th</sup> Edition ASIB Rules for Automatic Sprinkler Installations.

**Although the Bills of Quantities contain a quantity for each item of work, these are included only to ensure realistic pricing and for budget purposes.**

**The quantities shall not be interpreted as indicating the overall scope of work to be undertaken under the contract, and the Engineer shall instruct the Contractor as to the actual extent of work to be carried out under each billed item.**

#### 2.3.1.4 **Location of the Works**

Zone 1 of the East London Industrial Development Zone is located within Buffalo City on the western side of the Buffalo River, between the East London port and airport.

The actual location of each sub-zone is shown on the locality plan included with the drawings and more fully described in the following table :

SUB-ZONE	DESCRIPTION OF LOCATION
Zone 1A	Situated south-west of Sunnyridge, between the Harbour Arterial Road and Prince George Circuit, and accessed from the traffic circle at the lower end of the new Chester Road.
Zone 1B	Situated west of Sunnyridge, on the northern side of the Harbour Arterial Road and to the east of the Breezyvale Distributor Road, with access off the Breezyvale Distributor Road slightly north of the traffic circle at the western end of the Harbour Arterial Road.
Zone 1C	Situated south-west of Sunnyridge, on the northern side of the Harbour Arterial Road, with access off the Harbour Arterial, opposite the IDZ Transportation Building.
Zone 1D	Situated between Sunnyridge and the airport, on the south of Settlers Way, and accessed from Millard road.

#### 2.3.1.5 **Temporary Works**

The provision of any temporary works of whatever nature, required for execution of the scheduled items, shall be the responsibility of the Contractor, and the cost thereof shall be included in the rates for the respective items of work.

#### 2.3.2 **DRAWINGS**

ZONES 1A, 1B, 1C, 1D & 1E SITE PLAN, ESTATE BUILDING's PLANS & ELEVATIONS

#### 2.3.3 **PROCUREMENT**

##### 2.3.3.1 **Preferential Procurement Procedures**

The ELIDZ Procurement Handbook is included in section 1.2.1.1 of the tender document, and the contents of the handbook shall apply to this project.

##### 2.3.3.2 **Subcontracting**

As stipulated in the General Conditions of Contract, the Contractor shall not subcontract any part of the contract without the prior written consent of the Engineer. Accordingly, the Contractor shall submit his list of proposed subcontractors to the Engineer for approval, prior to commencement of any activities on site.

## 2.3.4 CONSTRUCTION

### 2.3.4.1 Works Specifications

The following Standard Specifications are applicable to this contract:

SANS 10287	Code of Practice Automatic sprinkler installations for fire fighting purposes
SANS 10400	The Application of the National Building Regulations*

And the following additional publications:

ASIB	10 <sup>th</sup> , 11 <sup>th</sup> & 12th edition Rules for Automatic Sprinklers Installations
------	---

The documents referred to above are not issued, but available at the Contractor's expense from the SA Bureau of Standards or the ASIB.

Where there is conflict between SANS 10287 and the 10th edition of the ASIB Rules the ASIB Rules shall take preference. Where there is conflict between the 10<sup>th</sup>, 11<sup>th</sup> and the 12th edition of the ASIB Rules and the conflicting items shall be immediately brought to the Engineer's attention for a ruling.

The Particular Specifications applicable to this contract are:

ELIDZ Occupational Health and Safety Specification  
ELIDZ Construction Environment Management Plan

These specifications are bound in with the tender documentation

## 2.3.5 SCHEDULED MAINTENANCE WORK

The lists below describe in detailed the required schedule maintenance.

### 2.3.5.1 LOG BOOKS

The Contractor will be required to compile a log book for each one of the following installations:

- Sprinkler Pump Rooms, Sprinkler Main and Sprinkler Water Tanks
- Sprinkler Installations Tugger Route and Sprinkler Pump Room
- Sprinkler Installations AE1
- Sprinkler Installations AE4
- Sprinkler Installations AE6
- Sprinkler Installations AW4
- Sprinkler Installations AW6
- Sprinkler Installations AW8 & AW9
- Sprinkler Installations BE2 & BE4

- Sprinkler Installations BE5 & BE6
- Sprinkler Installations BW1, BW2 & BW3
- Sprinkler installations CW1
- Sprinkler installations C2
- Sprinkler installations CE1
- Sprinkler installations EW1
- Sprinkler installations FW1
- Sprinkler installations GW1
- Sprinkler installations GE1
- Sprinkler installations HW1
- Sprinkler installations HS1
- Sprinkler installations HE1
- Sprinkler installations Sundale Dairy, Froetek & Automould.

### **Record keeping**

A record shall be kept of each inspection and test in a book kept:

- inside the sprinkler valve room or the sprinkler pump room (sprinkler installations)
- at the Admin Building in the Engineer's office

The record book shall state at least the following:

- List of all equipment (sprinkler valves, isolating valves, butterfly valves, sprinkler heads etc.)
- The date and name of the person and company carrying out the services / tests / inspections
- Comments on the tests or inspections.

The Contractor shall also keep an updated duplicate of each log book at its own premises

### **Equipment and components removed**

The contractor shall compile an inventory of all equipment and components that are removed during a replacement action. The inventory shall also indicate which equipment is still usable and is retained by the Contractor for future use in this contract.

## **2.3.5.2 SPRINKLER INSTALLATIONS**

Below is the detailed description of the extent of work required:

### **Planned Shut Down Procedures**

If the Contractor requires to shut any of the systems down, the procedures laid down in Par 8017 of the 11th Edition ASIB Rules for Automatic Sprinkler Installations shall be strictly adhered to.

It is emphasized that both the tenant and the ELIDZ must be informed about all planned shutdowns; permission for such a shut down must be obtained from the ELIDZ who will in turn liaise with the tenant.

### **Monthly Inspection Check List**

#### **1.00 Butterfly Valves**

- 1.01 Check that valves are in the open position and locked

#### **2.00 Sprinklers and Piping**

- 2.01 Check all external pipe work (canopies for signs of corrosion)
- 2.02 Check internal pipe work installation and report any damage, obstructions and non compliances
- 2.03 Partly open terminal drain valves and let water run for a few minutes

#### **3.00 Alarm Valves (Wet Valves)**

- 3.01 Check system pressure gauges and record pressure readings
- 3.02 Check manifold pressure gauge and record pressure reading
- 3.03 Check valve trim pipe work installation and report any damage, leaks and non compliances
- 3.04 Check operation of water motor and gong for 30 seconds and report any non compliances

### **Six Monthly Inspection Check List (additional to Monthly Check List)**

#### **1.00 Butterfly Valves**

- 1.01 Notify ELIDZ Control Room & Project Manager of intention to close valves
- 1.02 Remove locks and chains
- 1.03 Close valves
- 1.04 Verify that valves are closed by draining sprinkler valve chambers
- 1.05 Open valves fully and turn valve wheels back 1/4 turn
- 1.06 Refit chains and locks

#### **2.00 Sprinklers and Piping**

- 2.01 Check spare sprinkler holder and report missing sprinklers by type
- 2.02 Check internal and external installation pipe supports and report damage and non compliances
- 2.03 Partly open terminal drain valves and let water run for a few minutes

#### **3.00 Alarm Valves (Wet Valves)**

- 3.01 Notify ELIDZ Control Room & Project Manager of intention to run flow test
- 3.02 Run test at test valve and record manifold pressure (water must be drained into sewer manhole)

### **2.3.5.3 SPRINKLER PUMP ROOM AND SPRINKLER WATER TANKS**

Below is the detailed description of the extent of work required:

### **Weekly Inspection Check List**

#### **1.00 Butterfly Valves**

- 1.01 Check that all valves are in the open position and locked

#### **2.00 Control Panels**

- 2.01 Check all panel indicator lights are operational (report fused light bulbs and replace if available)
- 2.02 Check that Pump Operation Selectors are set to "Automatic"
- 2.03 Check battery charger operation



**3.00 Fuel System**

- 3.01 Check fuel tank level (must be at least 75% full) report non compliances
- 3.02 Check that all fuel valves are in the open position and locked
- 3.03 Check fuel filters/water trap and clean if required

**4.00 Water Cooling System**

- 4.01 Check that all valves are in the open position and locked

**5.00 Pump Room General**

- 5.01 Check operation of fans

**6.00 Operational Pump Checks**

- 6.01 Notify ELIDZ Project Manager or the delegated representative by the project Manager of intention to conduct tests
- 6.02 At test arrangement activate jockey pump
- 6.03 Record jockey pump cut-in and cut-out pressure, report non compliances
- 6.04 Read static pressure on suction manifold
- 6.05 At test arrangement activate electric pump
- 6.06 Record electric pump cut in pressure
- 6.07 Record electric pump churning pressure
- 6.08 Open flow test valve and record electric pump suction and discharge pressure and water flow
- 6.09 Reset pump operation at panel and close off all test valves
- 6.10 Check diesel engine oil level and report any abnormalities
- 6.11 At test arrangement activate diesel pump
- 6.12 Record diesel pump cut in pressure
- 6.13 Record diesel pump churning pressure
- 6.14 Open flow test valve and record diesel pump suction and discharge pressure and water flow
- 6.15 Reset pump operation at panel and close off all test valves

**7.00 Sprinkler Water Tanks**

- 7.01 Check tank level and report any non compliances (low water)
- 7.02 Compare mechanical indicator display with gauge display and report any non compliances

**Monthly Inspection Check List (additional to Weekly Check List)**

**1.00 Butterfly Valves**

- 1.01 Remove locks and chains
- 1.02 Close valves
- 1.03 Verify that valves are closed by draining system
- 1.04 Open valves fully and turn valve wheels back 1/4 turn
- 1.05 Refit chains and locks

**2.00 Control Panels**

- 2.01 Check sirens operation
- 2.02 Check annunciator and cell phone relay operation

**3.00 Fuel System**

- 3.01 Check filler pipe, foot valve, manual pump and breather cap
- 3.02 Check fuel level indicator

**4.00 Water Cooling System**

- 4.01 Check flexible connectors and jubilee clips/T-bar clamps
- 4.02 Check sight glass indicator

## **5.00 Pump Room General**

5.01 Check spares cabinet and spares report any missing spares

## **6.00 Operational Checks**

- 6.01 Run electric pump for approximately 10 minutes
- 6.02 Check and record motor rotational speed
- 6.03 Check motor and pump shaft alignment and condition of coupling and report any abnormalities
- 6.04 Check pump shaft and bearings cooling line operation
- 6.05 Record phase to neutral voltage and current drawn for each phase at running pressure
- 6.06 Check for excessive motor and pump vibration
- 6.07 Inspect glands/seals, check shaft, bearings and casing temperatures and report any abnormalities
- 6.08 Check diesel engine batteries electrolytes, battery terminals and battery connections
- 6.09 Record diesel pump crank up time
- 6.10 Record diesel pump run up time
- 6.11 Run diesel pump for app 30 minutes
- 6.12 Check and record motor rotational speed
- 6.13 Check operation of over speed governor
- 6.14 Check for excessive engine and pump vibration
- 6.15 Inspect glands/seals, check shaft, bearings and casing temperatures and report any abnormalities
- 6.16 Record cooling water temperature, oil pressure and all engine gauge readings
- 6.17 Check operation of low oil pressure cut out switch
- 6.18 Check crankcase breather
- 6.19 Check condition of air filter and report any abnormalities
- 6.20 Check exhaust system and report any leaking joints
- 6.21 Shut down diesel pump and immediately after, run a restart test using the manual start push button on the control panel
- 6.22 Refill diesel tank

## **7.00 Water Tanks**

- 7.01 Open scour valve and allow tank to drain for a short period of time
- 7.02 Check filling valve operation

## **Yearly Inspection Check List (additional to Monthly Check List)**

### **1.00 Butterfly Valves**

1.01 Nil

### **2.00 Control Panels**

2.01 Nil

### **3.00 Fuel System**

3.01 Drain water from bottom of fuel tank

### **4.00 Water Cooling System**

4.01 Nil

### **5.00 Pump Room General**

5.01 Nil

**6.00 Operational Checks**

- 6.01 Run electric pump for approximately 2 hours during off peak time
- 6.02 Run diesel pump for approximately 2 hours during off peak time
- 6.03 Shut down diesel pump and immediately after run a restart test using the manual start push button on the control panel
- 6.04 Carry out diesel engine failed to start test - abortive start routine
- 6.05 Carry out manual start test immediately after abortive test

**7.00 Water Tanks**

- 7.01 Nil

**8.00 Water Samples**

- 8.01 For each sprinkler valve installation the Contractor shall draw a water sample at the sprinkler valve manifold, at each sprinkler valve and at the corresponding terminal drain valve (2 samples per system) and have the samples analysed for traces of iron content. The Contractor shall also draw a sample from the water tanks and from the supply main to use as a datum. The Contractor must ensure that sufficient water volume is allowed to flow into the sprinkler system when drawing samples at terminal drain valves to ensure that samples are representative of the water quality in the sprinkler main.

**2.3.6 UNSCHEDULED MAINTENANCE**

Unscheduled maintenance shall consist of work that has been identified during the scheduled inspections, or identified by other means, and requested by the Project Manager, as follows:

**2.3.6.1 Repair of Leaks**

The Contractor shall be required to locate the leak, determine the cause of the water loss and undertake immediate repairs to the faulty pipeline or joint or valve. Repairs to steel pipes shall comprise the removal of a portion of the defective pipe or joint seal, replacement as necessary and repainting to match exiting pipe work. Repairs to leaking valves will entail replacement of either the spindle seals or the valve seats (where seats can be replaced) or valve plugs.

If permanent repairs to fittings or valves cannot be done immediately, these shall be repaired temporarily as follows:

- pipe lines threaded joints and threaded fittings by caulking with lead wire to enable the system to be returned to service
- pipe lines flanged joints and flanged fittings by retightening flange bolts to enable the system to be returned to service
- pipe lines grooved joints grooved flanged fittings by retightening split coupling bolts to enable the system to be returned to service
- valves by tightening the spindle seal spreader or by increasing the seat pressure by tightening the valve (care must be exercised in ensuring that when tightening a valve to seal a leaking seat the spindle is not sheared off)

The nature and extent of the permanent repair shall be agreed with the Project Manager and undertaken at a later stage.

The repair of leaks shall be measured by number and separate items will be scheduled for pipes and valves of different diameters and types.

The tendered rates shall include for all transport, labour, plant and materials required to locate and repair the leak and shall include for repair work and replacement of piping, valve seats or seals or entire valves as required; isolating, draining and refilling of systems will be measured separately.

Additional items shall be scheduled to allow for urgent or emergency responses to a call-out and the rates tendered for these items shall be extra over to the normal payment for a repair, so as to allow for the additional costs of whatever nature are associated with attending to the call-out within the times.

#### **2.3.6.2 Repairs to Damaged Valve or Surface Boxes Lids**

The Contractor shall be required to remove the damaged or broken precast concrete element lid and replace it with a new element and paint to match.

#### **2.3.6.3 Unplanned Shut-downs on Sprinkler Installations**

In the event of an unplanned shut down the procedures laid down in Par 8018 and 8019 of the 11th Edition of the ASIB Rules for Automatic Sprinkler Installations shall be strictly adhered to.

It is emphasized that both the tenant and the ELIDZ must be informed immediately of an event causing an unplanned shutdown and permission for such a shut down must be obtained from the ELIDZ.

#### **2.3.6.4 Action Following a Sprinkler Operation**

In the event of a sprinkler system operation the procedures laid down in Par 8020 and of the 11th Edition of the ASIB Rules for Automatic Sprinkler Installations shall be strictly adhered to.

**The ELIDZ must be informed immediately of a system discharge whether accidental or caused by fire.**

#### **2.3.7 ADDITIONAL ITEMS TO BE SUPPLIED**

**All items supplied as additional items shall be the property of the ELIDZ and free issued to the Contractor for its use. The Contractor is required to return said items in good working condition to the ELIDZ at the end of this contract.**

#### **2.3.8 NEW WORKS**

Where instructed by the Project Manager, the Contractor shall be required to construct new sprinkler systems comprising short lengths of pipelines, including fittings, and sprinkler head as necessary.

### **2.3.9 PLANT AND MATERIALS**

The Employer will not be providing any plant or supplying any materials for use by the Contractor in executing the works unless otherwise specified in this document. The Contractor shall provide all plant and materials of whatever nature necessary to enable him to undertake the works as specified.

The Contractor shall provide all necessary samples and copies of the relevant test results required to prove compliance with the specifications, prior to utilisation of any material within the works.

#### **2.3.9.1 Construction Equipment**

The provision of all tools and equipment of whatever nature, required for execution of the scheduled items, shall be the responsibility of the Contractor, and the cost thereof shall be included in the rates for the respective items of work.

### **2.3.10 EXISTING SERVICES**

All areas within which the Contractor is required to undertake maintenance operations are serviced with the full range of civil, electrical and communication services, some of which are below ground. The Contractor will be issued with drawings showing the positions of the services that are included in the contract and will be required to determine the position of all other known services which may be affected by his work, by consultation with the Project Manager.

The Contractor may be required to undertake work in close proximity to existing services in which case he shall take all necessary precautions to prevent any damage to these services. Should his operations result in any damage to existing services, he shall immediately notify the Engineer who will inspect the damage and determine what further action is required. The Contractor shall be responsible for the cost of all repairs or reinstatement necessary, whether these are carried out with his own resources or by a third party.

#### **2.3.11 SITE ESTABLISHMENT**

##### **a) Facilities provided by the Employer**

Reticulated potable water exists within each zone of the IDZ. Should the Contractor require a supply of water to enable him to undertake any of his activities on the site then a suitable point of supply will be made available off the relevant reticulation. The Contractor shall be responsible for the cost of removal and reinstatement on completion.

All zones of the IDZ are fully reticulated with electricity. Should the Contractor require an electrical connection then he shall discuss his requirements with the Project Manager who will arrange for a supply with the necessary capacity at a suitable position. The Contractor shall be responsible for the cost of removal and reinstatement on completion.

The Employer is not able to assist with telecommunication facilities and the Contractor shall make his own arrangements for whatever telephone and facsimile facilities he may require.

##### **b) Facilities provided by the Contractor**

It is not envisaged that the Contractor will require a permanent campsite, with offices, storage or workshop facilities. Should establishment of any temporary facilities be required to enable the Contractor to carry out any aspect of the work, then the location and extent of such facilities shall require prior approval of the Engineer.

The Contractor will not be required to provide an office, telephone, vehicle or any other facilities or equipment for the exclusive use of the Employer, the Engineer or their staff.

**c) Notice Boards**

A notice board is not required, nor will the Contractor be permitted to erect his own advertising board.

**2.3.12 SITE USAGE**

The Contractor shall restrict his operations to the immediate vicinity of the work being carried out and he shall not be permitted to unnecessarily obstruct or impact on other adjacent areas.

**2.3.13 PERMITS AND WAY LEAVES**

Permits and way leaves are not required for work on the IDZ services.

**2.3.14 ALTERATIONS, ADDITIONS, AND EXTENSIONS TO EXISTING WORKS**

Wherever the Contractor is required to carry out new construction to lines and levels based on or tying into existing infrastructure, he shall first check that the information provided for the existing works is accurate and correct. Should there be any discrepancies as regards position, or defects in the quality of the existing work which may affect the proposed work, then the Contractor shall report these to the Project Manager and request clarification prior to proceeding with the new construction.

**2.3.14.1 Survey And Setting Out**

The Contractor shall be solely responsible for the survey and setting out of any new work.

**2.3.14.2 Sprinkler Installations**

The extent of all work undertaken on existing sprinkler installations that have been inspected by ASIB shall be submitted to ASIB for approval together with all the drawings and records required by ASIB to approve the work undertaken and issue an amendment to the current Clearance Certificate in force.

**2.3.15 MANAGEMENT**

**2.3.15.1 Management Of The Works**

**a) Planning and Programming**

Within 14 days of the Commencement Date and prior to commencement of any operations on site, the Contractor shall prepare and submit to the Project Manager a Maintenance Plan that provides full details of the sequence and timing of the scheduled

inspections and maintenance activities required in terms of the contract. This shall cover the entire contract period and shall be amended and revised as necessary until approved by the Project Manager.

In addition, one week before the end of each month, the Contractor shall submit a list of work to be carried out during the following month, together with the anticipated expenditure, using the relevant items from the Bills of Quantities. The list shall include both scheduled maintenance items and unscheduled additional work items as requested by the Project Manager and shall form the basis of the work to be carried out and paid for during the month. The Contractor shall not be entitled to claim for payment for scheduled items that have not been included in the monthly schedule and approved by the Project Manager.

#### **b) Sequence of the Works**

The sequence of work shall be carried out strictly in accordance with the maintenance plan and monthly schedule as detailed above.

Certain other aspects of unscheduled work may be required from time to time in response to callouts. The response to any call-out shall be categorised according to the need for urgency in attending to the call-out.

The applicable categories of call-out are defined as follows :

- i) Emergency Response: This shall be defined as an event that requires an immediate response or action to prevent and/or mitigate against damage, harm or injury to persons or property, or to limit the disruption of services. The Contractor shall respond to an emergency call-out within 2 hours.
- ii) Urgent Response: This shall mean any failure or repair requirement that could significantly affect the services or pose a danger if left unattended for any length of time. The Contractor shall respond to an urgent call-out within 24 hours.
- iii) Routine Response: This shall apply to all other failures or repairs other than those requiring either an emergency or urgent response. These items shall be dealt with as unscheduled additional work items as requested by the Project Manager (refer to a) above).

All items of work shall be categorised as routine.

Items will however be included in the Bill of Quantities to allow for additional payment in the event that the Project Manager requires either an urgent or emergency response to a specific aspect of unscheduled work.

#### **c) Methods and Procedures**

Prior to the commencement of any work on the site the Contractor shall submit method statements for each separate maintenance, repair or construction activity that he is required to undertake. The method statements shall be submitted to the Project Manager for approval at least 10 days prior to the scheduled start of the activity. The method statements shall set out the procedures to be followed in carrying out the activity



and shall include details of compliance with both Occupational Health and Safety and Environmental aspects.

The Contractor shall ensure that his staff and workers are properly trained in the safe and effective use of any equipment, plant or materials necessary to undertake the work.

**d) Quality Control**

The Contractor shall ensure that the appearance of his staff is neat and tidy, and he shall provide them with appropriate and easily identifiable uniforms, preferably with the Contractor's logo, to enable them to be recognised at all times while on site.

The Contractor shall provide whatever samples of materials are required for approval prior to commencement and shall undertake all necessary tests that are required in terms of the applicable specification to ensure that his workmanship meets the required standard.

**e) Environment**

Environmental considerations applicable to this project are detailed in the ELIDZ Construction Environment Management Plan (CEMP).

The Contractor shall ensure that he is fully aware of the requirements of the CEMP and that he understands his responsibilities regarding both his management of the project and the actual construction activities on site.

**f) Accommodation of Traffic**

The Contractor shall be responsible for the safety of all vehicular and pedestrian traffic affected by his work and shall provide the necessary deviations together with all warning signs, barricading and lighting fully in compliance with the requirements of the SADC Road Traffic Signs Manual.

The Contractor shall maintain access to all buildings and properties affected by his work and shall liaise with the relevant tenants and the IDZ to agree temporary or partial closure of any access point.

**g) Other Contractors**

Various other maintenance activities and construction contracts will be underway concurrently with this contract. The Contractor may be required to co-ordinate his activities together with the activities of the other contractors and shall be notified of specific requirements by the Project Manager.

**h) Testing, Completion, Commissioning**

Each separate maintenance, repair or construction activity included in the contract shall be fully tested and independently commissioned on completion and shall immediately thereafter be made available for use by the ELIDZ or the relevant tenant.

**i) Communications**

All communication of whatever nature shall be through the Project Manager. The procedure for call-outs shall be discussed and agreed between the Contractor and the Engineer prior to commencement.



Categorisation of call-outs and relevant response times are described in clause b) above.

j) **Key Personnel**

Within 14 days of the Commencement Date and prior to commencement of any operations on site, the Contractor shall submit to the Project Manager detailed CV's of his key personnel together with their relevant contact details. Should the key personnel not be the same as those included in the tender submission, then the Contractor shall be required to provide personnel with equivalent or better qualifications and experience.

k) **Management Meetings**

The Contractor shall be required to attend a monthly meeting during which all aspects relating to the progress, scope, expenditure, OHS and general administration of the contract will be discussed. The Contractor shall ensure that his representative at the meeting has the necessary understanding and authority to make decisions regarding these issues.

l) **Payments**

All payments to the Contractor shall be by means of electronic transfer and the Contractor shall provide his banking details to the Project Manager together with the initial payment claim.

m) **Records**

The Contractor shall be required to provide a detailed report following each scheduled inspection on an Excel spreadsheet or Word document in both hard and electronic format. The report shall be in a format to be agreed with the Project Manager and shall contain the following:

- Results of all routine inspections carried out
- A record of the regular maintenance activities undertaken
- A daily record of resources (both personnel and equipment) utilised on site.

**The report shall be submitted within seven days of the scheduled inspection, and no payment will be made to the Contractor until the report has been received.**

In addition, the Contractor shall submit a brief report on each item of unscheduled repair work that he is required to carry out.

**The report shall be submitted within seven days of completion of the unscheduled item of work, and no payment will be made to the Contractor until the report has been received.**

n) **Payment Certificates**

Payment Certificates shall be drawn up in an agreed format based on the bills of quantities and any variation orders authorised. The date for submission of each payment claim shall be agreed with the Project Manager. The procedure for preparation of Payment Certificates shall be as follows:

- The actual quantity for each item shall be agreed with the Project Manager based on the cumulative total of the previous monthly quantity and the additional work carried out during the month.
- The Contractor shall draw up and submit his claim using the agreed quantities.
- The Project Manager shall check the claim and certify the amount to be paid.
- The Contractor shall provide a VAT invoice to the Engineer for the certified amount.
- The Project Manager shall submit the claim, the VAT invoice and the payment certificate to the Employer.

**o) Permits**

The Contractor is required to obtain identity tags and access cards from the ELIDZ for all his staff that enter the site. He shall make prior arrangements with the ELIDZ to obtain the tags timeously, as no member of his staff shall be allowed on site without the identity tag clearly displayed. These will be issued by the ELIDZ at no cost to the Contractor.

**p) Proof of Compliance with the Law**

The Contractor shall be required to comply with all regulations and laws of whatever nature that are applicable to his operations throughout the duration of the contract, and shall produce documentary evidence when requested for all aspects, including, but not limited to:

- Valid proof of registration with the Compensation Commissioner
- Proof of registration for income tax and VAT
- Compliance with the Occupational Health and Safety Act and Construction Regulations.

**2.3.16.2 Health and Safety Requirements and Procedures**

The Contractor shall comply with all relevant aspects of the Occupational Health and Safety Act together with the Regulations referred to therein, as applicable to the scope of his activities.

Particular attention must be paid to the issuing of the relevant Notices, appointment of responsible people, undertaking Hazard Identification and Risk Assessments, and preparation of a Health and Safety Plan. All necessary documentation shall be prepared and submitted for comment and approval immediately after the contract award and prior to commencement with any work on site.

Specific Health and Safety considerations applicable to this project are detailed in the ELIDZ Occupational Health and Safety Specification.

Method statements submitted for the Contractor's maintenance activities shall include details of compliance with Occupational Health and Safety and shall be submitted immediately after the contract award.

The Contractor shall ensure that all his personnel are properly inducted with respect to the ELIDZ Occupational Health and Safety standards prior to their undertaking any work within the IDZ premises.

The Contractor shall provide the necessary personal protective equipment and clothing to all staff as necessary for the type of work being carried out.

Wherever the Contractor's staff may be subjected to hazardous substances, excessive dust or noise, then he is to arrange for pre and post employment medical examinations on the relevant employees.

No member of the Contractor's staff shall be allowed on site while under the influence of alcohol or drugs. Any member of his staff that exhibits any signs of alcohol or drug usage shall be removed from the ELIDZ premises by security staff.

The Contractor shall be responsible for the protection of the public in the areas in which he is working and shall provide barricades and lighting as necessary to ensure their safety. He shall also be responsible for the safe control of traffic wherever his works impact on the existing roadways.

#### 2.3.4 POPIA

By submitting this tender, the bidder hereby consents to providing the ELIDZ with personal information as provided in the Protection of Personal Information Act 2013 (POPIA).

The ELIDZ undertakes to:

1. It will take all reasonable steps and precautions to preserve the integrity of bidders Personal Information and to prevent any corruption or loss of such data.
2. It will not do any of the following: copy, compile, collect, collate, process, store, transfer, alter, delete, interfere with or in any other manner use the bidders Personal Information as described in the Act for any purpose other than with the express prior written consent of the bidder.
3. Utilize the personal information provided for the purposes of assessment of the tender submitted by the bidder and contracting with the successful bidder as the case may be.
4. It will immediately inform the bidder in writing if any Personal Information relating to it has been compromised. The ELIDZ undertakes to immediately inform the bidder in writing as to how it will manage such compromise and what steps will be taken to rectify the situation.
5. Due and reasonable care of the bidders personal information and not to share the said personal information with any third party unless you have authorised such disclosure or the release of such information is required by law.
6. At all times strictly comply with its obligations under Data Protection Legislation.
7. Subject to legislative, regulatory, contractual and other legitimate conditions, the respective bidder has certain rights in terms of how their information is processed. The bidder can request access to information or guidance on how to lodge a complaint from or direct a request to exercise afforded rights to the ELIDZ Information Officer, or his/her deputy/ies, or the Information Regulator.
8. It will maintain guidelines, policies or procedures for the retention or destruction of data and will retain it only as long as necessary for the identified purposes or to meet legal requirements or policies.

9. It shall implement and maintain, at its cost and expense, appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of Personal Information and unlawful access to or Processing of Personal Information.

The ELIDZ shall not incur any liability for costs, loss or damage arising from the use of inaccurate or incomplete data provided by or on behalf of the bidder.

## **2.4 SITE INFORMATION**

2.4.1 Existing Services

2.4.2 Existing Buildings

2.4.3 Environmental Restrictions

## **2.4 SITE INFORMATION**

### **2.4.1 EXISTING SERVICES**

All areas within which the Contractor is required to undertake maintenance operations are serviced with the full range of civil, electrical and communication services, most of which are below ground. The Contractor will be issued with drawings showing the positions of the services that are included in the scope of work that comprises his contract. He will be required to determine the position of all other known services which may be affected by his work, by consultation with the Project Manager.

### **2.4.2 EXISTING BUILDINGS**

Numerous buildings exist within the area in which the Contractor is required to undertake maintenance operations. Should the Contractor require drawings of any existing building to enable him to undertake his activities on site, then he shall request these from the Project Manager, who will make the necessary arrangements with the ELIDZ or other consultants for the provision of the record drawings for these buildings.

### **2.4.3 ENVIRONMENTAL RESTRICTIONS**

Certain areas within the ELIDZ have been designated as “Environmentally sensitive areas”. Drawings indicating the location and extent of these areas can be obtained by request from the Engineer. Under no circumstances shall the Contractor enter or use these areas for any purpose whatsoever, without the specific written approval of the Project Manager.

# APPENDICES

# APPENDIX A



## **APPENDIX B**