

## CONTRACT

C1: AGREEMENTS AND CONTRACT DATA

C2: PRICING DATA

C3: SCOPE OF WORK

C4: SITE INFORMATION

## CONTRACT

| TABLE OF CONTENTS   | Page    | Colour |
|---|---------|--------|
| <b>C1: AGREEMENTS AND CONTRACT DATA</b>   |         |        |
| C1.1: FORM OF OFFER AND ACCEPTANCE .....  | C3      | Yellow |
| C1.2: CONTRACT DATA .....   | C7      | Yellow |
| C1.2.1: CONDITIONS OF CONTRACT .....  | C8      | Yellow |
| C1.2.2: PART A: DATA PROVIDED BY THE EMPLOYER.....  | C9      | Yellow |
| PART B: DATA PROVIDED BY THE CONTRACTOR .....   | C11     | Yellow |
| C1.3: FORM OF GUARANTEE .....   | C12     | Yellow |
| C1.4: AGREEMENT IN TERMS OF SECTION 37(2) OF THE<br>OCCUPATIONAL HEALTH AND SAFETY ACT No 85 OF 1993..... | C14     | Yellow |
| <b>C2: PRICING DATA</b>   |         |        |
| C2.1: PRICING INSTRUCTIONS.....   | C16     | Yellow |
| C2.2: SCHEDULE OF QUANTITIES .....  | C20     | Yellow |
| <b>C3: SCOPE OF WORK</b>  |         |        |
| TABLE OF CONTENTS.....  | C23     | Blue   |
| C3.1: STANDARD SPECIFICATIONS .....   | C23     | Blue   |
| C3.2: PROJECT SPECIFICATIONS.....   | C23     | Blue   |
| C3.3: PARTICULAR SPECIFICATIONS .....   | C24-C61 | Blue   |
| <b>C 4: SITE INFORMATION</b>  |         |        |
| C4.1: LOCALITY PLANS .....  | C64     | Green  |
| C4.2: EXAMPLE OF CONTRACT SIGNBOARD DETAILS .....   | C65-66  | Green  |
| C4.3: DRAWINGS .....  | C67     | Green  |

## C1: AGREEMENTS AND CONTRACT DATA

### C1.1 FORM OF OFFER AND ACCEPTANCE

#### A. OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**CONTRACT No. MATAT/2022/2023-41**  
**REHABILITATION OF CEDARVILLE INTERNAL STREETS**

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

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

**The offered total of the prices inclusive of Value Added Tax is:**

Amount in Words.....

.....

.....

**R**..... (in figures)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**Signature:** (of person authorised to sign the tender): .....

**Name:** (of signatory in capitals): .....

**Capacity:** (of Signatory): .....

**Name of Tenderer:** (organisation): .....

Address: .....

.....

Telephone number: ..... Fax number: .....

**Witness:**

**Signature:** .....

**Name:** (in capitals): .....

**Date:** .....

**[Failure of a Tenderer to sign this form will invalidate the tender]**

**B. ACCEPTANCE**

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

- Part 1 Agreements and Contract Data (which includes this Agreement)
- Part 2 Pricing Data, including the Schedule of Quantities
- Part 3 Scope of Work
- Part 4 Site Information

and the schedules, forms, drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representatives of both parties.

The Tenderer shall deliver the Guarantee in terms of Clause 7 of the General Conditions of Contract 2015 within the period stated in the Contract Data, and he shall, immediately after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any other bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data, within 14 days of the date on which this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

**Signature:** .....

**Name:** *(in capitals)* .....

**Capacity:** .....

**Name of Employer** *(organisation)* .....

Address: .....

.....

**Witness: Signature:** ..... **Name:** .....

**Date:** .....

### C. SCHEDULE OF DEVIATIONS

The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Tender Data and the Conditions of Tender.

A Tenderer's covering letter will not necessarily be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreement reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.

Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.

Any change or addition to the tender documents arising from the above agreement and recorded here shall also be incorporated into the final draft of the Contract.

1. **Subject:** .....  
**Details:** .....  
.....
2. **Subject:** .....  
**Details:** .....  
.....
3. **Subject:** .....  
**Details:** .....  
.....
4. **Subject:** .....  
**Details:** .....  
.....
5. **Subject:** .....  
**Details:** .....  
.....
6. **Subject:** .....  
**Details:** .....  
.....

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

**FOR THE TENDERER:**

**Signature:** .....

**Name:** .....

**Capacity:** .....

**Tenderer:** *(Name and address of organisation)* .....  
.....

**Witness:**

**Signature:** .....

**Name:** .....

**Date:** .....

**FOR THE EMPLOYER**

**Signature:** .....

**Name:** .....

**Capacity:** .....

**Employer:** *(Name and address of organisation)* .....  
.....

**Witness:**

**Signature:** .....

**Name:** .....

**Date:** ..

## **C1.2: CONTRACT DATA**

### **C1.2.1: CONDITIONS OF CONTRACT**

| <b>TABLE OF CONTENTS</b>  | <b>PAGE NO.</b> |
|---|-----------------|
| <b>C1.2.1.1 GENERAL CONDITIONS OF CONTRACT .....</b>  |                 |
| <b>C1.2.1.2 SPECIAL CONDITIONS OF CONTRACT .....</b>  |                 |
| <b>C1.2.1.2.1 GENERAL .....</b>   |                 |
| <b>C1.2.1.2.2 AMENDMENTS TO THE GENERAL CONDITIONS<br/>                    OF CONTRACT 2015 .....</b> |                 |

## **C1.2.1 CONDITIONS OF CONTRACT**

### **C1.2.1.1 GENERAL CONDITIONS OF CONTRACT**

This Contract will be based on the "General Conditions of Contract for Construction Works – Third Edition 2015", issued by the South African Institution of Civil Engineering (abbreviated title: "General Conditions of Contract 2015, Third Edition").

It is agreed that the only variations from the General Conditions of Contract 2015, Third Edition, are those set out hereafter under "Special Conditions of Contract".

### **C1.2.1.2 SPECIAL CONDITIONS OF CONTRACT**

#### **C1.2.1.2.1 GENERAL**

These Special Conditions of Contract (SCC) form an integral part of the Contract. The Special Conditions shall amplify, modify or supersede, as the case may be, the General Conditions of Contract Third Edition 2015 to the extent specified below, and shall take precedence and shall govern.

The clauses of the Special Conditions hereafter are numbered "SCC" followed in each case by the number of the applicable clause or subclause in the General Conditions of Contract 2015, Third Edition, and the applicable heading, or (where a new special condition that has no relation to the existing clauses is introduced) by a number that follows after the last clause number in the General Conditions of Contract 2015, Third Edition, and an appropriate heading.

#### **C1.2.1.2.2 AMENDMENTS TO THE GENERAL CONDITIONS OF CONTRACT THIRD EDITION 2015**

SCC 1.1.4. reads "The Commencement date shall be the date of the Site Handover Meeting".

#### **SCC 4.1.1 Extent of Contractor's obligations**

##### ***Add the following new paragraphs to the end of Clause 4.1.1:***

"If the Contractor fails to achieve the monetary value of the target set by the Employer for local labour content in terms of the Requirements of the Expanded Public Works Programme (EPWP) in the Particular Specifications, the Contractor shall be liable to the Employer for a sum calculated in accordance with the Contract Data and the aforementioned Scope of Works as a penalty for such underachievement.



**C1.2.2: CONTRACT DATA (Applicable to this contract)**

**PART A: DATA PROVIDED BY THE EMPLOYER**

The following contract specific data are applicable to this contract.

| REFERENCE          | CONTRACT SPECIFIC DATA PROVIDED BY THE EMPLOYER   |
|--------------------|---|
| Clause 1.1.14:     | <b>Name of Employer:</b> Matatiele Local Municipality   |
| Clause 1.2.2:      | <b>Address of Employer:</b><br><br><div style="display: flex; justify-content: space-between;"> <div> <u>Physical:</u><br/><br/>                     102 Main Street<br/>                     Matatiele<br/>                     4730                 </div> <div> <u>Postal:</u><br/><br/>                     P. O. Box 35<br/>                     Matatiele<br/>                     4730                 </div> </div><br>E-Mail: <a href="mailto:Imatiwane@matatiele.gov.za">Imatiwane@matatiele.gov.za</a><br><br>Telephone No: (039) 737 8100      Fax No: (039) 737 3611   |
| Clause 1.6 & 38.1: | Special non-working days are Sundays, the construction industry year end break and the following statutory public holidays as declared by National Government:<br><br>New Year's Day, Human Rights Day, Good Friday, Family Day, Freedom Day, Workers' Day, Youth Day, National Women's Day, Heritage Day, Day of Reconciliation, Christmas Day and the Day of Goodwill.  |
| Clause 1.6:        | The construction industry year end break commences on the first working day after <b>15 December</b> and ends on the first working day after <b>15 January</b> of the next year.  |
| Clause 7.1:        | <b>CONTRACTOR'S GENERAL OBLIGATIONS</b><br><br>The penalty for failing to achieve the monetary value of the target set by the Employer for local labour content in terms of Part F: Requirements of the Expanded Public Works Programme (EPWP) of section C3.3 Particular Specifications in Part C3: Scope of Works, is 5% of the monetary value by which the achieved monetary value falls short of the target monetary value.<br><br>The time to deliver the Guarantee is within 14 days of the Commencement Date.<br><br>The Liability of the Guarantee shall be for 10% of the Accepted Contract Price up to the Certificate of Completion, and thereafter the liability shall be reduced to 5% of the accepted contract price up to the issue of the Final Approval Certificate. |
| Clause 10.1:       | The Contractor shall commence executing the Works within 14 days of the Commencement Date.  |
| Clause 12.2:       | The Contractor shall deliver his programme of work within 7 days of the Commencement Date.  |

| REFERENCE  | CONTRACT SPECIFIC DATA PROVIDED BY THE EMPLOYER   |
|--|---|
| Clause 35.1  | Insurance Guarantee equal to the awarded value of Works to be effected by the Contractor prior commencement.  |
| Clause 35.1.1.2.2:   | The value of materials supplied by the Employer to be included in the insurance sum is <u>Nil</u> .   |
| Clause 35.1.2:   | Special Risks Insurance issued by SASRIA is required.   |
| Clause 35.1.3:   | The limit of indemnity for liability insurance is <u>R5 000 000,00(five million rands only)</u> for any single liability claim. Liability insurance shall include spread of fire risk.  |
| Clause 37.2.2.3:   | The percentage allowance to cover overhead charges is 10%.  |
| Clause 42.1:   | The Works shall be completed as set out in the Scope of Works: <ul style="list-style-type: none"> <li>• <b>In 6 months including special non-working days</b></li> </ul>  |
| Clause 43.1:   | The penalty for failing to complete the whole of the Works is R1 500.00 (one thousand five hundred rands only) of the total Contract Price per day.   |
| Clause 46.2:   | The value of the certificates issued shall be adjusted in accordance with the Contract Price Adjustment Schedule: <p><b>Note:</b> There will be no Contract Price Adjustment under this contract: The contract will be fixed no escalation will be added.<br/>Bidders should allow their escalation within their tendering rates.</p>   |
| Clause 46.3:   | Price adjustments for variations in the cost of special materials are allowed.  |
| Clause 49.1.5:   | The percentage limit on materials not yet built into the Permanent Works is 80%.  |
| Clause 49.3:   | The percentage retention on the amounts due to the Contractor is 10% to which 5% will be paid during practical completion   |
| Clause 53.1:   | The Defects Liability Period is <b>06 months</b> from the date of the Certificate of Completion.  |
| Clause 58.2:   | Dispute Resolution shall be by Mediation.   |
| <b>F1.11</b>   | Penalty applicable to any shortfall in the local labour content achieved  |
| <b>Refer to Requirements of the Expanded Public Works Programme (EPWP)</b> | Note to compiler: <p>The compiler is to insert the target percentage based on detailed calculations of the local labour component anticipated for each scheduled pay item, including the pay items contributing to the provisional sum associated with the construction Works carried out by Targeted Enterprise subcontractors.</p> <p>The compiler is to discuss and confirm the proposed minimum percentage of local labour content with the Department's Project Manager.</p> |

**C1.2.2: CONTRACT DATA (Applicable to this contract)**

**PART B: DATA PROVIDED BY THE CONTRACTOR**

The following contract specific data are applicable to this contract.

| REFERENCE        | CONTRACT SPECIFIC DATA PROVIDED BY THE CONTRACTOR   |                  |                |       |       |       |       |       |       |       |       |
|------------------|---|------------------|----------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Clause 1.1.8:    | <b>Name of the Contractor:</b> .....<br>.....   |                  |                |       |       |       |       |       |       |       |       |
| Clause 1.2.2:    | <b>Address of the Contractor:</b><br><table><tr><td><u>Physical:</u></td><td><u>Postal:</u></td></tr><tr><td>.....</td><td>.....</td></tr><tr><td>.....</td><td>.....</td></tr><tr><td>.....</td><td>.....</td></tr><tr><td>.....</td><td>.....</td></tr></table> | <u>Physical:</u> | <u>Postal:</u> | ..... | ..... | ..... | ..... | ..... | ..... | ..... | ..... |
| <u>Physical:</u> | <u>Postal:</u>  |                  |                |       |       |       |       |       |       |       |       |
| .....            | .....   |                  |                |       |       |       |       |       |       |       |       |
| .....            | .....   |                  |                |       |       |       |       |       |       |       |       |
| .....            | .....   |                  |                |       |       |       |       |       |       |       |       |
| .....            | .....   |                  |                |       |       |       |       |       |       |       |       |

### C1.3: FORM OF GUARANTEE

#### PRO FORMA

#### FORM OF GUARANTEE

**Employer:** (*name and address*) \_\_\_\_\_

**Contract No:** \_\_\_\_\_

(*Contract title*) \_\_\_\_\_

WHEREAS \_\_\_\_\_  
(hereinafter referred to as "the Employer") entered into a Contract with

\_\_\_\_\_ (hereinafter called "the Contractor") on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
for the construction of (*Contract Title*)

at \_\_\_\_\_

AND WHEREAS it is provided by such Contract that the Contractor shall provide the Employer with security by way of a guarantee for the due and faithful fulfilment of such Contract by the Contractor;

AND WHEREAS \_\_\_\_\_ (hereinafter referred to as "the Guarantor") has/have at the request of the Contractor, agreed to give such guarantee;

NOW THEREFORE WE, \_\_\_\_\_  
do hereby guarantee and bind ourselves jointly and severally as Guarantor and Co-Principal Debtors to the Employer under renunciation of the benefits of division and exclusion for the due and faithful performance by the Contractor of all the terms and conditions of the said Contract, subject to the following conditions:

1. The Employer shall, without reference and/or notice to us, have complete liberty of action to act in any manner authorized and/or contemplated by the terms of the said Contract, and/or to agree to any modifications, variations, alterations, directions or extensions of the Due Completion Date of the Works under the said Contract, and that its rights under this guarantee shall in no way be prejudiced nor our liability hereunder be affected by reason of any steps which the Employer may take under such Contract, or of any modification, variation, alterations of the Due Completion Date which the Employer may make, give, concede or agree to under the said Contract.
2. This guarantee shall be limited to the payment of a sum of money.
3. The Employer shall be entitled, without reference to us, to release any guarantee held by it, and to give time to or compound or make any other arrangement with the Contractor.
4. This guarantee shall remain in full force and effect until the issue of the Practical Completion Certificate in terms of the Contract, and thereafter the liability shall be reduced to 5% up to the issue of the Final Approval Certificate, unless we are advised in writing by the Employer before the issue of the said Certificate of his intention to institute claims, and the particulars thereof, in which event this guarantee shall remain in full force and effect until all such claims have been paid or liquidated.

5. Our total liability hereunder shall not exceed the sum of

\_\_\_\_\_  
\_\_\_\_\_ (in words)

R\_\_\_\_\_ (in figures)

6. The Guarantor reserves the right to withdraw from this guarantee by depositing the Guaranteed Sum with the beneficiary, whereupon the Guarantor's liability hereunder shall cease.

7. We hereby choose our address for the serving of all notices for all purposes arising herefrom as

\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF this guarantee has been executed by us at \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

As witnesses:

1. \_\_\_\_\_ Signature \_\_\_\_\_  
Name in Block Letters

2. \_\_\_\_\_ Signature \_\_\_\_\_  
Name in Block Letters

Duly authorized to sign on behalf of (*Guarantor*) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## **C1.4: AGREEMENT IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT No 85 OF 1993**

THIS AGREEMENT is made between The Matatiele Local Municipality.  
(hereinafter called the EMPLOYER) of the one part, herein represented by:

.....  
in his capacity as: .....

AND: .....  
(hereinafter called the CONTRACTOR) of the other part, herein represented by .....

.....  
in his capacity as: .....  
duly authorised to sign on behalf of the Contractor.

**WHEREAS** the CONTRACTOR is the Mandatary of the EMPLOYER in consequence of an agreement between the CONTRACTOR and the EMPLOYER in respect of:

**CONTRACT No.: MATAT/2022/2023-41**  
**THE REHABILITATION OF CEDARVILLE INTERNAL STREETS**

for the construction, completion and maintenance of the works;

**AND WHEREAS** the EMPLOYER and the CONTRACTOR have agreed to enter into an agreement in terms of the provisions of Section 37(2) of the Occupational Health and Safety Act No 85 of 1993, as amended by OHS Act Amendment Act No 181/1993 (hereinafter referred to as the ACT);

**NOW THEREFORE** the parties agree as follows:

1. The CONTRACTOR undertakes to acquaint the appropriate officials and employees of the CONTRACTOR with all relevant provisions of the ACT and the regulations promulgated in terms thereof.
2. The CONTRACTOR undertakes to fully comply with all relevant duties, obligations and prohibitions imposed in terms of the ACT and Regulations: Provided that should the EMPLOYER have prescribed certain arrangements and procedures that same shall be observed and adhered to by the CONTRACTOR, his officials and employees. The CONTRACTOR shall bear the onus of acquainting himself/herself/itself with such arrangements and procedures.
3. The CONTRACTOR hereby accepts sole liability for such due compliance with the relevant duties, obligations, prohibitions, arrangements and procedures, if any, imposed by the ACT and Regulations, and the CONTRACTOR expressly absolves the EMPLOYER and the Employer's CONSULTING ENGINEERS from being obliged to comply with any of the aforesaid duties, obligations, prohibitions, arrangements and procedures in respect of the work included in the contract.
4. The CONTRACTOR agrees that any duly authorised officials of the EMPLOYER shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the CONTRACTOR has complied with his undertakings as more fully set out in paragraphs 1 and 2 above, which steps may include, but shall not be limited to, the right to inspect any appropriate site or premises occupied by the CONTRACTOR, or to take such steps the EMPLOYER may deem necessary to remedy the default of the CONTRACTOR at the cost of the CONTRACTOR.

5. The CONTRACTOR shall be obliged to report forthwith to the EMPLOYER any investigation, complaint or criminal charge which may arise as a consequence of the provisions of the ACT and Regulations, pursuant to work performed in terms of this agreement, and shall, on written demand, provide full details in writing of such investigation, complaint or criminal charge.

Thus signed at ..... for and on behalf of the **CONTRACTOR**

on this the ..... day of ..... 20.....

SIGNATURE: .....

NAME AND SURNAME: .....

CAPACITY: .....

WITNESSES: 1. ....

2. ....

Thus signed at ..... for and on behalf of the **EMPLOYER** on this

the ..... day of ..... 20.....

SIGNATURE: .....

NAME AND SURNAME: .....

CAPACITY: .....

WITNESSES: 1. ....

2. ....

**C2: PRICING DATA**

**C2.1 PRICING INSTRUCTIONS**

**1. GENERAL**

The Schedule of Quantities forms part of the Contract Documents and must be read and priced in conjunction with all the other documents comprising the Contract Documents, which include the Conditions of Tender, Conditions of Contract, the Specifications (including the Project Specifications) and the Drawings.

**2. DESCRIPTION OF ITEMS IN THE SCHEDULE**

The Schedule of Quantities has been drawn up generally in accordance with the relevant provisions of the COLTO Standard Specifications for Road and Bridge Works for State Road Authorities (1998 edition) published by the South African Institution of Civil Engineering (SAICE).

The short descriptions of the items in the Schedule of Quantities are for identification purposes only and the measurement and payment clause of the COLTO Standard Specifications (1998 edition) and the Particular Specifications, read together with the relevant clauses of the amendments and additions contained in the Project Specifications and directives on the drawings, set out what ancillary or associated work and activities are included in the rates for the operations specified.

The item numbers appearing in the Schedule of Quantities refer to the corresponding item numbers in the COLTO Standard Specifications (1998 edition). Item numbers prefixed by the letter B refer to items of payment described in Part B Amendments to the Standard Specifications.

For the purposes of this Schedule of Quantities, the following words shall have the meanings hereby assigned to them:

|           |   |
|-----------|---|
| Unit:     | The unit of measurement for each item of work as defined in the specifications.   |
| Quantity: | The number of units of work for each item.  |
| Rate:     | The payment per unit of measurement at which the Tenderer tenders to do the work.   |
| Amount:   | The product of the quantity and the rate tendered for an item.  |
| Lump Sum: | An amount tendered for an item, the extent of which is described in the Schedule of Quantities, the specifications or elsewhere but the quantity of work of which is not measured in any units. |

**3. QUANTITIES REFLECTED IN THE SCHEDULE**

The quantities given in the Schedule of Quantities are estimates only, and are subject to re-measure during the execution of the work. The quantities finally accepted and certified for payment, and not the quantities given in the Schedule of Quantities, shall be used to determine payments to the Contractor. The Contractor shall obtain the Engineer's detailed instructions for all work before ordering any materials or executing work or making arrangements for it. The quantities of material or work stated in the Schedule of Quantities shall not be regarded as authorisation for the Contractor to order material or to execute work.

The Works as finally completed in accordance with the Contract shall be measured and paid for as specified in the Schedule of Quantities and in accordance with the General and Special Conditions of Contract, the COLTO Standard Specifications subclause 1201(a), the Project Specifications and the Drawings. Unless otherwise stated, items are measured net in accordance with the Drawings, and no allowance has been made for waste. The validity of the contract will in no way be affected by differences between the quantities in the Schedule of Quantities and the quantities finally certified for payment.



#### **4. PROVISIONAL SUMS**

Where Provisional sums or Prime Cost sums are provided for items in the Schedule of Quantities, payment for the work done under such items will be made in accordance with clause 45 of the General Conditions of Contract 2015 Third Edition. The Employer reserves the right, during the execution of the works, to adjust the stated amounts upwards or downwards according to the work actually done under the item, or the item may be omitted altogether, without affecting the validity of the Contract.

The Tenderer shall not under any circumstances whatsoever delete or amend any of the sums inserted by the Employer in the "Amount" column of the Schedule of Quantities and in the Summary of the Schedule of Quantities unless ordered or authorised in writing by the Employer before closure of tenders. Any unauthorised changes made by the Tenderer to provisional items in the schedule, or to the provisional percentages and sums in the Summary of the Schedule of Quantities, will be treated as arithmetical errors.

#### **5. PRICING OF THE SCHEDULE OF QUANTITIES**

The prices and rates to be inserted by the Tenderer in the Schedule of Quantities shall be the full inclusive prices to be paid by the Employer for the work described under the several items, and shall include full compensation for all costs and expenses that may be required in and for the completion and maintenance during the defects liability period of all the work described and as shown on the drawings as well as all overheads, profits, incidentals and the cost of all general risks, liabilities and obligations set forth or implied in the documents on which the Tender is based. The rates and lump sums shall be comprehensive in accordance with subclause 1201(b) of the COLTO Standard Specifications for Road and Bridge Works for State Road Authorities (1998 edition).

Each item shall be priced and extended to the "Amount" column by the Tenderer, with the exception of the items for which only rates are required, or items which already have Prime Cost or Provisional Sums affixed thereto. If the Tenderer omits to price any items in the Schedule of Quantities, then these items will be considered to have a nil rate or price.

All items for which terminology such as "inclusive" or "not applicable" have been added by the Tenderer will be regarded as having a nil rate which shall be valid irrespective of any change in quantities during the execution of the Contract.

Should the Tenderer group a number of items together and tender one lump sum for such group of items, this single lump sum shall apply to that group of items and not to each individual item.

The tendered lump sums and rates shall be valid irrespective of any change in the quantities during the execution of the contract.

The Tenderer shall fill in rates for all items where the words "rate only" appear in the "Amount" column. The provisions of subclause 1201(f) of the COLTO Standard Specifications shall apply in rate only items. "Rate Only" items have been included where:

- (a) an alternative item or material is contemplated;
- (b) variations of specified components in the make-up of a pay item may be expected; and
- (c) no work under the item is foreseen at tender stage but the possibility that such work may be required is not excluded.

For "Rate Only" items, no quantities are given in the "Quantity" column but the quoted rate shall apply in the event of work under this item being required. The Tenderer shall, however, note that in terms of the Tender Data the Tenderer may be asked to reconsider any such rates which the Employer may regard as unbalanced.

Reasonable compensation will be received where no payment item appears in respect of work required in terms of the Contract which is not covered in any other pay item.

All rates and amounts quoted in the Schedule of Quantities shall be in Rands and cents and shall include all levies and taxes (other than VAT). VAT will be added in the summary of the Schedule of

Quantities. Note that fractions of a cent in all rates shall be discounted.

## **6. CORRECTION OF ENTRIES**

Incorrect entries shall not be erased or obliterated with correction fluid but must be crossed out neatly. The correct figures must be entered above or adjacent to the deleted entry, and the alteration must be initialled by the Tenderer.

## **7. INTERIM PAYMENTS**

Unless otherwise specified, monthly payments, referred to in Clause 52 of the General Conditions of Contract 2015 Third Edition, in respect of "sum" items in the Schedule of Quantities shall be by means of interim progress instalments assessed by the Engineer and based on the measure in which the work actually carried out relates to the extent of the work to be done by the Contractor.

Notwithstanding any custom to the contrary, the work as executed will be measured for payment in accordance with the methods described in the contract documents under the various items of payment.

Attention is directed to the provisions of clause 1220 of the Standard Specifications regarding the measurement of quantities for payment. Except where specified otherwise than in clause 1220, the nett measurements or mass of the finished work in place shall be taken for payment, but any quantity of work in excess of that prescribed shall be excluded.

## **8. UNITS OF MEASUREMENT**

The units of measurement described in the Schedule of Quantities are metric units. The following abbreviations are used in the Schedule of Quantities.

|                      |                     |                    |                         |          |                   |
|----------------------|---------------------|--------------------|-------------------------|----------|-------------------|
| mm                   | = millimetre        | m <sup>3</sup> -km | = cubic metre-kilometre | Prov sum | = provisional sum |
| m                    | = metre             | l                  | = litre                 | kPa      | = kilopascal      |
| km                   | = kilometre         | kl                 | = kilolitre             | MPa      | = megapascal      |
| km-pass              | = kilometre-pass    | kg                 | = kilogram              | MN       | = meganewton      |
| m <sup>2</sup>       | = square metre      | t                  | = tonne (1 000 kg)      | t-km     | = tonne-kilometre |
| m <sup>2</sup> -pass | = square metre-pass | No.                | = number                | hr       | = hour            |
| ha                   | = hectare           | %                  | = percent               | dia      | = diameter        |
| m <sup>3</sup>       | = cubic metre       | PC sum             | = prime cost sum        | Sum      | = lump sum        |
| kW                   | = kilowatt          | MN-m               | = meganewton-metre      |          |                   |

## **9. CONSISTENCY OF RATES**

In order to ensure that payments certified by the Engineer are reasonably consistent with the market value of the work done, and that variations in quantities do not distort the contract valuation, the rates, prices and amounts tendered in the Schedule of Quantities are required to be in balance.

A tender will be considered out of balance if:

- (i) the combined, extended total tendered for the item:

13.01 The Contractor's general obligations

(a) Fixed obligations

(c) Time-related obligations

exceeds a maximum of 12% of the Tender Offer (excluding contingencies, escalation and VAT).

- (ii) The rates, prices or amounts tendered for any other items differ by more than 20 (twenty) percent from either the next highest or next lowest rates, prices or amounts tendered, or else from the latest estimates.

Any such unbalanced tender may be rejected if, after fourteen (14) days of having been given written notice by the Employer to adjust those rates or lump sums which are unreasonable or out of balance, the Tenderer fails to make the necessary satisfactory adjustments. These adjustments in rectification will be such that increases are balanced by decreases, leaving the tender offer unchanged.

#### **10. ITEMS SCHEDULED FOR CONSTRUCTION USING LABOUR-INTENSIVE METHODS**

Those parts of the Works to be constructed using labour-intensive methods are marked in the Schedule of Quantities with the letters LI, either in a separate column or as a prefix or suffix against every item so designated. The Works or parts of the Works so designated are to be constructed using labour-intensive methods only, unless otherwise specified in the Scope of Work.

The items marked with the letters LI include:

- (a) Items in the COLTO Standard Specifications that would normally be carried out using labour-intensive construction methods.
- (b) Items in the COLTO Standard Specifications that would normally be carried out using plant but which have been modified specifically so as to require the use of labour-intensive construction methods instead of plant for some or all of the work components of the item.
- (c) New items that have been written for this contract specifically requiring the use of labour-intensive construction methods rather than plant for some or all of the work components of the item.

The items marked with the letters LI are not necessarily an exhaustive list of all the activities which could be carried out using labour-intensive methods. Where a minimum percentage for local labour content is specified, additional activities may need to be identified to be carried out using labour-intensive methods rather than plant in order to meet such target.

## C2.2. SCHEDULE OF QUANTITIES

### **NOTE TO COMPILER:**

The compiler is to ensure that a column entitled “LI” is placed on each page of the schedule of quantities between the “DESCRIPTION” and “UNIT” columns. The compiler shall print the abbreviation “LI” in this column, between the applicable DESCRIPTION and UNIT, against each payment item or sub item where labour-intensive construction methods are required to be used in terms of the project documentation. Refer to the EXAMPLE OF THE “LI” COLUMN below.

The “LI” column shall be just wide enough to accept the printed letters “LI”, and the “RATE” and “AMOUNT” columns in which the Tenderer is required to write his figures shall be maintained at a practical width to accept such handwritten figures.

It is noted that the COLTO standard specifications are not specifically written for labour-intensive construction, and many of the standard COLTO items will therefore need to be modified to accommodate a change to labour-intensive construction. The compiler is therefore required, where applicable, to ensure that each such “LI” item that is a COLTO standard item is designated as a B-item in the “ITEM” column, and that a project specification is written for that B-item in order to modify the COLTO standard item with regard to the required labour-intensive components of the item.

In writing such B-items, the compiler is particularly to note that it is possible that certain components of the standard COLTO items may not be conducive to labour-intensive construction methods, and one cannot therefore describe the entirety of such items in the project specifications as being carried out using labour-intensive construction methods.

By way of example, even though in terms of item 17.01 (Clearing and grubbing) it may be feasible to clear using labour-intensive construction methods, it does not necessarily follow that it is feasible to grub using such methods, and it is highly unlikely that it is feasible to transport the cleared material to spoil using such methods. The compiler must therefore take due care in compiling such labour-intensive construction B-items to ensure that it is clear to the Tenderer which components of such B-items are scheduled for construction using labour-intensive methods.

### **EXAMPLE OF THE “LI” COLUMN:**

| ITEM       | DESCRIPTION           | LI | UNIT | QUANTITY | RATE | AMOUNT<br>R<br>c |
|------------|-----------------------|----|------|----------|------|------------------|
| B17.0<br>1 | Clearing and grubbing | LI | ha   | 15       |      |                  |
|            |                       |    |      |          |      |                  |

### **NOTE TO COMPILER:**

For guidance, an example is given immediately below to show the typical payment items to be included in the schedule of quantities for: Requirements of the Expanded Public Works Programme (EPWP). The compiler shall adjust the items, item descriptions, quantities and provisional sums as necessary to suit the requirements of the specific project.

MATATIELE LOCAL MUNICIPALITY

CONTRACT No. **MATAT/2022/2023-41**  
FOR  
REHABILITATION OF CEDARVILLE INTERNAL STREETS

TENDER SUMMARY

| DESCRIPTION                                       | AMOUNT |
|---|--------|
| Totals of Schedule of Quantities brought forward: |        |
| <b>SUBTOTAL 1</b>                                 | R      |
| <b>Add: Contingencies (10% of SUBTOTAL 1)</b>     | R      |
| <b>SUBTOTAL 2</b>                                 | R      |
| <b>Add: VAT (15% of SUBTOTAL 2)</b>               | R      |
| <b>TOTAL CARRIED FORWARD TO FORM OF OFFER</b>     | R      |

Signed on behalf of the Tenderer: ..... (Signature)

Date: .....

Tenderer's Name: ..... (Company Name)

### C3: SCOPE OF WORK

| <b><u>TABLE OF CONTENTS</u></b>  | <b>PAGE</b> |
|--|-------------|
| <b>C3.1 STANDARD SPECIFICATIONS .....</b>  | <b>C24</b>  |
| <b>C3.2 PROJECT SPECIFICATIONS .....</b>   | <b>C25</b>  |
| <b>PART A: GENERAL</b>   |             |
| 1. DESCRIPTION OF THE WORKS .....  | C25         |
| 2. DRAWINGS .....  | C31         |
| <b>PART B: AMENDMENTS TO THE STANDARD SPECIFICATIONS</b>   |             |
| PROJECT SPECIFICATIONS RELATING TO THE STANDARD SPECIFICATIONS AND OTHER ADDITIONAL SPECIFICATIONS.....                | C32         |
| Section 1100 DEFINITIONS AND TERMS.....  | C33         |
| Section 1200 GENERAL REQUIREMENTS AND PROVISIONS .....   | C35         |
| Section 1300 CONTRACTOR'S ESTABLISHMENT ON SITE AND GENERAL OBLIGATIONS .....  | C38         |
| Section 1400 HOUSING, OFFICES AND LABORATORY. FOR THE ENGINEER'S SITE PERSONNEL .....                                  | C42         |
| Section 1500 ACCOMMODATION OF TRAFFIC.....   | C43         |
| Section 1600 OVERHAUL .....  | C46         |
| Section 1700 CLEARING AND GRUBBING .....   | C46         |
| Section 1800 DAYWORKS.....   | C46         |
| Section 2100 DRAINS .....  | C46         |
| Section 2200 PREFABRICATED CULVERTS .....  | C47         |
| Section 2300 CONCRETE KERBING, CONCRETE CHANNELLING, CHUTES AND DOWNPIPES , AND CONCRETE LININGS FOR OPEN DRAINS ..... | C46         |
| Section 3300 MASS EARTHWORKS.....  | C46         |
| Section 3400 PAVEMENT LAYERS OF GRAVEL MATERIAL.....   | C48         |
| Section 3600 CRUSHED-STONE BASE.....   | C46         |
| Section 4100 PRIME COAT .....  | C46         |
| Section 4200 ASPHALT BASE AND SURFACING .....  | C46         |
| Section 5400 GUARDRAILS .....  | C46         |
| Section 5600 ROAD SIGNS .....  | C49         |
| Section 5700 ROAD MARKINGS .....   | C46         |
| Section 5900 FINISHING THE ROAD AND ROAD RESERVE AND TREATING OLD ROADS .....  | C46         |
| Section 8100 TESTING MATERIALS AND WORKMANSHIP .....   | C50         |
| Section B900 SIDEWALKS.....  | C46         |
| <b>C3.3 PARTICULAR SPECIFICATIONS</b>  |             |
| <b>PART C: ENVIRONMENTAL MANAGEMENT SPECIFICATION .....</b>  | <b>C56</b>  |
| <b>PART D: DAYWORK .....</b>   | <b>C60</b>  |
| <b>PART E: OHSA 1993 HEALTH AND SAFETY SPECIFICATION .....</b>   | <b>C68</b>  |
| <b>PART F: REQUIREMENTS OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP).....</b>   | <b>C71</b>  |

### **C3.1 STANDARD SPECIFICATIONS**

The Standard Specifications on which this contract is based are the **COLTO Standard Specifications for Road and Bridge Works for State Road Authorities 1998 edition**.

### **C3.2: PROJECT SPECIFICATIONS**

The Project Specifications, consisting of two parts, form an integral part of the Contract and supplement the Standard Specifications.

Part A contains a general description of the Works, the Site and the requirements to be met.

Part B contains variations, amendments and additions to the Standard Specifications and, if applicable, the Particular Specifications.

In the event of any discrepancy between a part or parts of the Standard or Particular Specifications and the Project Specifications, the Project Specifications shall take precedence. In the event of a discrepancy between the Specifications (including the Project Specifications) and the drawings and / or the Schedule of Quantities, the discrepancy shall be resolved by the Engineer before the execution of the work under the relevant item.

The Standard Specifications, which form part of this contract, have been written to cover all phases of work normally required for road contracts, and they may therefore cover items not applicable to this particular contract.

**C3.2: PROJECT SPECIFICATIONS**

**PART A: GENERAL**

**1. DESCRIPTION OF THE WORKS**

**1.1 Employer's Objectives**

This project forms part of 2022/2023 Financial Year Project of the Matatiele Local Municipality Infrastructure programme. This will be a rehabilitation of Cedarville Internal Streets for 1.5km re-surfacing road.

The Employer's objectives in delivering public infrastructure and services for this project include the provision of temporary work opportunities to the local community through the application of labour-intensive methods to the maximum extent feasible, in accordance with the Expanded Public Works Programme (EPWP) Guidelines. The requirements of the Expanded Public Works Programme (EPWP) are contained in the Particular Specifications. These EPWP requirements also include provisions for the National Youth Service programme where applicable.

**1.2. Location of the Works**

Cedarville Internal Streets is a 1,5km re-surfacing project which is located in ward 26 of Matatiele Local Municipality. The project falls under Alfred Nzo District Municipality in the Eastern Cape Province. The roads are located in Dark City area which is in Cedarville town. The estimated project duration for completion is 6 months.

**1.3 Overview of the Works**

The Contract includes the following construction work:

- Rip & re-compact
- Preparation of base-course layer
- Demolish existing concrete drain
- Construction of kerb and channelling
- Cleaning of existing concrete drains
- Application of Prime and Tack coat
- Laying of 30mm Asphalt Overlay.
- Construction of Concrete V-Drains
- Cleaning of existing Storm water drainages and unblock pipes as instructed by the Clients
- Construction of speed-humps on selected areas
- Installation of road signs
- Road Markings
- Compliance to regulations relating to Health and Safety and the Environmental Management Acts

**1.4 Extent of the Works**

The Contractor shall carry out all works required for the construction of the road/s:

Including:

- Rehabilitation of 1.5km Surfaced Road (Overlaying).
- Relocation of services;
- Establishment on site
- Provision of traffic accommodation facilities;



- Continuous quality control over materials and works, and compliance with the Particular Specifications with regard to environmental management and occupational health and safety, during all the above construction activities;
- Finishing off, removal of site establishment and 06 months' maintenance of the works;

**NB: The above description is not necessarily complete and shall not limit the work to be carried out.**

### **1.5 Detailed Description of the Works**

The following description is a broad outline of the works and does not limit the work to be executed by the Contractor in terms of the contract. The quantities of some of the major items indicated in this section are indicative, not absolute, and are provided to define in general terms the overall scope of the project.

Approximate quantities of each type of work to be carried out in accordance with the contract documents are listed in the Schedule of Quantities in Section C2.2.

The site shall not only comprise the proclaimed road reserve but shall be extended in the broader sense to take account of all areas occupied by the Contractor, be it deliberate or unintentional, in the execution of the contract. The site includes all the land within the proclaimed limits of the road reserve along the extent of the works, borrow pits and quarry sites, stockpile areas, locations set aside for construction and supervision accommodation and any other location required for the execution of the Works.

Incidental intrusion into private or tribal property outside the road reserve shall not be permitted without the owner's written authority. Any such agreement reached with a private or tribal landowner (occupier) shall include the proviso that any material or equipment on that site shall remain the exclusive property of the Employer in terms of the contract.

#### **1.5.1 Access to the Site**

Rehabilitation of Cedarville Internal Streets, Access to site would be to take R56 towards Kokstad, approximately 30km away from Matatiele.

#### **1.5.2 Existing services**

The relevant service provider is to be notified immediately if any service requires relocation.

#### **1.5.3 Engineer's campsite**

N/A

#### **1.5.4 Climate**

Matatiele has a fair climate and the temperatures ranges between 10 and 35 degrees in summer. In winter temperatures are very cold. There is less rain in winter. Most areas are very dry.

#### **1.5.5 Environment**

The Contractor's attention is called to clause B1233 of Part B of these Project Specifications and to the requirements of Part C: Environmental Management Specification contained in section C3.3 Particular Specifications.

### **1.5.6 Community Liaison Officer (CLO)**

The ward councillor in whose wards work is to be done will collectively identify a Community Liaison Officer (CLO) for the project and make the person known to the Contractor at the Site Handover Meeting. The Contractor will be required to enter into a written agreement with the CLO that specifies:

- Designation;
- The wage rate;
- Hours of work;
- Duration of appointment;
- The CLO's responsibility should include the following:
  1. Attend monthly site meetings;
  2. Assisting in all respects relating to the recruitment of local labour;
  3. Acting as a source of information for the community and councillors on any issue related to the contract;
  4. Keep the Contractor informed on community issues that may affect the contract;
  5. Set up meetings and mediate if any labour dispute arises;
  6. Keep a written record of all labour related issues
  7. Any other duties the Contractor may request the CLO to undertake, only with prior consultation;

The Contractor shall have the right to determine the number of labourers required at any given time, which will vary throughout the duration of the contract.

**The rate for the CLO is R5000 per month**

**The allowance for the seating of progress meetings for the Project Steering Committee (PSC) is R300 per meeting per month**

### **1.5.10 Labour**

Local labour is to be used and the employment of such labour is to be effected by the Contractor through Community Liaison Officer (CLO) within the Matatiele Municipal area. The CLO shall assist the Contractor with the recruitment of local labourers to ensure an equitable distribution of people employed from those wards in the vicinity of the works.

**The minimum labour rate is R180/day** in accordance with the Municipal Infrastructure – An Industry Guide to Infrastructure Service Delivery Levels and Unit Costs by Co-operative Governance & Traditional Affairs.

A Project Liaison Committee has been established and is a vital means of communication between all parties involved with the project. The composition of the PLC comprises representatives of the Employer, the Employer's Agent and formal structures within the community.

The Contractor shall make use of these communication channels, and shall appoint from amongst his site personnel a responsible person to participate in the affairs of the PLC, and this representative will be also required to attend the monthly PLC meetings.

It is mandatory that the Contractor shall interact with the community via proactive project liaison and project participation by its leaders and constituted organisations and forums, as well as through the employment of its people, and these activities shall constitute essential facets of the project.

Local labour is to be used and the employment of such labour is to be done in conjunction with the PLC. The PLC has formed a Labour Committee who shall assist the Contractor with the recruitment of local labourers to ensure an equal distribution of people employed.

### **1.5.14 Labour-intensive construction methods**

Labour-intensive construction shall mean the economically efficient employment of as great a portion of local labour as is technically feasible to produce a standard of construction as demanded by the specifications with

completion by the Due Completion Date, where local labour is the primary resource, supported by plant for activities that cannot be carried out feasibly by labour only.

Labour-intensive construction activities are to be planned as task-based work as a general rule. A task means a fixed quantity of work, to be performed to a clearly defined quality. Task-based work means work in which a worker is paid a fixed rate for performing a task, which is clearly defined in terms of quantity and quality. Typically a particular task can be completed within a working day.

Appropriate portions of the Works included in the Contract shall be carried out using labour-intensive construction methods.

Except where the use of plant is essential in order, in the opinion of the Employer's Agent, to meet the specified requirements by the Due Completion Date, or where the use of plant is essential as a result of occupational health and safety considerations, the Contractor shall use only hand tools and equipment in the construction of those portions of the Works that are required in terms of these Project Specifications to be constructed using labour-intensive construction methods.

Such portions of the Works shall be constructed utilizing only the local labour of the Contractor and/or the local labour of subcontractors, supplemented by the Contractor's key personnel to the extent necessary and unavoidable, unless otherwise instructed by the Employer's Agent and in accordance with the further provisions of the relevant sections of Part B of the Project Specifications.

Subject to considerations of occupational health and safety, and subject to the nature of the in situ materials being such that they can be excavated efficiently by hand, the portions of the Works to be carried out under supervision using labour-intensive construction methods, designated as LI items in the bill of quantities, include, but are not limited to, the following:

- Erection of the contractor's and engineer's site establishment facilities;
- Provision of domestic services at the site establishment facilities;
- Provision of flagmen and labour for erecting traffic accommodation facilities;
- Clearing of the Site;
- Excavation for structures and open drains up to 1,5 m deep where the depth of the water table permits such excavation to be carried out safely, and the subsequent backfilling thereof;
- Bedding, selected fill, backfilling and compaction of all trenches for prefabricated culverts irrespective of depth, but assisted by mechanical compaction equipment in order to achieve the specified densities;
- Transportation and spoiling of all trench materials, where the disposal site is located within 20 metres of the source;
- Mixing and placing of concrete for the channel and backing to the prefabricated kerbs;
- Mixing and placing of concrete for concrete lined drains and sidewalks;
- Mixing and placing of concrete for minor drainage structures and road furniture structures;
- Mixing and placing of concrete for concrete edge beams at gravel road access points;
- Installation of prefabricated kerbs;
- Construction of all brickwork required for drainage structures and manholes;
- Erection of falsework and formwork;
- Fixing of reinforcement;
- Spreading of offloaded earthworks materials to the extent scheduled;
- Spreading of offloaded layerworks materials to the extent scheduled;
- Spreading of stabilising agent;
- Maintenance patching of surfacing;
- Slurry seal surfacing;
- Excavation for and construction of stone pitching, and subsequent backfilling;
- Excavation for and construction of gabion boxes and mattresses, and subsequent backfilling;
- Dismantling / erection of fences;
- Excavation and subsequent backfilling for guardrail;
- Dismantling / erection of guardrail;
- Excavation and subsequent backfilling for road signs;
- Dismantling / erection of road signs;
- Spreading of topsoil;
- Planting of grass cuttings, grass sodding and hand sowing of grass seeds; and

- Cleaning and tidying up of the Site.

*Compiler to add to / remove from the list above in accordance with the specific requirements of this contract.*

In respect of those portions of the Works which are not listed above, the construction methods adopted and the plant utilized shall be at the discretion of the Contractor, provided always that the construction methods adopted and the plant utilized by the Contractor are appropriate in respect of the nature of the Works to be executed and the standards to be achieved in terms of the Contract.

#### **1.5.11 Material sources, spoil and stockpile areas**

Where possible, the contractor shall source material from within 8 km (*compiler to state the relevant distance*) of the site utilizing local labour. The material which may be sourced from site includes:

*Omit this paragraph if it is not applicable.*

*If it is applicable then compiler to list any materials that can be sourced from within 8 km of the site utilizing local labour, for example, rock for stone pitching or gabions if available, or gravel selected material if available. Compiler also to comment on which components of the loading, hauling, offloading and spreading of such material, as applicable, will be carried out utilizing local labour.*

#### **1.6 Testing of materials**

The Contractor shall carry out the required process control testing as specified in terms of the COLTO standard specifications.

The Contractor is to ensure all the required process control test results are forwarded to the Engineer for approval.

#### **1.7 Power supply and other services**

The Contractor shall make his own arrangements concerning the supply of electrical power and all other services. No direct payment shall be made for the provision of electrical and other services. The cost thereof shall be deemed to be included in the rates and amounts tendered for the various items of work for which these services are required.

#### **1.8 Contractor's campsite**

Possible locations for a campsite shall be pointed out at the clarification meeting.

The Contractor shall make his own arrangements for the provision of his campsite and housing for construction personnel but the chosen site shall be subject to the approval of the Engineer, the local authorities and the CLO associated with the project.

The standard of the Contractor's camp, offices, accommodation, ablution, and other facilities must comply with the requirements of all local authority, environmental and industrial regulations concerned. In establishing and maintaining his campsite, due cognisance is to be taken of the requirements of clause B1233 of these Project Specifications.

The Contractor is to fully familiarise himself with all local by-laws and Government regulations for the employment, transport and accommodation of labour on site.

Security will be required for all plant, establishment, temporary works and partially completed works. The Contractor shall be responsible for providing security for all plant, establishment, temporary works and partially completed works. No separate payment shall be made for the provision of such security since full

compensation for these costs shall be deemed to be included in the amount tendered for item 13.01(c) (The contractor's general obligations: Time-related obligations).

#### **1.9 Additional requirements for construction activities**

The travelling public shall have the right of way on public roads, and the Contractor shall make use of approved methods to control the movement of his equipment and vehicles so as not to constitute a hazard on the road.

The Contractor's tendered rates shall include full compensation for all costs which may arise from the construction and maintenance of deviations and construction under traffic. No claim for additional costs which may arise from these methods of traffic accommodation and no additional payment owing to inconvenience as a result of the Contractor's method of working shall be considered.

#### **1.10 Construction programme**

The construction programme is to be submitted to the Engineer for approval within 7 days of the Site Handover meeting.

The construction programme must show the following information:

- Baseline dates (start date/finish date/duration of all activities);
- Non-working days (Sundays/public holidays/contractor long weekends);
- Critical path;

**2. PROJECT SPECIFICATIONS**

**PART B: AMENDMENTS TO THE STANDARD SPECIFICATIONS**

**PROJECT SPECIFICATIONS RELATING TO THE STANDARD SPECIFICATIONS AND OTHER ADDITIONAL SPECIFICATIONS**

In certain clauses in the COLTO Standard Specifications, allowance is made for a choice to be specified in the Project Specifications between alternative materials or methods of construction, and for additional requirements to be specified to suit a particular contract. Details of such alternatives or additional requirements applicable to this Contract are contained in this part of the Project Specifications. It also contains the necessary additional specifications required for this Contract.

The clauses and payment items dealt with in this part of the Project Specifications are numbered 'B' with a number corresponding to the relevant clause or item number in the COLTO Standard Specifications.

New clauses and payment items not covered by clauses or items in the COLTO Standard Specifications have been included here and have also been designated with the prefix 'B'. Such clauses and items have been given a new number following upon the last number used in the particular section referred to in the COLTO Standard Specifications.

**SECTION 1100: DEFINITIONS AND TERMS**

**B1115 GENERAL CONDITIONS OF CONTRACT**

Replace clause 1115 with the following:

“The General Conditions of Contract for Construction Works 2015, Third Edition published by the South African Institution of Civil Engineering (SAICE), together with the Special Conditions of Contract form part of the contract.

All references in the COLTO Standard Specifications for Road and Bridge Works are to the COLTO General Conditions of Contract for Road and Bridge Works for State Road Authorities. Consequently all references in the COLTO Standard Specifications have to be amended accordingly to reflect the appropriate General Conditions of Contract relevant to the Contract. The COLTO Standard Specifications have been scrutinized and the clauses, which refer to the COLTO General Conditions of Contract, identified. Each COLTO clause reference is tabulated in Table B1115 below (context of reference is also given) together with the relevant equivalent clause in the SAICE General Conditions of Contract for Construction Works 2015, Third Edition applicable for this contract.

Whereas every effort has been made to include all of the affected clauses in the table, there may be some omissions. In every case, however, the SAICE General Conditions of Contract for Contract for Construction Works 2015, Third Edition reference, as amended by the Special Conditions of Contract in the Contract Data, shall apply and the Contractor shall be responsible for interpretation of the equivalent clause.

**TABLE B1115: REFERENCES IN COLTO STANDARD SPECIFICATIONS TO THE COLTO GENERAL CONDITIONS OF CONTRACT AND RELEVANT SAICE GENERAL CONDITIONS OF CONTRACT FOR CONSTRUCTION WORKS 3<sup>rd</sup> EDITION 2015**

| COLTO<br>Standard<br>Specification |                         | COLTO<br>General Conditions of Contract 1998 |   | SAICE<br>General Conditions of Contract for<br>Contract for Construction Works<br>2015, Third Edition |  |
|------------------------------------|-------------------------|--|---|---|--|
| Clause<br>No                       | Page<br>No              | Clause<br>No                                 | Description or Reference  | Clause<br>No  | Description or Reference                   |
| 1202                               | 1200-2                  | 15   | Programme   | 12  | Programme of the Works                     |
| 1201(e)                            | 1200-5                  | 52:  |   | 29 & 49:  |  |
|                                    |                         | 52(1)(e)                                     | Monthly payments<br>(documentary evidence of<br>ownership of materials) | 29  | Vesting of materials                       |
|                                    |                         | 52(2)  | Valuation of material<br>brought onto Site                              | 49.2  | Valuation of material brought<br>onto Site |
| 1210                               | 1200-5                  | 54:  |   | 51:   |  |
|                                    |                         | 54(1)<br>54(2)<br>54(3)                      | Certificate of practical<br>completion                                  | 51.1<br>51.2<br>51.3  | Certificate of Practical<br>Completion     |
|                                    |                         |  |   |   |  |
| 1212(l)                            | 1200-7                  | 49:  |   | 46:   |  |
|                                    |                         | 49(2)  | Contract Price Adjustment<br>Factor                                     | 46.2  | Contract Price Adjustment<br>Factor        |
| 1215                               | 1200-9                  | 45   | Extension of time for<br>completion                                     | 42  | Extension of time for<br>completion        |
| 1217                               | 1200-10                 | 35   | Care of the Works   | 32  | Care of the Works                          |
| 1303                               | 1300-1<br>and<br>1300-2 | 49 & 53:                                     |   | 46 & 50:  |  |
|                                    |                         | 49(2)  | Contract Price Adjustment   | 46.2  | Contract Price Adjustment                  |

| <b>COLTO<br/>Standard<br/>Specification</b> |                    | <b>COLTO<br/>General Conditions of Contract 1998</b> |   | <b>SAICE<br/>General Conditions of Contract for<br/>Contract for Construction Works<br/>2015, Third Edition</b> |  |
|---|--------------------|--|---|---|--|
| <b>Clause<br/>No</b>                        | <b>Page<br/>No</b> | <b>Clause<br/>No</b>                                 | <b>Description or Reference</b>   | <b>Clause<br/>No</b>  | <b>Description or Reference</b>                                      |
|   |                    | and<br>49(3)   | Factor and<br>special materials   | and<br>46.3   | Factor and<br>special materials                                      |
|   |                    | 53   | Variations exceeding 20%  | 50  | Variations exceeding 15%   |
| 1303  | 1300-2             | 12 & 45:<br><br>12<br><br>45                         | Commencement of Works<br>and Commencement Date<br><br>Extension of time for<br>completion | 10 & 42:<br><br>10<br><br>42  | Commencement of the Works<br><br>Extension of time for<br>completion |
| 1403<br>(c)(ii)                             | 1400-4             | 40(1)  | Valuation of variations   | 37.1  | Valuation of variations  |
| 1505  | 1500-3             | 40:<br><br>40(1)                                     | Valuation of variations   | 37:<br><br>37.1   | Valuation of variations  |
| 1507<br>Items:<br>15.08<br>15.01<br>15.11   | 1500-8             | 48:<br><br>48.1                                      | Provisional Sums  | 45:<br><br>45.1   | Provisional Sums   |
| 3108<br>Note (2)                            | 3100-4             | 40:<br><br>40(1)                                     | Valuation of variations   | 37:<br><br>37.1   | Valuation of variations  |
| 3204<br>(b)(iii)                            | 3200-2             | 40:<br><br>40(1)                                     | Valuation of variations   | 37:<br><br>37.1   | Valuation of variations  |
| 3303(b)                                     | 3300-2             | 2  | Engineer and Engineer's<br>Representative   | 2   | Engineer and Engineer's<br>Representative                            |
| 5803(c)                                     | 5800-3             | 40:<br><br>40(1)                                     | Valuation of variations   | 37:<br><br>37.1   | Valuation of variations  |
| 5805(d)                                     | 5800-4             | 40:<br><br>40(1)                                     | Valuation of variations   | 37:<br><br>37.1   | Valuation of variations  |
| 5801<br>Item<br>58.10                       | 5800-10            | 48:<br><br>48.1                                      | Provisional Sums  | 45:<br><br>45.1   | Provisional Sums   |
| 8103(c)                                     | 8100-1             | 40:<br><br>40(1)                                     | Valuation of variations   | 37:<br><br>37.1   | Valuation of variations  |
| 8117<br>Item<br>81.03                       | 8100-26            | 22   | Clearance of site on<br>completion  | 19  | Clearance of site  |



**SECTION 1200: GENERAL REQUIREMENTS AND PROVISIONS**

**B1202 SERVICES**

A provisional sum is included in the Schedule of Quantities to cover the costs of relocating the known services. This provisional sum shall be used to effect payments for the services relocation work carried out by the subcontractor selected by the Contractor in consultation with the Employer for this purpose."

**B1205 WORKMANSHIP AND QUALITY CONTROL**

Add the following paragraph to the end of clause 1205:

"Testing for quality control shall be conducted in accordance with the requirements of Section 8200 for Quality Control (Scheme 1)."

**B1206 THE SETTING-OUT OF WORK AND PROTECTION OF BEACONS**

Delete the first paragraph of clause 1206 in its entirety and replace it with the following:

"The contractor shall comply with all legal provisions in regard to surveying and setting out work."

**B1201 PAYMENT**

**(a) Contract rates**

Add the following new paragraph at the end of subclause B1201(a):

"All rates tendered are to be exclusive of VAT."

**B1215 EXTENSION OF TIME RESULTING FROM ABNORMAL RAINFALL**

Extension of time resulting from abnormal rainfall shall be calculated according to the requirements of Method (ii) (Critical-path method).

**Method (ii) (Critical-path method)**

Delete the words "(based on a five-day working week)" in the fifth and sixth lines of the second paragraph of Method (ii).

Add the following to the end of Method (ii):

"The value of "n" working days expected delay caused by normal rainy weather as referred to in Method (ii) shall be as given in Table B1215 below for each respective calendar month of any year:

**Table B1215**

| Month      | Expected delay of "n" working days due to normal rainy weather | Month       | Expected delay of "n" working days due to normal rainy weather |
|------------|--|-------------|--|
| January*** | 5  | July        | 1  |
| February   | 4  | August      | 1  |
| March      | 4  | September   | 2  |
| April      | 3  | October     | 3  |
| May        | 2  | November    | 4  |
| June       | 1  | December*** | 5  |

\*\*\* Includes the whole month of December / January.

Each "n"-value in Table B1215 applies only to the calendar month immediately to the left of the number, and the "n"-values as specified shall not be taken as being carried forward so as to accumulate over the contract period. If no abnormal rainfall occurs during a particular calendar month in a particular year, then no extension of time for abnormal rainfall shall be granted with respect to that calendar month for that year, and no further consideration shall be given to that "n"-value in respect of that year.

Similarly, if the "n" working days expected delay caused by normal rainy weather during a particular calendar month in a particular year (for which the Contractor shall have made provision in his programme of work in accordance with Method (ii)) are not taken up (either in whole or in part) by standing time due to normal rainy weather during that month of that year, then no further consideration shall be given to those "n" working days (or portion thereof), which effectively have been gained, when any subsequent extension of time claims which may arise later during the contract period are assessed by the Employer."

#### **B1219 WATER**

The Contractor shall note that the necessary permission must be obtained from the Department of Water Affairs for the abstraction of water from streams and rivers."

#### **B1224 THE HANDING-OVER OF THE ROAD RESERVE**

- (a) The Contractor shall be required to accommodate service owners and other contractors working on the services relocation and maintenance in the execution of their duties."

#### **B1229 SABS CEMENT SPECIFICATIONS**

Add the following paragraphs to the end of clause 1229:

"All cement used on this contract shall comply with SANS 50197-1: Cement Part 1: Composition, specifications and conformity criteria for common cements.

Where reference is made in these Project Specifications or in the COLTO Standard Specifications to the former SABS cement specifications (e.g., SABS 471, SABS 626, SABS 831, SABS 1491), such reference shall be replaced with the new specification:

- SANS 50197-1: Cement Part 1: Composition, specifications and conformity criteria for common cements.

The blending of cements on site shall not be permitted."

#### **B1230 COMMUNITY LIAISON**

##### **(a) Project Liaison Committee**

The process of implementing infrastructure projects will be undertaken by means of structured engagement between those responsible for the delivery of the project and the community.

A Project Liaison Committee (PLC) is a vital means of communication between the parties involved with the project. A PLC may be formed if the project is such that a specific community can be identified.

The PLC comprises representatives of the employer, the engineer and formal structures within the community. The contractor shall make use of these communication channels, and shall appoint from amongst his site personnel a responsible person to participate in the affairs of the PLC, and this representative shall also attend the monthly PLC meetings when so requested.

The PLC shall meet at least once every month until such time as it is of the opinion that it could fulfil its tasks

by meeting less frequently.

The PLC deals with local labour on the project, and is tasked with:

- assisting with community liaison and the resolution of community disputes;
- devising fair and transparent procedures that will assist the contractor in the engagement of labour;
- advising on and monitoring labour issues; and
- assisting in the resolution of labour disputes.

All labour recruitment, employment and associated risks shall remain the sole responsibility of the contractor.

**(b) Community Liaison Officer (CLO)**

The contractor, after consultation with the Project Liaison Committee (PLC), shall appoint a competent local person as a Community Liaison Officer (CLO). The contractor shall appoint the CLO as part of his site personnel, and shall direct all his liaison efforts with the local community through the appointed CLO.

The period of employment and the remuneration of the CLO shall be determined jointly by the contractor, the engineer and the employer.

The CLO shall:

- (i) represent the community and assist the contractor, the engineer and the employer with communication between them and the community;
- (ii) work an 8-hour day with a total of 40 hours worked per week, and shall be present on site each day except when performing off-site community liaison activities;
- (iii) communicate daily with the contractor on labour related issues such as numbers and skill;
- (iv) assist in the identification and screening of local labourers from the community in accordance with the contractor's requirements;
- (v) inform local labour of their conditions of employment, including their period of employment;
- (vi) attend disciplinary proceedings involving local labour, and ensure that hearings are fair and reasonable;
- (vii) attend all meetings at which the community and/or local labour are present or are required to be represented;
- (viii) attend monthly site meetings to report on community and local labour matters;
- (ix) keep a daily written record of interviews and community liaison;
- (x) submit monthly returns regarding community liaison; and
- (xi) carry out all such other duties as agreed upon between all parties concerned.

A new pay item is included in section 1200 of the schedule of quantities relating to the payment of the CLO

on a provisional sum basis. Payment under this item shall be made only for the period for which the duties of the CLO are required, and not necessarily for the full duration of the contract.

### **B1231 COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993**

All labour employed on the site shall be covered by the Compensation for Occupational Injuries and Diseases Act, 1993, as amended. The Contractor shall pay in full, including the payment of the necessary levies, such amounts as are due in terms of the Act. The manner in which compensation in terms of this Act shall be handled shall be resolved by the Contractor at the commencement of the contract.

### **B1232 COMPLIANCE WITH THE ROAD TRAFFIC ACT**

When a service necessitates vehicles or plant travelling or working on a public road, the following shall apply:

- The vehicles and plant shall be licensed in terms of the National Road Traffic Act 1996 (Act No. 93 of 1996) as amended.
- Every driver and operator of a vehicle or an item of plant shall be in possession of a valid permit in respect of the class of vehicle or item of plant he / she is driving or operating.

The Contractor shall provide, erect and maintain sufficient road signs, barricades, fencing and guarding as may be necessary or required by the Engineer or by any act, regulation or statutory authority in order to minimise the danger and inconvenience caused to vehicle and pedestrian traffic. The Contractor by accepting this contract shall be deemed to have indemnified the Employer and the Engineer against any claims, damages and / or costs that may arise in this regard.

### **B1233 ENVIRONMENTAL IMPACT CONTROL**

In addition to aspects of the design which are intended to avoid or reduce environmental impact, and in addition to normal good construction practice expected of the Contractor, the following requirements shall also be observed:

- (a) The Contractor shall comply with the requirements of Part C: Environmental Management Specification contained in section C3.3 Particular Specifications.
- (b) Clearing shall be limited to the road prism and, where applicable, to detours, which shall be sited in consultation with the Engineer and the local communities.
- (c) No littering by construction workers shall be allowed. A refuse control system shall be established for the collection and removal of refuse to the satisfaction of the Engineer.
- (d) Adequate provision shall be made for temporary toilet requirements in construction areas. Use of the veld for this purpose shall not be allowed under any circumstances.
- (e) Streams, rivers and dams shall be protected from direct or indirect spillage of pollutants, such as refuse, garbage, cement, concrete, sewage, chemicals, fuels, oils, aggregate tailings, wash water, organic materials and bituminous products. In the event of spillage, prompt action shall be taken to clear the affected area. Emergency measures in the event of spillage shall be set out and the responsible person shall be made aware of the required action. The construction of temporary and / or permanent dams shall be done with the necessary approvals from the Department of Water Affairs and Forestry and the Department of Environmental Affairs and Tourism.
- (f) Bituminous and / or other hazardous products shall not be spoiled on site and shall only be disposed of at licensed authorised disposal facilities.
- (g) Provision shall be made to prevent excessive erosion and siltation throughout the Contract and in particular on adjacent land. Should excessive erosion and / or siltation take place outside the road reserve as a direct result of the Contractor's construction activities, the Contractor shall be responsible for making good the erosion / siltation to the satisfaction of the landowner and the Engineer.

- (h) Invader species of plants shall be controlled.
- (i) Dust and noise pollution shall be restricted to acceptable levels.

No separate payment shall be made for observing these requirements as such payment shall be deemed to be included in the amount tendered for item 13.01(c) (The contractor's general obligations: Time-related obligations). Any avoidable non-compliance with these requirements shall be considered sufficient grounds for withholding payment of part or all of the amounts to be paid for the above item in order to pay for the repairs to any damages.

#### **B1234 MEASUREMENT AND PAYMENT**

| <b>Item</b>  | <b>Unit</b>            |
|--|------------------------|
| <b>B12.02 Relocation and modifications of services</b>   |                        |
| (a) Provisional sum for existing services to be relocated and / or protected during construction | <b>provisional sum</b> |
| (b) Handling cost and profit in respect of sub-item B12.02(a) above                              | <b>percentage (%)</b>  |

Expenditure under this item shall be made in accordance with clause 45 of the General Conditions of Contract Third Edition 2015.

The tendered percentage is a percentage of the amount of expenditure approved by the Engineer under sub-item B12.02(a), and shall include full compensation for the handling costs of the Contractor and the profit in connection with the relocation and / or protection of the relevant services, and is not to exceed 10% of item B12.02(a)

### **SECTION 1300: CONTRACTOR'S ESTABLISHMENT ON SITE AND GENERAL OBLIGATIONS**

#### **B1302 GENERAL REQUIREMENTS**

##### **(c) Legal and contractual requirements and responsibility to the public**

Add the following paragraph to the end of sub-clause 1302(c):

"The Contractor's general obligations shall also include the training of temporary labour, the management of labour enhanced work and ABEs, the application of the Compensation for Occupational Injuries and Diseases Act, 1993, and compliance with the requirements of Part C: Environmental Management Specification and Part E: OHS 1993 Safety Specification contained in section C3.3 Particular Specifications."

The Requirements of the Expanded Public Works Programme (EPWP) contains requirements for employment and training in terms of the National Youth Service (NYS) programme, where applicable various pay items related to these requirements are included. However, to the extent that any costs relating to the requirements are not covered by the pay items in that section, the Contractor shall include for such costs in the existing pay item B13.01 in section 1300.

#### **B1303 PAYMENT**

Add the following at the start of clause 1303:

"All references in clause 1303 to the final value of the work increasing or decreasing by "twenty (20) per cent" in terms of the COLTO general conditions of contract shall be read as increasing or decreasing by "fifteen (15) per cent" in terms of the General Conditions of Contract 2015, Third Edition.

Separate provision has been made in the Schedule of Quantities for the pricing of the Contractor's general obligations with regard to Health and Safety.

Refer to the second sentence of the fourth last paragraph of Clause 1303, page 1300-2 of the COLTO Standard Specifications and delete the words "from the date on which the contractor has received the letter of acceptance in terms of Clause 12 of the General Conditions of Contract" and replace these words with the following:

"from the Commencement Date in terms of Clause 10.1 of the General Conditions of Contract (2015),".

Add the following at the end of clause 1303:

"The amount payable to the Contractor for time-related obligations arising from extensions of time granted by the Employer, where the Contractor is fairly entitled to such compensation in terms of clause 45.2 of the General Conditions of Contract, Third Edition 2015, shall be calculated as follows:

- (i) The Contractor shall apply for the extension of time in terms of the number of working days delay incurred.
- (ii) The number of working days extension of time finally granted shall then be added to the contract by the Employer, commencing on the first working day after the day of the original completion date. Special non-working days as defined in the contract data shall not be counted as working days in calculating the extended completion date.
- (iii) The number of calendar days extension of time granted from the original completion date to the extended completion date as calculated in (ii) above shall then be calculated, commencing on the first calendar day after the day of the original completion date.

The following formula shall then be used to calculate the number of months extension of time granted:

No. of months extension of time granted

$$= \quad [( \text{No. of } \underline{\text{calendar}} \text{ days extension of time granted} / 365 )] \times 12$$

- (iv) The number of months extension of time granted calculated as in (iii) above shall be the number of additional months measured for payment for time-related obligations under item 13.01(c) as a result of the extensions of time granted.

Note: The number of months extension of time granted calculated as in (iii) above shall also be included in the measurement of any other items scheduled under Sections 1300, 1400, 1500 or elsewhere in the Schedule of Quantities that involve the unit of measurement "month" and that were provided on site for the full duration of the extended period. Where such items were provided for a portion of the extended period only, a pro rata payment shall be made, based on the number of calendar days the item was provided on site after the original completion date divided by the number of calendar days as calculated in (iii) above for the extension of time granted."

Add the following new pay items at the end of clause 1303:

| Item          |   | Unit                   |
|---------------|---|------------------------|
| <b>B13.02</b> | <b>Community Liaison officer (CLO)</b>  |                        |
| (a)           | Provisional sum for the services of a locally employed person to perform the duties of a CLO, paid on a monthly basis | <b>provisional sum</b> |

- (b) Handling cost and profit in respect of sub-item B13.02(a) above **percentage (%)**

Expenditure under this item shall be made in accordance with clause 45 of the General Conditions of Contract 2010.

The tendered percentage is a percentage of the amount of expenditure approved by the Engineer under sub-item B13.02(a), and shall include full compensation for the handling costs for administration and profit, and is not to exceed 10% of item B13.02(a).

|               |                                      |             |
|---------------|--------------------------------------|-------------|
| <b>Item</b>   |                                      | <b>Unit</b> |
| <b>B12.04</b> | <b>On Site - Accredited Training</b> |             |

- (a) Handling cost and profit in respect of sub-item B12.03(a) above **percentage (%)**

The tendered percentage is a percentage of the amount of expenditure approved by the Engineer under subitem B12.03(a), and shall include full compensation for the handling costs for administration and profit, and is not to exceed 10% of item B12.03(a).

|               |                            |             |
|---------------|----------------------------|-------------|
| <b>Item</b>   |                            | <b>Unit</b> |
| <b>B13.03</b> | <b>Construction Boards</b> |             |

- (a) Contract signboards are to be erected at each site. **P C Sum**
- The tendered rate shall include full compensation for providing and erecting each contract signboard complete (refer to the typical signboard face detail shown in Section C4.2), including for timber poles and fixings, excavation and backfill, and for dismantling and removing the signboard structures and reinstating the signboard area on completion."
- (b) Handling cost and profit in respect of sub-item B13.04(a) above **percentage (%)**

Expenditure under this item shall be made in accordance with clause 52 of the General Conditions of Contract, Third Edition 2015.

The tendered percentage is a percentage of the amount of expenditure approved by the Engineer under sub-item B13.04(a), and shall include full compensation for the handling costs for administration and profit, and is not to exceed 10% of item B13.04(a).

|               |   |             |
|---------------|---|-------------|
| <b>Item</b>   |   | <b>Unit</b> |
| <b>B13.01</b> | <b>Contractors General Obligations in terms of Part C of the project specifications</b> |             |

- (a) Fixed obligations **lump sum**
- (i) Preparation of risk assessments, safe work procedures, the project H & S file, the H & S plan and any other H & S matters that the Contractor deems necessary
- (b) Time related obligations **month**
- (ii) Updating and amending then risk assessments, the safe work procedures, the project

H&S file and the H & S plan, and for full compliance with all H & S matters during the construction of the Works under the contract

Payment of the lump sums tendered under sub-items B13.05(a) and the rate per month for sub-item B13.05(b) shall, for the two sub-items together, include full compensation for all the Contractor's costs in respect of compliance with the OHS Act and Construction Regulations.

Payment of each of the lump sums tendered under sub-items B13.05(a) shall be made in three instalments as specified for the payment of the lump sum tendered under sub-item 13.01(a).

The tendered rate for sub-item B13.05(b) shall be paid as specified for the payment of the tendered rate for sub-item 13.01(c).

| <b>Item</b>  | <b>Unit</b>   |
|--|---------------|
| <b>B13.01            Supply protective clothing for site staff</b> | <b>PC Sum</b> |
| a) Safety boots  |               |
| b) Safety vests  |               |
| c) Gloves for concrete work  |               |
| d) Overalls  |               |

The amount is an estimated cost to provide for items (a), (b), (c) and (d) for personnel protective equipment for construction purposes, for compliance with the OH & Safety Act.

Expenditure under this item shall be made in accordance with clause 52 of the General Conditions of Contract Third Edition 2015.

The tendered percentage is a percentage of the amount of expenditure approved by the Engineer under sub-item B13.06, and shall include full compensation for the handling costs for administration and profit, and is not to exceed 10% of item B13.06.



**SECTION 1400: HOUSING, OFFICES AND LABORATORY, FOR THE ENGINEERS SITE PERSONNEL**

**B1411 PROVISION OF PROFESSIONAL SITE SECURITY FOR ENGINEERS OFFICES AND PROPERTY**

Expenditure under this item shall be made in accordance with clause 52 of the General Conditions of Contract Third Edition 2015.

The tendered percentage is a percentage of the amount of expenditure approved by the Engineer under subitem B14.11, and shall include full compensation for the handling costs for administration and profit, and is not to exceed 10% of item B14.11.

**SECTION 1500: ACCOMMODATION OF TRAFFIC**

**B1501 SCOPE**

Add the following to the end of clause 1501:

“Throughout the course of the contract the Contractor shall ensure that the works do not prevent service owners or the Employer’s other contractors from gaining access through the site.

The Contractor shall be required to accommodate traffic in the vicinity of the points at which he accesses the site from the existing road network. All movements of the Contractor’s plant to and from the existing access road at these intersections shall be strictly controlled by means of appropriate signage, delineators, stop / go facilities and flagmen.

**B1502 GENERAL REQUIREMENTS**

Add the following new sub-clause to the end of clause 1502:

**“(j) Public traffic**

The Contractor must plan and conduct his activities so as to bring about the least possible disruption to the traffic on the existing roads. In all dealings with the public the Contractor shall bear in mind the public's right to enjoy the use of the road, and the Employer's desire to interfere as little as possible with this right. At all points of contact with the public, the Contractor shall deal with deliberate courtesy and understanding in any discussions or disputes.”

**B1503 TEMPORARY TRAFFIC-CONTROL FACILITIES**

Replace the first sentence of the first paragraph of Clause 1503 with the following:

“The Contractor shall provide, erect and maintain the necessary traffic-control devices, road signs, channelisation devices, barricades, warning devices and road markings (hereinafter referred to as traffic-control facilities) in accordance with these project specifications and as shown on the drawings and in the South African Road Traffic Signs Manual in conjunction with the latest edition of Road Signs Note No.13 - Roadworks, and shall remove them when no longer required.

The Contractor shall replace at his own cost any traffic-control facilities that have been damaged, lost or stolen. The Contractor shall also remove all bituminous or other foreign material from the traffic-control facilities in order to keep them clean and visible at all times. Traffic-control facilities that can no longer be cleaned effectively shall be replaced with new ones at the cost of the Contractor.”

Replace the first sentence of the third paragraph of clause 1503 with the following:

“The type of construction, spacing and placement of traffic-control facilities shall be in accordance with the latest edition of Road Signs Note No.13 - Roadworks, these project specifications, the drawings and the South African Road Traffic Signs Manual.

The details shown for spacing and placement of traffic-control facilities may, however, be revised at the discretion of the Engineer where deemed necessary to accommodate local site geometry and traffic conditions.”

**(a) Traffic-control devices**

Add the following new paragraph after the end of the second paragraph of subclause 1503(a):

“The reduction of the road width to a single lane carrying one-way traffic and controlled by “Stop / Go” boards shall be allowed only during daylight hours in clear weather conditions when work is actively taking place on the road, and such reduction of the road width shall always be accompanied by sufficient on-going watering

to keep the dust down at all times on any trafficked gravel surfaces in order to maintain good visibility along the deviation. At least two lanes carrying two-way traffic shall be provided at all other times."

**(b) Road signs and barricades**

Add the following to the end of sub-clause 1503(b):

"The Contractor shall be responsible for the protection and maintenance of all signs, and shall at his own cost replace any that have been damaged, lost or stolen.

The temporary road signs required for this contract shall generally be mounted on poles installed in the ground. Where temporary signs such as delineators are mounted on portable supports, the only permitted method of ballasting such sign supports shall consist of durable sandbags filled with sand of adequate mass to prevent the signs from being blown over by wind. The cost of the sandbags shall be included in the tendered rates for the applicable types of temporary road signs.

The traffic-control devices, temporary signs and devices required in the contract are those designated in Road Signs Note No.13 - Roadworks.

No work may proceed on any section where accommodation of traffic is required until such time as the relevant requirements with regard to signposting are met and the written approval of the Engineer has been obtained. The Contractor shall keep sufficient surplus signs, delineators and barricades on the site to allow for the replacement of damaged or missing items immediately upon discovery, or within three hours of instructions to such effect having been given by the Engineer. Delineators shall be of the flexible plastic / rubber reversible variety and not of the rigid metal variety."

**(c) Channelization devices and barricades**

Add the following paragraphs at the end of sub-clause 1503(c):

"Delineators shall be manufactured from plastic / rubber materials and shall be adequately ballasted with sand bags to prevent the signs from being blown over by wind or wind turbulence from moving traffic.

Traffic cones shall be manufactured from fluorescent orange or red plastic material, and shall be used only at short term lane deviations during daylight hours. All traffic cones used on deviations shall be 750mm high. Lane closures which continue into the night time shall be demarcated by delineators only.

The use of steel drums as channelization devices shall not be allowed on this Contract. Channelization shall be effected by the use of delineators or cones as detailed in Road Signs Note No. 13 - Roadworks."

**(e) Warning devices**

Add the following to sub-clause 1503(e):

"All construction vehicles and plant used on the works shall be equipped with 200mm diameter rotating amber flashing lights and with "Construction Vehicle" warning signs. All vehicles and plant shall obtain a clearance permit from the Engineer before being allowed onto the site.

Rotating lights shall have an amber lens of minimum height of 200mm and shall be mounted to ensure clear visibility from all directions. The lights on construction vehicles shall be switched on as the vehicles decelerate to enter a construction area, while construction vehicles are operating within the accommodation of traffic area, and as the vehicles accelerate to the general speed when entering the road from a construction area. Lights on plant shall operate continuously while the plant is working alongside sections of road open to public traffic.

All LDVs and cars operating on site shall also be equipped with rotating amber flashing lights which shall be placed so as to be clearly visible and shall be operated continuously while the vehicles are manoeuvring in or out of traffic or while the vehicles are travelling alongside or parked alongside roads open to public traffic. Rotating lights and the "Construction Vehicle" warning signs on the Contractor's vehicles and plant shall not be paid for separately but shall be included in the rates covering the use of the vehicles.

The Contractor shall apply and maintain to the approval of the Engineer such rotating amber lights and warning signs, together with any temporary mounting brackets. Vehicles and plant that do not comply with these requirements shall be removed from the site."

Add the following new subclauses to clause 1503:

**(g) Other signs and facilities**

The Engineer may instruct the Contractor to provide any other road sign, reflective tape, etc. not measured in the standard pay items. Such other road signs, reflective tape, etc. shall conform to the requirements of the South African Road Traffic Signs Manual and any other specification provided by the Engineer.

**(h) High visibility safety vests and hard hats**

The Contractor shall ensure that all his own personnel, excluding those who are permanently office bound, all other construction workers on the site, staff of the Engineer and visitors are equipped with high visibility reflective safety vests and hard hats. High visibility reflective safety vests shall be worn at all times when working on or near to the travelled way and hard hats shall be worn at all times when working on or near to the box culvert and pedestrian bridge construction areas. High visibility reflective safety vests and hard hats shall be kept in good condition and any such safety vests and hard hats that are, in the opinion of the Engineer, ineffective shall be replaced immediately by the Contractor."

**SECTION 2200:    PREFABRICATED CULVERTS**

**MEASUREMENT AND PAYMENT**

**Item**

**Unit**

**B22.17 Construct concrete headwalls as per standard drawing No.**

The construction of the concrete headwalls shall be as per standard detail-: Refer to standard detail drawing.

**SECTION 3400:PAVEMENT LAYERS OF GRAVEL MATERIAL**

**MEASUREMENT AND PAYMENT**

**Item**

**Unit**

**B34.10 Sourcing of a G6 Gravel material from commercial sources**

**m<sup>3</sup>**

No overhaul will be allowed for material sourced from a commercial source. The rate shall be assumed to be inclusive of the haulage to the site.

**SECTION 5600: ROAD SIGNS**

**MEASUREMENT AND PAYMENT**

| Item   | Unit      |
|--|-----------|
| <b>B56.01 Supply and Install Road signs with treated poles</b> | <b>No</b> |

The road signs must comply with the South African Road Traffic Signs Manual. The road signs will be erected as directed by the Engineer.

| <i>Road Sign Type</i>     | <i>Dimensions</i> | <i>Colour</i>  |
|---------------------------|-------------------|--|
| W 104,<br>W 302,<br>W 308 | 900 mm Sides      | Border – Red Retroreflective<br>Symbol – Black semi-matt<br>Background – White Retroreflective       |
| R 201                     | 900 mm diameter   | Border – Red Retroreflective<br>Symbol – Black semi-matt<br>Background – White Retroreflective       |
| R1                        | 900 mm diameter   | Border – White Retroreflective<br>Symbol – White Retroreflective<br>Background – Red Retroreflective |
| W 401<br>W 402            | 600 mm x 150 mm   | Red Retroreflective on white Retroreflective   |

**C3.3 PARTICULAR SPECIFICATIONS**

In addition to the Standard Specifications and the Project Specifications, the following Particular Specifications shall apply to this contract and are bound in hereafter:

|  |     |
|--|-----|
| PART C: ENVIRONMENTAL MANAGEMENT SPECIFICATION.....                      | C50 |
| PART D: DAYWORK.....   | C54 |
| PART E: OHSA 1993 SAFETY SPECIFICATION.....                              | C62 |
| PART F: Requirements of the Expanded Public Works Programme (EPWP) ..... | C65 |



### **C3.3 PARTICULAR SPECIFICATIONS**

#### **PART C: ENVIRONMENTAL MANAGEMENT SPECIFICATION**

##### **C 3.3.1 : ENVIRONMENTAL MANAGEMENT SPECIFICATION**

###### **EMS.1 General**

In order to ensure that the construction works is carried out in an environmentally sensitive matter, strict compliance to the Environmental Management Plan (EMP) guidelines is required. The purpose of the EMP is to:

- Encourage good management practices through planning and commitment to environmental issues,
- Provide rational and practical environmental guidelines to:
  - i. Minimise disturbance of the natural environment,
  - ii. Prevent pollution of land, air and water,
  - iii. Prevent soil erosion and facilitate re-vegetation.
- Adopt the best practicable means available to prevent or minimise adverse environmental impact,
- Develop waste management practices based on prevention, minimisation, recycling, treatment or disposal of wastes,
- Train employees and contractors with regard to environmental obligations.

###### **EMS.2 Training and Induction of Employees**

- The Contractor has a responsibility to ensure that all those people involved in the project are aware of and familiar with the environmental requirements for the project (this includes sub-contractors, casual labour, etc.). The CMP shall be part of the terms of reference for all contractors, sub-contractors and suppliers.

###### **EMS.3 Complaints Register and Environmental Incident Book**

Any complaints received by the project team from the public will be recorded. The complaint should be brought to the attention of the site manager, who will respond.

The following information must be recorded:

- Time, date and nature of the complaint,
- Type of communication (telephone, letter etc),
- Name, contact address and telephone number of the complainant,
- Response and investigation undertaken and
- Actions taken and by whom.

All complaints received will be investigated and a response given to the complainant within 14 days.

All environmental incidents occurring on the site will be recorded. The following information will be provided:

- Time, date, location and nature of the incident,
- Actions taken and by whom.

###### **EMS.4 Site Cleanliness and Neatness**

- Location of a construction camp is to be approved by the Engineer and is to be restored to its previous condition after completion of construction.
- The construction camp should preferably be fenced with a 1.8m bonnox fence or similar approved.
- All materials, equipment, plant and vehicles must be stored within the construction camp.
- A dedicated area must be made available for construction staff to change and store their

personal belongings.

**EMS.5 Access**

- Access to existing roads, schools, buildings, shops and residential properties must not be impeded during construction.
- Access roads utilised by the Contractor must be maintained in good condition.

**EMS.6 Borrow Pits**

- Mining authorisations (permits) for borrow pits must be obtained from the Department of Minerals and Energy (DME) in consultation with the Department of Water Affairs and Forestry (DWAF).
- Spoil dumps resulting from borrow pits must not interfere with any natural surface drainage.
- Borrow pits must be rehabilitated after use in accordance with the requirements of DME and DWAF.

**EMS.7 Dust Control / Air Quality**

- Dust suppression measures must be implemented during construction by ensuring that all surfaces prone to dust generation are kept damp (e.g. use of water tanker).
- Ensure that vehicles and equipment are in good working conditions and that emissions are not excessive.
- Special care must be taken in areas where the route passes close to schools and residential areas.
- The speed of construction vehicles must be reduced.

**EMS.8 Fauna**

- Contractor staff may not chase, catch or kill animals encountered during construction.

**EMS.9 Fire Prevention and Control**

- Smoking is prohibited in the vicinity of flammable substances.
- The contractor must ensure that fire-fighting equipment is available on site, particularly where flammable substances are being stored or used, and that construction staff are aware of where it is kept and how it is operated.
- Fires started for comfort (warmth) are prohibited, due to the risk of veld fires and risk to adjacent property owner's lands.

**EMS.10 Grave Sites**

- Grave sites in close proximity to the road must not be disturbed during construction.

**EMS.11 Materials Handling and Spills Management**

- Any hazardous materials to be used during construction (e.g. lime, fuel, paint, etc) are to be stored in a designated area at the campsite.
- The storage containers/facilities (including any diesel/petrol tanks) must be placed on an impermeable surface and surrounded by a bund wall, in order to ensure that accidental spillage does not pollute the environment.
- Workers must at all times be made aware of the health and safety risks associated with any hazardous substances used (e.g. smoking near fuel tanks), and must be provided with appropriate protective clothing/equipment in case of spillages or accidents.
- Ensure all staff and contractors undergo relevant training in the maintenance of equipment to prevent the accidental discharge or spill of fuel, oil, lubricants and other chemicals.
- Any spill of potentially hazardous materials must be cleaned up immediately (Potentially hazardous materials on site include paint, oil, grease, fuel, turpentine, etc).

- The area of contaminated soil or spill must be deposited into the hazardous waste container(s).
- The contractor should keep Peat Sorb or a similar absorbent on site to clean up any spills. The absorbent must be stored in a designated area and be available for inspection.
- All spills are to be recorded in the environmental incident book.

**EMS.12 Noise**

- Noise generating activities must be restricted to between 07h00 and 17h00 Monday to Friday, unless otherwise approved by the appropriate competent person in consultation with adjacent landowners/affected persons.
- All equipment, vehicles and machinery must be in good working condition and be equipped with sound mufflers if necessary.
- Construction staff must be trained and made aware of not creating unnecessary noise such as hooting and shouting.

**EMS.13 Pollution Control**

- Soil and water pollution through usage of fuel, oil, paint, bitumen or other hazardous substances must be avoided.
- All construction vehicles are to be maintained in good working order so as to prevent soil or water pollution from oil, fuel or other leaks, and to reduce noise pollution.

**EMS.14 Rivers and Streams**

- During construction of bridge structures, there must be no obstruction of the water flow of rivers and streams.
- Excavated material must not be stockpiled on or near riverbanks, in order to prevent sedimentation occurring.
- Erosion control measures must be employed both during and after construction.
- No impediments to natural surface water flow, other than approved erosion control measures, must occur.

**EMS.15 Safety**

- Safety measures, such as detour signs, must be implemented during construction to ensure the safety of workers, pedestrians and drivers/passengers in vehicles in the vicinity of construction work.
- Special care must be taken in the vicinity of schools to ensure the safety of children wishing to cross the road under construction.
- The relevant signage (e.g. speed control signs) must be erected alongside the road during the operation phase in order to control traffic.
- Accommodation must be made for pedestrian pathways alongside the road during the construction and operation phases.

**EMS.16 Soil Management**

- Storm water drainage pipes must be installed alongside the road in all areas susceptible to soil erosion.
- Erosion should be minimised by the construction of meadow drains and the planting of indigenous vegetation on the side slopes and drains to reduce flow velocity of storm water.
- Spoil from cuts may be used in existing erosion galleys.
- Stone pitching and gabions should be constructed at pipe culvert outlets.
- Accidental spills of contaminants onto the ground e.g. oil, concrete, fuel and chemicals should be removed together with the contaminated soil.
- If necessary an absorbent such as Peat Sorb should be used the aid in cleaning up the spill. The contaminated soil should be disposed of in an appropriate container, depending on its classification.

- Servicing and re-fuelling of vehicles must only be carried out at construction camp.

**EMS.17 Worker Conduct**

Code of Conduct for Construction Personnel:

- Do not leave the construction site untidy and strewn with rubbish, which will attract animal pests.
- Do not set fires.
- Do not cause any unnecessary, disturbing noise at the construction camp/site or at any designated worker collection/drop off points.
- Do not drive a construction-related vehicle under the influence of alcohol.
- Do not exceed the national speed limits on public roads or exceed the recommended speed limits on the site.
- Do not drive a vehicle which is generating excessive noise or gaseous pollution (noisy vehicles must be reported and repaired as soon as possible).
- Do not litter along the roadsides, including both the public and private roads.
- Do not pollute any water bodies (whether flowing or not).
- No member of the construction team is allowed to enter the areas outside the construction site.

**EMS.18 Traffic Disturbances and Diversions**

- Any traffic diversions must be undertaken with the approval of all relevant authorities and in accordance with all relevant legislation.
- Wherever possible, traffic diversion must only take place on existing disturbed areas and remain within the existing road reserve.
- Traffic diversion routes must be rehabilitated after use.

**EMS.19 Vegetation**

- Only vegetation falling directly on the route must be removed where necessary.
- Alien vegetation within the road reserve must be eradicated, and management measures must be implemented for future control of these species.
- Vegetation that has been removed from large areas (e.g. on traffic diversion routes) during construction must be replaced with indigenous vegetation after construction has been completed.

**EMS.20 Waste Management**

- All general, non-hazardous waste must be placed in a skip container and disposed of at a registered waste disposal site.
- The contractor is to ensure that the portable toilet facilities at the campsite are properly maintained and in working order.
- No disposal, or leakage, of sewage must occur on or near the site.
- All hazardous waste (e.g. oil, paint, empty lime bags, contaminated wash water, etc) must be stored in leak proof containers and disposed of at a registered hazardous waste disposal site.
- The contents of waste storage containers must, under no circumstances, be emptied to the surrounding area. In general, littering, discarding or burying of any materials is not allowed on site or along the route.
- Adequate waste receptacles must be available at strategic points around the construction camp and site for all domestic refuse and to minimise the occurrence of littering.
- Concrete rubble must be collected and disposed of as directed by the Project Manager.
- Each working area must be cleared of litter and building waste (e.g. rubble, wood, concrete packets etc) on completion of the day's work.
- Any spill around the container(s) should be treated as per Section C11 and C16.
-

**3.3 PARTICULAR SPECIFICATIONS**

**PART D: DAYWORK**

This part of the Particular Specifications deals with the provision for daywork in the Schedule of Quantities. Rates for daywork shall be entered in the Schedule of Quantities in accordance with the following specifications.

**D1. SCOPE**

According to Clause 48 of the General Conditions of Contract, 2015 Third Edition, certain work may be carried out using rates tendered in the day work schedule. A schedule of personnel, plant and equipment which may be necessary to perform work on a day work basis is included in the Schedule of Quantities. The quantities used in the Schedule of Quantities are for tender evaluation purposes only and the use or not of these items shall not constitute a variation in terms of Clause 49 of the General Conditions of Contract 2015, Third Edition.

No work will be paid for as day work without the written instruction or approval of the Engineer.

**D2. TYPE OF WORK**

The Engineer may order day work in certain cases where it is necessary to vary or to extend the works due to new or unforeseen circumstances to such an extent that the tendered rates for specific items of work are no longer applicable, or where no suitable combination of tendered rates can be used to pay for such work.

As a general rule, applicable rates for additional work items will be agreed between the Contractor and the Engineer. Day work will only be used in exceptional circumstances.

**D3. MATERIALS**

Materials for use in works carried out under day work shall be purchased by the Contractor who shall also arrange for delivery to site, and shall be responsible for any other requirements associated with specific materials.

Materials shall be paid for using the method described in C2.1, 'Pricing Instructions'. No contract price adjustment will be applicable to materials.

The Contractor shall submit proof of ownership for any materials used in day work with his day work claim to the Engineer. Further, if specific materials are required for day work, quotations will be called for as per Clause 48 of the General Conditions of Contract 2015, Third Edition.

**D4. CONSTRUCTION PLANT HIRE**

Where day work is ordered, the tendered rates for plant hire in Section C10.01 of the Schedule of Quantities shall be used in calculating the payment due for any plant required to execute the day work. If no rate is included in the Schedule of Quantities for a particular piece of equipment, and where no other rate or combination of rates would provide suitable compensation, then the day work method of payment described in Clause 48 of the General Conditions of Contract 2015, Third Edition will be used.

The tendered rates for each item of constructional plant shall include for all operating costs associated with the said item of plant. Such costs are deemed to include fuel, re-fuelling costs, lubrication and routine servicing / maintenance, breakdowns and spares, all overhead costs, site management costs and administration costs. The tendered rates shall also include the plant operator and the general supervision of the plant while it is engaged in the day work.

**D5. SALARIES AND WAGES OF WORKMEN**

The salaries and wages of workmen executing daywork shall be paid for using the tendered rates in the Schedule of Quantities. The tendered rates shall include for all costs associated with the employment of personnel, including salaries, wages, allowances, workmen's compensation, medical aid and pension contributions, government levies and taxes, training costs and any costs associated with living on the site. The tendered rates shall also include for the transportation of the workmen to the site of the daywork.

All overhead costs, administration costs, site management costs and the Contractor's profit are deemed to be covered by the daywork rates and no additions or mark ups will be made to the tendered rates.

The tendered rates shall also include any hand tools normally associated with the workmen's job description e.g. picks, shovels, hammers, saws, spirit levels, etc. The tendered rate for labourers shall also include for the casual supervision by a gang boss or foreman. Only when specifically called for by the Engineer, will payment be made for the use of a gang boss or foreman supervising on a continuous basis.

**D6. MEASUREMENT AND PAYMENT**

The following principles shall also apply to the measurement and payment of daywork.

The unit of measurement for plant shall be the number of vibroclock hours worked and each item of plant shall be fitted with a vibroclock, the cost of which shall be included in the rates. Excessive non-productive time when the engine is idling will not be paid for. Where there is ambiguity between the flywheel horsepower and mass of the machine, the flywheel horsepower shall govern the measurement category. Where width and mass are specified, mass shall govern the measurement category.

The Contractor's attention is drawn to the requirements of Clauses 48 and 48 of the General Conditions of Contract 2015, Third Edition with regard to the submission of daywork claims.

**C3.3 PARTICULAR SPECIFICATIONS**

**PART E: OHSA 1993 HEALTH AND SAFETY SPECIFICATION**

**E1. SCOPE**

This specification covers the health and safety requirements to be met by the Contractor to ensure a continued safe and healthy environment for all workers, employees and subcontractors under his control and for all other persons entering the site of works.

This specification shall be read with the Occupational Health and Safety Act (Act No 85 and amendment Act No 181) 1993, and the corresponding Construction Regulations 2003, and all other safety codes and specifications referred to in the said Construction Regulations.

In terms of the OHSA Agreement in Section C1.5 of the Contract document, the status of the Contractor as mandatory to the Employer (client) is that of an employer in his own right, responsible to comply with all provisions of OHSA 1993 and the Construction Regulations 2003.

This specification and the Contractor's own Health and Safety Plan as well as the Construction Regulations 2003, shall be displayed on site or made available for inspection by all workers, employees, inspectors and any other persons entering the site of works.

The following aspects of this project carry the risk of possible injuries,

- People becoming complacent and not keeping an eye on the operation being conducted
- People standing out of view of the driver of a construction machine
- People "catching" a lift on the machine and falling under the machine after it hits a hump
- Trying to do a task with the machine for which it is not designed
- Poor visibility while performing tasks that generate excessive dust
- Failure to provide the pedestrians and traffic a safe passage away from the plant processing the layer works and surfacing operations.
- Risks of not wearing proper safety equipment when working with bitumen and cement.
- Failure to provide means of access for emergency vehicles
- Risks related to people smoking near potentially harmful gasses
- Failure to perform visual inspections on all surfacing equipment
- Non-conformance to specifications with regards to fitting all construction vehicles with reverse alarms
- Operation and maintenance on the site of heavy civil engineering plant such as excavators, bulldozers, front end loaders, tippers, TLBs, compaction equipment, rock breaking plant, water pumps, concrete mixers, ready mixed concrete trucks, batch plants, cranes, concrete pumps, compressors, pneumatic tools, generators, etc.
- Use on the site of power tools and hand tools.
- Handling of materials such as scaffolding, formwork, timber planks, steel wire, reinforcement, cement bags, concrete materials and hand stone.
- Storage and handling of flammable materials such as fuels, oils, adhesives, and painting and cleaning products including bituminous paint.
- Presence of open excavations for the manholes and storm water pipe trenches.
- Lifting and lowering of concrete pipes
- Possible need for boatswain's chairs Risks related to general safety and security on site.

Additional risks may arise from specific methods of construction selected by the Contractor which are not necessarily covered in the above.

## E2. DEFINITIONS

For the purpose of this contract the following shall apply:

- (a) **Employer** where used in the contract documents and in this specification, means the Employer as defined in the General Conditions of Contract 2015, Third Edition and it shall have the exact same meaning as **client** as defined in the Construction Regulations 2003. **Employer** and **client** are therefore interchangeable and shall be read in the context of the relevant document.
- (b) **Contractor** wherever used in the contract documents and in this specification, shall have the same meaning as **Contractor** as defined in the General Conditions of Contract 2015, Third Edition.

In this specification the terms **principal contractor** and **contractor** are replaced with **Contractor** and **subcontractor** respectively.

For the purpose of this contract the **Contractor** will, in terms of OHSA 1993, be the mandatary, without derogating from his status as an employer in his own right.

- (c) **Engineer** where used in this specification, means the Engineer as defined in the General Conditions of Contract 2015, Third Edition. In terms of the Construction Regulations the Engineer may act as agent on behalf of the Employer (the client as defined in the Construction Regulations).

## E3. TENDERS

This Health and Safety Specification forms an integral part of the Contract and Tenderers are required to use it during the tender phase for pricing the preparation of a project specific Health and Safety Plan prior to commencing any work and for pricing the costs of ensuring compliance thereto during construction. Tenderers must forward a copy of this Specification to all other persons or organisations that may be submitting prices to the Tenderer during the tender stage to enable them to include the cost of preparing their own Health and Safety Plan, relevant to their particular operation, and for compliance with the Health and Safety requirements during construction. Payment items are included in the 'Schedule of Quantities' for compliance with the 'Occupational Health and Safety Act' and with this Specification.

Tenderers are required to complete Form J, 'Contractor's Health and Safety Declaration' of T2.2, 'Returnable Schedules required for Tender Evaluation Purposes'.



Failure to submit the foregoing with his tender and/or to provide realistic rates for relevant payment items, will lead to the conclusion that the Contractor will not be able to carry out the work under the contract safely and in accordance with the Construction Regulations.

**E4. NOTIFICATION OF COMMENCEMENT OF CONSTRUCTION WORK**

After award of the contract, but before commencement of construction work, the Contractor shall, in terms of Regulation 3, notify the Provincial Director of the Department of Labour in writing if the following work is involved:

- (a) the demolition of structures and dismantling of fixed plant of height of 3,0m or more;
- (b) the use of explosives;
- (c) construction work that will exceed 30 days or 300 person-days;
- (d) excavation work deeper than 1,0m; or
- (e) working at a height greater than 3,0m above ground or landings.

The notification must be done in the form of the pro forma included as Annexure A to this Specification. A copy of the notification form must be kept on site, available for inspection by inspectors, Employer, Engineer, employees and persons on site.

**E5. HEALTH AND SAFETY PLAN**

Before commencement of any construction work, the Contractor shall prepare a project specific Health and Safety Plan to comply with the requirements of Construction Regulation 4(1)(a) and in compliance with this Health and Safety Specification. This must include a risk assessment performed and recorded in writing by a competent person (refer to Regulation 7 of the Construction Regulations 2003).

The risk assessment shall identify and evaluate the risks and hazards that may be expected during the execution of the work under the contract, and it shall include a documented plan of safe work procedures to mitigate, reduce or control the risks and hazards identified.

The Health and Safety Plan shall be available on site for inspection by inspectors, Employer, Engineer, subcontractors, employees, trade unions and health and safety committee members, and must be monitored and reviewed periodically by the Contractor.

**E6. APPOINTMENT OF EMPLOYEES AND SUBCONTRACTORS**

**E6.1 Health and Safety Plan**

The Contractor shall appoint in writing his employees and any subcontractors to be employed on the contract, and he shall provide them with a copy of his documented Health and Safety Plan, or relevant sections thereof. The Contractor shall ensure that all subcontractors and employees are committed to the implementation of his Safety Plan.

**E6.2 Health and safety induction training**

The Contractor shall ensure that all employees under his control, including subcontractors and their employees, undergo a health and safety induction training course by a competent person before commencement of construction work. No visitor or other person shall be allowed or permitted to enter the site of the works unless such person has undergone health and safety training pertaining to hazards prevalent on site.

The Contractor shall ensure that every employee on site shall at all times be in possession of proof of the health and safety induction training issued by a competent person prior to commencement of construction work.

## **E7. APPOINTMENT OF SAFETY PERSONNEL**

### **E7.1 Construction Supervisor**

The Contractor shall appoint a full-time **Construction Supervisor** with the duty of supervising the performance of the construction work.

He may also have to appoint one or more competent employees to assist the construction supervisor where justified by the scope and complexity of the works.

### **E7.2 Construction safety officer**

Taking into consideration the size of the project and the hazards or dangers that can be expected, the Contractor shall appoint in writing a full-time or part-time **Construction Safety Officer** if so decided by the Inspector of the Department of Labour. The Safety Officer shall have the necessary competence and resources to perform his duties diligently.

Provision shall be made by the Contractor in his rates, to cover the cost of this dedicated construction safety officer appointed after award of the contract.

### **E7.3 Health and safety representatives**

In terms of **Sections 17 and 18 of the Act (OHSA 1993)** the Contractor, being the Employer in terms of the Act for the execution of the contract, shall appoint a **health and safety representative** whenever he has more than 20 employees in his employment on the site of the works. The health and safety representative must be selected from employees who are employed in a full-time capacity at a specific workplace.

The number of health and safety representatives for a workplace shall be at least one for every 50 employees.

The function of health and safety representative(s) will be to review the effectiveness of health and safety measures, to identify potential hazards and major incidents, to examine causes of incidents (in collaboration with his employer, the Contractor), to investigate complaints by employees relating to health and safety at work, to make representations to the employer (Contractor) or inspector on general matters affecting the health and safety of employees, to inspect the workplace, plant, machinery, etc. on a regular basis, to participate in consultations with inspectors and to attend meetings of the health and safety committee.

### **E7.4 Health and safety committee**

In terms of **Section 19 of the Act (OHSA 1993)**, the Contractor (as employer) shall establish one or more **health and safety committee(s)** where there are two or more health and safety representatives at a workplace. The persons selected by the Contractor to serve on the committee shall be designated in writing.

The function of the health and safety committee shall be to hold meetings at regular intervals but at least once every three months, to review the health and safety measures on the contract, to discuss incidents related to health and safety with the Contractor and the inspector, to make recommendations regarding health and safety to the Contractor and to keep record of recommendations and reports made by the committee.

### **E7.5 Competent persons**

In accordance with the Construction Regulations the Contractor has to appoint in writing **competent persons** responsible for supervising construction work in each of the following work situations that may be expected on the site of the works.

- (a) Risk assessment and induction training as described in Regulation 7 of the Construction Regulations;
- (b) Fall protection as described in Regulation 8;
- (c) Formwork and support work as described in Regulation 10;
- (d) Excavation work as described in Regulation 11;
- (e) Demolition work as described in Regulation 12;
- (f) Scaffolding work as described in Regulation 14;
- (g) Suspended platform operations as described in Regulation 15;
- (h) Material hoists as described in Regulation 17;
- (i) Batch plant operations as described in Regulation 18;
- (j) Explosive powered tools as described in Regulation 19;
- (k) Cranes as described in Regulation 20;
- (l) Construction vehicle and mobile plant inspections on a daily basis by a competent person as described in Regulation 21(1);
- (m) Control of all temporary electrical installations on the construction site as described in Regulation 22;
- (n) Stacking and storage on construction sites as described in Regulation 26; and
- (o) Inspections of fire equipment as described in Regulation 27.

A competent person may be appointed for more than one part of the construction work with the understanding that the person must be suitably qualified and able to supervise at the same time the construction work on all the work situations for which he has been appointed.

The appointment of competent persons to supervise parts of the construction work does not relieve the Contractor from any of his responsibilities to comply with **all** requirements of the Construction Regulations.

## **E8. RECORDS AND REGISTERS**

In accordance with the Construction Regulations the Contractor is bound to keep records and registers related to health and safety on site for periodic inspection by inspectors, the Engineer, the Employer, trade union officials, subcontractors and employees. The following records and registers must be kept on site and shall be available for inspection at all times.

- (a) A copy of the OHS Act 1993 Construction Regulations 2003;
- (b) A copy of this Health and Safety Specification;
- (c) A copy of the Contractor's Health and Safety Plan (Regulation 4);
- (d) A copy of the Notification of Construction Work (Regulation 3);
- (e) A health and safety file in terms of Regulation 5(7) with inputs by the Construction Safety Officer (Regulation 6(7));
- (f) A copy of the risk assessment described in Regulation 7;
- (g) A fall protection plan and the corresponding records of evaluation and training of employees working from elevated positions as described in Regulation 8;
- (h) Drawings pertaining to the design of structures (Regulation 9(3)) and formwork and support work structures (Regulation 10(d)) must be kept on site;
- (i) Pronouncement of the safety of excavations must be recorded in a register to be kept on site (Regulation 11(3)(h));
- (j) A copy of the certificate of the system design for suspended platforms (Regulation 15(3));
- (k) A notice must be affixed around the bases of the towers of material hoists to indicate the maximum mass load which may be carried at any one time by material hoists (Regulation 17(5));
- (l) Maintenance records of material hoists and inspection results must be kept in a record book to be kept on site (Regulation 17(8));
- (m) A record of any repairs to or maintenance of a batch plant must be kept on site (Regulation 18(9));

- (n) A warning notice must be displayed in a conspicuous manner when and wherever an explosive powered tool is used (Regulation 19(2));
- (o) A register for recording of findings by the competent person appointed to inspect construction vehicles and mobile plant (Regulation 21(1)(j)).

## **E9. CONTRACTOR'S RESPONSIBILITIES**

For this contract the Contractor will be the mandatary of the Employer (Client), as defined in the Act (OHSA 1993), which means that the Contractor has the status of employer in his own right in respect of the contract. The Contractor is therefore responsible for all the duties and obligations of an employer as set out in the Act (OHSA 1993) and the Construction Regulations 2003.

Before commencement of work under the contract, the Contractor shall enter into an agreement with the Employer (Client) in terms of C1.5 'Agreement in terms of Section 37(2) of the Occupational Health and Safety Act No. 85 of 1993', to confirm his status as mandatary (employer) for the contract under consideration.

***The Contractor is advised in his own interest to make a careful study of the Act and the Construction Regulations as ignorance of the Act and the Regulations will not be accepted in any proceedings related to non-conformance to the Act and the Regulations.***

## **E10. MEASUREMENT AND PAYMENT**

### **E10.1 Principles**

It is a condition of this contract that Contractors who submit tenders for this contract shall make provision in their tenders for the cost of all health and safety measures required during the construction process.

#### **(a) Safety personnel**

The Construction Supervisor, the Construction Safety Officer, Health and Safety Representatives, Health and Safety Committee and Competent Persons referred to in clause E7 paragraphs E7.1 to E7.5 above shall be members of the Contractor's personnel, and no additional payment will be made for the appointment of such safety personnel.

#### **(b) Records and Registers**

The keeping of health and safety-related records and registers as described in clause E8 above is regarded as a normal duty of the Contractor for which payment is deemed to be included in the Contractor's tendered rates and prices, and for which no additional payment will be considered except to the extent provided in item B13.06 of the Schedule of Quantities.

**ANNEXURE A (to H&S specification)**

**To : The Provincial Director, Department of Labour, .....**

**ANNEXURE A**

**OCCUPATIONAL HEALTH AND SAFETY ACT, 1993**

**Regulation 3 of the Construction Regulations, 2003**

**NOTIFICATION OF CONSTRUCTION WORK**

1. (a) Name and postal address of principal contractor:

.....

- (b) Name and telephone number of principal contractor's contact person:

.....

2. Principal contractor's compensation registration number:

.....

.....

3. (a) Name and postal address of client:

.....

- (b) Name and telephone number of client's contact person or agent:

.....

4. (a) Name and postal address of designer(s) for the project:

.....

- (b) Name and telephone number of designer's contact person:

.....

5. Name and telephone number of principal contractor's construction supervisor on site appointed in terms of regulations 6(1):

6. Name/s of principal contractor's subordinate supervisors on site appointed in terms of regulation 6(2):

7. Exact physical address of the construction site or site office:

8. Nature of the construction work:

.....

9. Expected commencement date:

.....

10. Expected completion date:

.....

***ANNEXURE A - Continued***

---

11. Estimated maximum number of persons on the construction site:

.....

12. Planned number of contractors on the construction site accountable to principal contractor:

.....

13. Name(s) of contractors already chosen:

.....

.....

.....

.....

***Principal Contractor***

.....

***Date***

.....

***Client***

.....

***Date***

- THIS DOCUMENT IS TO BE FORWARDED TO THE OFFICE OF THE DEPARTMENT OF LABOUR **PRIOR TO COMMENCEMENT** OF WORK ON SITE.
- **ALL PRINCIPAL CONTRACTORS** THAT QUALIFY TO NOTIFY MUST DO SO EVEN IF ANOTHER PRINCIPAL CONTRACTOR ON THE SAME SITE HAD DONE SO PRIOR TO THE COMMENCEMENT OF WORK.

## **PARTICULAR SPECIFICATIONS**

### **REQUIREMENTS OF THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP)**

#### **NOTE TO COMPILER:**

*Prior to the submission of the draft document, the compiler shall agree with the Project Manager the number of NYS workers (if any) to be employed in terms of the contract, and shall adjust this accordingly.*

*Compiler to modify (a) below and delete (b) if the NYS Programme is not required to be implemented in terms of this contract.*

This section provides specifications with regard to the following:

- (a) The Expanded Public Works Programme (EPWP); and
- (b) The National Youth Service (NYS) programme, which is a government programme implemented by the National Department of Public Works forming part of the Expanded Public Works Programme (EPWP).

The Contractor shall be required to participate in job creation (employment of local labour) by executing various portions of the Works using local labour (unskilled or semi-skilled), recruited from the local community, who are South African Citizens or foreigners in possession of a work visa issued by the Department of Home Affairs (only one such foreigner may be employed on any project). Such local labour shall be the targeted participants in the EPWP and NYS programmes.

Furthermore, in order to avoid duplication of training programmes and training facilities, all structured training, including the training for Small Contractor Development (SCD), (in those instances where SCD is included in the contract), shall be measured and paid for in terms of the pay items provided in this section.

#### **1. Expanded Public Works Programme (EPWP)**

##### **1.1 Labour-Intensive Construction (LIC), supervision and management for the Expanded Public Works Programme (EPWP)**

The Expanded Public Works Programme (EPWP) is a multi-sectoral government initiative to create jobs. In the case of the infrastructure sector, existing government expenditure is realigned using labour-intensive technologies to create job opportunities. This involves the use of both labour and plant, where labour is preferred and plant is used appropriately.

All work undertaken in terms of the Expanded Public Works Programme (EPWP) shall be implemented using labour-intensive construction methods to the extent economically feasible, in accordance with the "Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP) Third Edition 2015".

The aforementioned guidelines can be downloaded from the EPWP website of the Department of Public Works (<http://www.epwp.gov.za/>).

Items scheduled for labour-intensive construction are marked with the letters "LI" in the schedule of quantities in the manner described in the Pricing Instructions.

Contractors shall note that they shall employ in labour-intensive works only those supervisory and management staff that have completed the required Skills Programme in terms of Appendix C of the aforementioned guidelines:

- Site Agent / Construction Manager at NQF level 5 "Manage Labour-Intensive Construction Processes" or equivalent Quality Council for Trades and Occupations (QCTO) qualifications at NQF level 5 or 7.



In addition to their normal supervisory and management functions, the aforementioned supervisory and management staff shall also be responsible for setting the workers' daily tasks in accordance with labour-intensive construction principles, and for ensuring that the EPWP job creation reporting data is accurately recorded on a daily basis and compiled and submitted to the Employer each month in accordance with clause 3 of this section.

## **1.2 Labour laws applicable to the Expanded Public Works Programme (EPWP)**

The work to be undertaken on this contract by unskilled or semi-skilled workers under the Expanded Public Works Programme (EPWP) shall be implemented in accordance with:

- the Code of Good Practice for Employment and Conditions of Work for Expanded Public Works Programmes (EPWP), issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice No. 129 of 18 February 2011 (Government Gazette No. 34032 of 18 February 2011); and
- Ministerial Determination 4: Expanded Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice No. R347 of 4 May 2012.

The aforementioned Government Notice No. R347 contains the standard terms and conditions for workers employed in elementary occupations on an Expanded Public Works Programme (EPWP). These terms and conditions do not apply to persons employed in the supervision and management of an Expanded Public Works Programme (EPWP).

The above documents can be downloaded from the EPWP website of the Department of Public Works (<http://www.epwp.gov.za/>).

## **1.3 Persons to be employed under the Expanded Public Works Programme (EPWP)**

All local labour required for the execution of labour-intensive works shall be engaged strictly in accordance with prevailing legislation.

The Contractor shall, through the Project Liaison Committee (PLC) and with the assistance of the Community Liaison Officer (CLO), inform the local community of the labour-intensive works proposed and the employment opportunities thereby presented.

The Contractor shall determine the minimum education level / skills required to undertake the works specified. In consultation with the PLC and the War Room convener for each relevant ward, selection of the local labour shall be made from households on the Operation Sukuma Sakhe (OSS) database profiled through the War Room for each ward. The list obtained from the OSS database must be accompanied by a letter from the War Room convener confirming that all the information provided was sourced from the War Room and that all listed incumbents reside within the relevant ward. The Contractor must maintain records of household profiles as part of the portfolio of evidence for selection. Selection shall be based on the minimum education level / skills required and the most needy households, as determined by the household profiling. Preference shall be given for at least one person from each household in the community to be employed before further persons are considered for selection.

The Contractor shall endeavour to ensure that the number of temporary jobs using local labour (unskilled or semi-skilled), recruited from the local community, who are South African Citizens or foreigners in possession of a work visa issued by the Department of Home Affairs (only one such foreigner may be employed on any project), shall include for a minimum allocation of:

- 55% women;
- 55% youth who are between the ages of 16 and 35; and
- 2% persons with disabilities.

All labour recruitment, employment and associated risks shall remain the sole responsibility of the contractor.

The contractor shall comply with the minimum supervisor to worker ratio stated below, required to ensure the effective supervision of the labour-intensive works for all LI activities undertaken on this project:

Minimum supervisor to worker ratio = 1: 15

*(Compiler to insert the minimum supervisor to worker ratio required for this project in order to ensure the effective supervision of the labour-intensive works).*

#### **1.4 Contract of employment with persons employed under the Expanded Public Works Programme (EPWP)**

The Contractor shall enter into a formal contract of employment with each person employed under the Expanded Public Works Programme (EPWP), using the pro forma contract of employment attached at the end of this section: Particular Specifications.

The Contractor shall note that all such formal contracts of employment entered into with persons employed under the Expanded Public Works Programme (EPWP) shall expire on 31 March each year, and the Contractor shall therefore be required to enter into new contracts with such persons as of 1 April each year.

#### **1.5 Employment of targeted labour under the Expanded Public Works Programme (EPWP)**

The Contractor shall be contractually obliged to:

- (a) brief EPWP workers on the conditions of employment;
- (b) enter into a formal contract of employment with each EPWP worker, which contract will form part of the Employment Agreement;
- (c) keep personnel files for all EPWP workers and make copies available to the Employer if and when requested; and
- (d) ensure that payments to EPWP workers are made in accordance with Government Notice No. R347.

The rate of pay for persons employed under the Expanded Public Works Programme (EPWP) shall be:

R \_\_\_\_\_ per task (for task-rated workers); *(Compiler to insert the rate of pay as agreed with the local community, based on negotiations carried out with the local community in the presence of the Employer during the design phase of the project prior to the invitation of tenders).*

or

R \_\_\_\_\_ per day (for time-rated workers). *(Compiler to insert the rate of pay as agreed with the local community, based on negotiations carried out with the local community in the presence of the Employer during the design phase of the project prior to the invitation of tenders).*

During those periods when an EPWP worker is engaged in formal classroom training (other than in-service training), the rate of pay shall be equal to the minimum wage rate as set on an annual basis in the Ministerial Determination for the Expanded Public Works Programme. *(Compiler to note that this minimum wage rate applies when an EPWP worker is engaged in formal classroom training).*

Tasks set by the Contractor shall be such that:

- (a) the average EPWP worker completes 5 tasks per week in 40 hours or less; and
- (b) the weakest EPWP worker completes 5 tasks per week in 55 hours or less.

The Contractor shall revise the time taken to complete a task whenever it is established that the time taken per week to complete the tasks set does not fall within the limits indicated in (a) and (b) above.

#### **1.6 Training of persons employed under the Expanded Public Works Programme (EPWP)**

The training of persons employed under the Expanded Public Works Programme (EPWP) is described in clause 4 below.

**1.7 Contractor's obligations towards persons employed under the Expanded Public Works Programme (EPWP)**

Over and above implementing in accordance with Government Notice Nos. 129 and R347 the EPWP work to be undertaken on this contract, it shall be the responsibility of the Contractor to carry out the following functions with respect to the EPWP workers:

- (a) ensure that all participants are covered by the Compensation for Occupational Injuries and Diseases Act, 1993, for as long as they are contracted to the Contractor, and pay in full to the Compensation Commissioner such amounts as are due in terms of the Act;
- (b) pay in full to the Unemployment Insurance Fund for all participants such UIF contribution amounts as are due in terms of the Unemployment Insurance Act, 2001, as amended, and the Unemployment Insurance Contributions Act, 2002, as amended, and provide proof of such UIF payments upon request;
- (c) ensure that all participants are paid their wages on time through the pre-agreed payment method as stipulated in the participant contract of employment;
- (d) implement health and safety procedures with respect to the participants, ensuring that the health and safety regulations are adhered to;
- (e) ensure that all participants receive induction on site safety prior to commencing with work on site;
- (f) provide all participants with the necessary protective clothing and equipment as required by law for the specific tasks in which the participants are involved, in addition to the branded overalls stipulated for EPWP workers;
- (g) provide safe on-site storage facilities for apparel and tools issued to the participants;
- (h) assist in the assessment of participants with regard to their competencies;
- (i) provide overall supervision and day-to-day management of participants; and
- (j) implement strict quality control to ensure that the work carried out by the participants is of the required standard, and, where necessary, to train and mentor the participants to assist them in achieving the standards required.

**1.8 Apparel and tools for persons employed under the Expanded Public Works Programme (EPWP)**

The Contractor shall provide Personal Protective Equipment (PPE) to all EPWP workers in accordance with the requirements arising from Part E: OHS 1993 Health and Safety Specification and the Contractor's site specific health and safety plan and accompanying risk assessments.

Where indicated below, certain items of the PPE issued by the Contractor to the EPWP workers shall include branded EPWP markings in accordance with the attached branding requirements.

PPE shall comprise the following:

- (a) Compulsory PPE issued to all EPWP workers for use during general work activities:
  - Protective overalls (two sets), orange in colour, with EPWP branding;
  - Lime green reflective safety vest with EPWP branding;
  - Protective footwear; and
  - Protective gloves.
- (b) PPE issued to EPWP workers for specific activities where required in terms of the Contractor's site specific health and safety plan and accompanying risk assessments, such as:  
*(Compiler shall not omit any of the PPE listed below. However, the compiler may add to the list if any other PPE not listed below is known to be required).*
  - Protective headwear, orange in colour, with EPWP branding;
  - Protective eyewear such as spectacles and goggles;
  - Protective face shields;
  - Protective earplugs and earmuffs;

- Respiratory masks;
- Disposable safety apparel;
- Kidney belts;
- Safety harnesses; and
- Any other protective equipment identified.

The Contractor shall replace any item of issued PPE that becomes unserviceable.

The Contractor shall not charge any fee to the EPWP workers for the prescribed PPE issued except under the following circumstances:

- where the employee requests the issue of additional PPE in excess of what is prescribed;
- where the employee has patently abused or neglected the issued PPE leading to early failure; or
- where the employee has lost the issued PPE.

The Contractor shall instruct and train the EPWP workers in the use of all PPE issued, and shall ensure that they use the prescribed equipment.

EPWP workers shall not have the right to refuse to use or wear the equipment prescribed by the Contractor. If it is not possible for an EPWP worker, through health or any other reason, to use or wear the prescribed PPE issued, such employee shall not be allowed to continue working under the hazardous conditions for which the equipment was prescribed. Under such circumstances an alternative solution shall be found, and this may include relocating or discharging the employee.

The Contractor shall provide each EPWP worker with hand tools of adequate quality and of the type required to carry out the assigned tasks safely and efficiently.

The Contractor shall instruct and train the EPWP workers in the safe and efficient use of all hand tools issued.

The Contractor shall maintain the issued tools in a serviceable and safe working condition.

The EPWP workers shall be responsible for the safe on-site storage of all PPE and tools issued to them, using the storage facilities provided on site by the Contractor.

No separate payment shall be made for providing the EPWP workers with PPE, or for providing relevant items of PPE in the specified colours with branded EPWP markings. Furthermore, no separate payment shall be made for providing the EPWP workers with hand tools or for providing them with safe storage facilities on site for PPE and tools. The Contractor shall therefore make provision for all costs related to providing the PPE, tools and safe storage facilities in the tendered rates and prices for the various items of work scheduled throughout the schedule of quantities.

## **1.9 EPWP contract signboard**

The Contractor will be required to erect a contract signboard displaying the EPWP logo, indicating that this project is part of the Expanded Public Works Programme (EPWP). All costs related to the provision, erection and subsequent removal of the contract signboard shall be refunded to the Contractor through the pay item provided in section 1300 of the schedule of quantities for this purpose.

## **1.10 Payment matters relating to the EPWP work**

### **1.10.1 General**

No separate pay items shall be provided in terms of the schedule of quantities for the construction work activities carried out by EPWP participants. Payment for such work activities shall be made only indirectly, in terms of the pay items scheduled for the work activities in which such persons are engaged.

Furthermore, no direct payment will be made to cover the Contractor's costs associated with implementing the on-site work programme for the EPWP participants, for planning, organising, directing, controlling and administrating their day to day activities, including the setting of daily tasks, record keeping and any on-site liaison, training and mentoring required, and for the associated job creation reporting, and such costs shall therefore be built into the rates tendered for the various items of work scheduled throughout the schedule of quantities.

#### **1.10.2 Payment for labour-intensive components of the work**

Payment will be made for items which are designated for labour-intensive construction in the schedule of quantities only in those instances where such items are constructed using labour-intensive methods.

Any unauthorised use of plant to carry out work which was scheduled to be carried out using labour-intensive methods will not be condoned and any Works so constructed will not be certified for payment. Any non-payment for such Works shall not relieve the Contractor in any way from his obligations either in contract or in delict.

During the course of construction, as a result of unforeseen site conditions or operating conditions encountered, it may happen that an item designated for labour-intensive construction can no longer be carried out in a safe and economically feasible manner, either in full or in part, using labour-intensive methods. In such instances the Employer's Agent shall, where necessary, order a variation in terms of clause 6.3 of the of the General Conditions of Contract 2015 with respect to that portion of the item quantity that cannot be carried out using labour-intensive methods.

#### **1.11 Penalty applicable to any shortfall in the local labour content achieved**

The amount spent on wages for local labour (excluding VAT) for this project, as certified by the Employer's Agent, shall equal or exceed the specified minimum percentage of the contract amount which is the Contract Price (adjusted to exclude penalties and value added tax).

The Contractor is obliged to commit to or exceed the specified minimum percentage of local labour content stated by the Employer.

In the event that the Contractor fails to substantiate that any failure to achieve the minimum required local labour content for this project is due to quantitative underruns, the elimination of items contracted to local labour, or any other reason beyond the Contractor's control which may be acceptable to the Employer, the Contractor shall be liable for a financial penalty as prescribed in clause SCC 4.1.1 of the Special Conditions of Contract. The financial penalty shall be calculated as follows:

$$P = 0,05 \times [(E - E_o)/100] \times C_A$$

where:

E is the specified minimum percentage for local labour content  
E<sub>o</sub> is the local labour content percentage which the Employer's Agent certifies as being achieved upon completion of the contract  
C<sub>A</sub> is the contract amount which is the Contract Price (adjusted to exclude penalties and value added tax)  
P is the monetary value of penalty payable

The penalty shall not apply to shortfalls in the allocations to the individual target groups (i.e., Women/Youth/Disabled as per clause 1.3 above), only to shortfalls in the total local labour content achieved.

The evaluation of the Contractor's achievement of the local labour content percentage shall be undertaken monthly by the Employer's Agent, based on the accumulative achievements in comparison to the programmed utilisation of local labour. Failure by the Contractor to achieve the interim target shall result in the Contractor being liable for a financial penalty as prescribed in this clause.

## 2. NATIONAL YOUTH SERVICE (NYS)

### **NOTE TO COMPILER:**

*If the employment of NYS workers is not required in terms of this contract, the compiler shall insert the following at the start of this clause 2 then delete the remainder of clause 2:*

**Note:** The Contractor shall not be required to employ NYS workers in terms of this contract.

*If the employment of NYS workers is indeed required in terms of this contract, the remainder of clause 2 below shall apply.*

The Employer requires the implementation of National Youth Service (NYS) programmes on this project.

### **2.1 The National Youth Service (NYS) programme**

The National Youth Service (NYS) programme aims to train young people and provide them with practical work experience. The young people will be allocated tasks by the Contractor that will assist the Contractor with the execution of the contract.

### **2.2 Applicable labour laws**

The work to be undertaken on this contract by unskilled or semi-skilled workers under the National Youth Service (NYS) programme shall be implemented in accordance with the same Code of Good Practice and Ministerial Determination as described in clause 1.2 above for work to be undertaken under the Expanded Public Works Programme (EPWP).

### **2.3 Employer's project manager**

The Contractor shall be required to liaise closely with the Employer's project manager who is responsible for the recruitment and training of the NYS workers.

### **2.4 Persons to be employed under the NYS programme**

For purposes of this contract, the Contractor shall be required to employ 10 youths aged between 18 and 35 for a period of 6 months each under the NYS programme.

The Employer's project manager shall provide the Contractor with a list of the 10 youths to be employed and the training that each of these 10 youths have received to date, and only these 10 youths shall be employed by the Contractor under the NYS programme.

The Contractor shall effect the employment in two separate 6-month cycles, with the employment of 5 youths for the first 6-month cycle only, followed by the employment of 5 different youths for the second 6-month cycle only.

### **2.5 Contract of employment with persons employed under the NYS programme**

The Contractor shall enter into a formal contract of employment with each youth employed under the NYS programme, using the pro forma contract of employment attached at the end of this section: Particular Specifications.

### **2.6 Employment of NYS workers**

The Contractor will be contractually obliged to:

- (a) employ all participants on the list provided by the Employer's project manager;
- (b) brief NYS workers on the conditions of employment;
- (c) enter into a formal contract of employment with each NYS worker, which contract will form part of the Employment Agreement;

- (d) keep personnel files for all NYS workers and make copies available to the Employer's project manager if and when requested; and
- (e) ensure that payments to NYS workers are made in accordance with Government Notice No. R347.

During the period when they are engaged in formal classroom training (other than in-service training), the youths employed under the NYS programme shall be paid the minimum wage rate as set by the Department of Labour on an annual basis in the Ministerial Determination for the Expanded Public Works Programme, and should there be an upward adjustment in the rate the Contractor will be compensated accordingly. During the period when they are engaged in productive work activities required for elements of the Works, they shall be paid in terms of the wage rates stated in clause 1.5 above.

## **2.7 Training of youth workers**

All NYS workers will be placed on an extensive training programme that will include:

- (a) an induction into NYS and EPWP;
- (b) life skills training;
- (c) technical training focusing on a vocational skill to be used on the project (e.g. painting or carpentry); and
- (d) entrepreneurship and business skills training.

All training will be arranged by the Employer's project manager, with whom the Contractor will be required to work closely to schedule the training sessions so that the timing of the training is aligned with the Contractor's work schedule and his demand for workers with specific skills. The Employer's project manager will make full details of the training programme available to the Contractor.

The Contractor shall maintain comprehensive records of the training received by each NYS worker throughout the course of the contract, and shall submit to the Employer at each monthly site meeting a summary of the accumulated training received by each NYS worker.

The training of the NYS workers shall take place using the same training facility provided for the training of all other EPWP participants (refer to clause 4 below).

## **2.8 Contractor's obligations towards persons employed under the NYS programme**

Over and above implementing in accordance with Government Notice Nos. 129 and R347 the NYS programme work to be undertaken on this contract, it shall be the responsibility of the Contractor to carry out the following functions with respect to the NYS programme workers:

- (a) ensure that all participants are covered by the Compensation for Occupational Injuries and Diseases Act (COIDA), 1993, for as long as they are contracted to the Contractor, and pay in full to the Compensation Commissioner such amounts as are due in terms of the Act;
- (b) pay in full to the Unemployment Insurance Fund for all participants such UIF contribution amounts as are due in terms of the Unemployment Insurance Act, 2001, as amended, and the Unemployment Insurance Contributions Act, 2002, as amended, and provide proof of such UIF payments upon request;
- (c) ensure that all participants are paid their wages on time through the pre-agreed payment method as stipulated in the participant contract;
- (d) implement health and safety procedures with respect to the participants, ensuring that the health and safety regulations are adhered to;
- (e) ensure that all participants receive induction on site safety prior to commencing with work on site;
- (f) provide all participants with the necessary protective clothing and equipment as required by law for the specific trades in which the participants are involved, in addition to the branded overalls stipulated for NYS workers;
- (g) provide safe on-site storage facilities for apparel and tools issued to the participants;
- (h) assist in the assessment of participants with regard to their competencies in their respective trades;
- (i) provide overall supervision and day-to-day management of participants; and

- (j) implement strict quality control to ensure that the work carried out by the participants is of the required standard, and, where necessary, to train and mentor the participants to assist them in achieving the standards required.

## **2.9 Apparel and tools for NYS workers**

The content of clause 1.8 above with regard to apparel and tools for EPWP workers shall apply equally to NYS workers, except that:

- (a) apparel and tools to be issued to NYS workers shall be determined in conjunction with the Employer's project manager;
- (b) the required branding of apparel to be issued to NYS workers shall be determined in conjunction with the Employer's project manager, and shall also include the NYS logo;
- (c) additional PPE may be required depending on the NYS worker's specific trade;
- (d) certain specified apparel and tools issued to the NYS workers will become the property of the NYS workers after the completion of their cycle of work on the project, in order to enable them to continue to practise their trade on future projects. Such apparel and tools shall be specified and authorised by the Employer's Agent; and
- (e) separate payment items have been provided in the schedule of quantities to cover all costs associated with the provision of the necessary tools and apparel, including safety apparel, for the NYS workers, and the facilities for the safe storage thereof, all as authorised by the Employer's Agent.

## **2.10 EPWP-NYS contract signboard**

Where work takes place under the National Youth Service (NYS) programme, the NYS logo shall also be displayed on the EPWP contract signboard referred to in clause 1.9 above, indicating that this project is part of both the Expanded Public Works Programme (EPWP) and the NYS programme. All costs related to the provision, erection and subsequent removal of the contract signboard shall be refunded to the Contractor through the pay item provided in section 1300 of the Schedule of Quantities for this purpose.

## **2.11 Payment matters relating to the NYS work**

No direct payment will be made to cover the Contractor's costs associated with implementing the on-site work programme for the NYS workers, for planning, organising, directing, controlling and administering their day to day activities, including the setting of daily tasks, record keeping and any on-site liaison, training and mentoring required, and for the associated job creation reporting, and such costs shall therefore be built into the rates tendered for the various items of work scheduled throughout the schedule of quantities.

## **3. JOB CREATION REPORTING FOR EPWP**

### **NOTE TO COMPILER:**

*This clause 3 shall always be retained in the tender document so that its content can be used as a guide for the EPWP job creation reporting required.*

In order to assist the Employer in complying with the goal of creating EPWP job opportunities, the Contractor must provide the information specified in clause 3.1 below for reporting purposes.

In addition, the Contractor's payment certificates shall be accompanied by the information specified in clause 3.2 below.

### **3.1 Type of project data required per project**

Every EPWP project shall collect and keep specific project data for the purpose of EPWP progress reporting on a monthly basis, using the EPWP Data Collection Tool template (this will be made available to the Contractor in Microsoft Excel format - refer to the pro forma spreadsheets at the end of this section of the Particular Specifications).

The data that is required to be kept, maintained and reported on a monthly basis for each project includes:



### **3.1.1 Participant (local labour) data**

A participant list of the local labour employed must be maintained for every EPWP project. The data required in this participant list is indicated below. This data shall be recorded, checked and signed off by the Contractor, and shall be submitted to the Employer at each monthly site meeting. The participant list shall contain the following data and shall be kept and maintained on site for audit purposes:

- (a) Participant identity – name, surname, initials, date of birth and identity number (or other unique identifier) plus certified copy of ID book.
- (b) Participant profiles – nationality, gender, age, education level and disability status.
- (c) Work data for participants – daily wage to be received, number of calendar days training attended and number of calendar days worked.
- (d) Records of training – as required in terms of the EPWP Data Collection Tool template.

In addition, the signed contracts of employment between the Contractor and each EPWP participant shall be kept and maintained on site for audit purposes.

### **3.1.2 Project work data**

The project work data generally seeks to confirm the number of people at work daily on the project. This data shall be recorded, checked and signed off by the Contractor, and shall be submitted to the Employer at each monthly site meeting. The data shall be maintained on site by the Contractor, in order that it can be provided by the Employer to the National Department of Public Works upon request when the latter is undertaking sample auditing. The data shall include:

- (a) Daily attendance register – register for each day showing all the workers that were registered as being at work on that day. Attendance registers shall be completed on site on a daily basis and signed off by the Contractor on a weekly basis.
- (b) Summary of monthly attendance.

### **3.1.3 Project payment data**

The project payment data generally seeks to confirm what was paid, for how much work and to whom. This data shall be recorded, checked and signed off by the Contractor, and shall be submitted to the Employer at each monthly site meeting.

It is required that the Contractor adopt one of the following methods as standard procedure for recording and maintaining this information:

- (a) Payment register – this is a list of the workers showing the wages paid to each worker, and signed off by each worker as proof of receipt and acceptance of payment. Information on this register must include the name of the worker, either an identity number or other unique identifier, the number of calendar days that the pay period covers, the wage rate and the total wages paid; or
- (b) Bank records showing the transfers to each worker account, signed off by the Contractor as proof of payment – these bank records must specifically show the name of the worker, either an identity number or other unique identifier, the period which the pay covers and the total wages paid.

The project payment data, as recorded and maintained by the Contractor in terms of either (a) or (b) above, must be available and applicable for the entire period for which the Employer claims an incentive reward for person-days of work created in terms of the project.

### **3.1.4 Employment output data**

The Contractor shall submit to the Employer at each monthly site meeting a progress report detailing production output compared to the programme of works, together with the data necessary to enable the Employer to calculate the following employment output data in accordance with the EPWP Data Collection Tool template:

- (a) Number of work opportunities created (where one work opportunity = paid work created for one individual on an EPWP project, for any period of time).
- (b) Number of person-days of work created (where one person-day = one day of work carried out by one individual). The total number of person-days of work created on a particular EPWP project shall be obtained by summing the total number of person-days worked by each individual employed during the course of that EPWP project.
- (c) Number of Full Time Equivalents (FTE) created (= total number of person-days of work created on the EPWP project divided by 230 working days). In terms of EPWP policy, one year of work created for one individual is assumed to comprise a total of 230 days of paid work carried out by that individual.
- (d) Average duration of work opportunities created (= total number of person-days of work created on the EPWP project divided by the number of work opportunities created on that EPWP project).
- (e) Average daily wage rates paid (= accumulated total of the wages paid to all individuals employed on an EPWP project divided by the total number of person-days of work created on that EPWP project).
- (f) Training information.

### **3.2 Project data to be submitted with the Contractor's payment certificates**

The Contractor's payment certificates shall be accompanied by labour returns providing the labour information for the corresponding period in a format specified by the Employer.

Should the Contractor choose to delay submitting payment certificates, the labour returns shall nevertheless still be submitted as per the frequency and timeframes stipulated by the Employer. The Contractor's payment certificates shall not be paid by the Employer until all pending labour information has been submitted.

The following information shall be maintained on site and submitted with each payment certificate in the format specified by the Employer:

- Copies of the signed contracts between the Contractor and any new EPWP participants (the Contractor shall note that all such formal contracts of employment entered into with persons employed under the Expanded Public Works Programme (EPWP) shall expire on 31 March each year, and the Contractor shall therefore be required to enter into new contracts with such persons as of 01 April each year, and shall be required to submit copies of all such new contracts with the first payment certificate thereafter);
- Certified ID copies of all local labour employed as EPWP participants;
- Attendance registers for the EPWP participants;
- Proof of payment of EPWP participants; and
- Information as required in terms of the EPWP Data Collection Tool template.

## **4. PROVISION OF STRUCTURED TRAINING**

### **4.1 Scope of structured training**

In order to avoid duplication of training programmes and training facilities, all structured training, shall be implemented, measured and paid for in accordance with the requirements of this section: Requirements of the Expanded Public Works Programme (EPWP).

The Employer's objectives include the training of local labour and Targeted Enterprises within a structured programme, in order to equip them with skills that will assist them in gaining future employment, and to facilitate targeted EPWP participants in gaining competencies and unit standard credits towards future full learnership qualifications.

Such training shall contain both theoretical and practical components and shall be conducted in accordance with the various laws and regulations contained in the South African Qualifications Authority (SAQA) statutes.

The following aspects of the structured training to be provided are noted:

- The Employer has no service agreement or memorandum of understanding with any Education and Training Quality Assurance (ETQA) body, and therefore does not function as the employer as

defined under any three-party learnership agreement between the learner, the training provider and the employer.

- The structured training programmes implemented on this contract, although comprising several unit standards, are unlikely to total to sufficient credits for a full learnership qualification. Nevertheless, the competencies and credits achieved should contribute to a full learnership through the later acquisition by the learner of the remaining unit standards required for the full learnership.

The Contractor shall be required to provide a training facility on the Site, or in close proximity thereto, and to provide over the duration of the contract the following structured training for EPWP participants:

- (a) Generic skills training;
- (b) Entrepreneurial skills training;
- (c) Construction skills training; and
- (d) In-service training.

Generic skills training and in-service training shall be provided to all EPWP participants.

Entrepreneurial and construction skills training shall be provided to targeted EPWP participants only.

Entrepreneurial skills training comprises both management skills training and business development skills training.

Construction skills training comprises specific on-task skills training.

**NOTE TO COMPILER:**

*The compiler shall obtain from the Department's project manager the budget to be allowed for the implementation of the entire training function on the project.*

*Note that the training function includes all costs related to the training facility, the training provider and trainers, the training materials, the wages of the learners, COIDA, UIF, PPE, tools, transport, handling costs, etc, all as described in the various pay items at the end of this section.*

*Bearing in mind the Department's training objectives for the particular project, the compiler together with the Department's project manager must allocate the budgeted limited funds available for training in the most effective manner possible towards generic / entrepreneurial / construction skills training.*

*It should also be noted that for smaller projects it may only be possible to conduct very limited entrepreneurial / construction skills training, if at all, and it may not be possible to conduct NYS learnership programmes at all, both in terms of the time available, given the limited contract duration, and the cost, given the limited funds available for training.*

**4.2 Training provider and trainers**

The Engineer shall be required to procure the services of a training provider accredited by the Construction Education and Training Authority (CETA).

The training provider shall have in its employ trainers who are registered as assessors with the Construction Education and Training Authority (CETA), and who shall deliver the training.

Proof of the accreditation of the service provider and the registration of the trainers by the CETA shall be submitted to the Employer's Agent. Such accreditation and registration shall be current and valid, and the proof submitted shall include the NQF levels and unit standards for which each trainer is accredited.

**4.3 Skills analysis and selection of targeted EPWP participants**

Studying for any learnership requires minimum literacy and numeracy competencies as defined by SAQA. The actual literacy and numeracy levels of the persons employed on the Site shall provide a basis to guide the Contractor and the training provider on how to conduct the selection process.

The Contractor shall therefore conduct a skills analysis of the local labour and Targeted Enterprises employed, in order to determine the formal education qualifications of each employee.

The Contractor, in conjunction with the training provider, shall then identify those persons that display the potential to benefit from such structured entrepreneurial and construction skills training as may be provided for in the contract, and shall make recommendations in this regard to the Employer's Agent.

The final candidates selected for such training shall be decided between the Contractor and the Employer's Agent (or by the Project Management Team (PMT) in the case of training for Targeted Enterprises in terms of Part G: Small Contractor Development, where applicable).

#### **4.4 Structured training programmes**

The Contractor, supported by the training provider, shall plan then implement structured training programmes for generic, entrepreneurial and construction skills training.

Training courses shall commence within four months of the Contractor taking possession of the Site, and shall be completed before the Due Completion Date. *(Compiler to note that training courses cannot commence until the Contractor has fully established his facilities on site, including the required training facilities, and until the labourers that will be the recipients of the intended training have been recruited. The recruitment of labour, in turn, will to a large extent commence only after the initial subcontractors have been procured. A reasonable amount of time must therefore be allowed before the training process can commence).*

All training shall take place within normal working hours, or as otherwise agreed with the learners.

The training provider shall design, compile and deliver the structured training programmes, based on the information obtained from the skills analysis.

The structured training programmes designed by the training provider for the generic skills training shall comprise relevant general courses such as basic hygiene and HIV/AIDS awareness, first aid, road safety, managing personal finance, and other courses that would be useful to workers in the road construction industry or as life skills generally.

The structured training programmes designed by the training provider for the entrepreneurial skills training shall comprise unit standards that contribute towards one or more of the following full learnership qualifications, as appropriate taking into consideration the skills analysis information for the selected candidates (details of the learnership qualifications and the applicable unit standards may be found on the website [www.saqa.org.za](http://www.saqa.org.za)):

| <b>ENTREPRENEURIAL SKILLS TRAINING</b>                      |                              |                  |                        |  |
|---|------------------------------|------------------|------------------------|--|
| <b>Qualification title</b>                                  | <b>SAQA qualification ID</b> | <b>NQF level</b> | <b>Minimum credits</b> | <b>Purpose of qualification</b>  |
| National Certificate: Supervision of Construction Processes | 49053                        | Level 4          | 176                    | Learners found competent against this qualification will be able to execute the supervision of construction processes, with specialisation in a specific context |

*(Compiler to liaise with the project manager regarding any further possible entrepreneurial skills training qualifications required for the contract).*

The structured training programmes designed by the training provider for the construction skills training shall comprise unit standards that contribute towards one or more of the following full learnership qualifications, as appropriate taking into consideration the skills analysis information for the selected candidates (details of the learnership qualifications and the applicable unit standards may be found on the website [www.saqa.org.za](http://www.saqa.org.za)):

| <b>CONSTRUCTION SKILLS TRAINING</b>                               |                              |                  |                        |   |
|---|------------------------------|------------------|------------------------|---|
| <b>Qualification title</b>  | <b>SAQA qualification ID</b> | <b>NQF level</b> | <b>Minimum credits</b> | <b>Purpose of qualification</b>   |
| National Certificate: Supervision of Construction Processes       | 49053                        | Level 4          | 176                    | Learners found competent against this qualification will be able to execute the supervision of construction processes, with specialisation in a specific context  |
| National Certificate: Construction: Roadworks                     | 24173                        | Level 3          | 155                    | This qualification is for persons who work or intend to work within a construction context on a site, and who seek recognition for essential skills in construction operations in roadworks.  |
| National Certificate: Construction: Roadworks                     | 24133                        | Level 2          | 120                    | This qualification is for persons who work or intend to work within a construction context on a site, and who seek recognition for essential skills in construction operations in roadworks.  |
| National Certificate: Occupational Health, Safety and Environment | 74269                        | Level 2          | 120                    | This qualification is to equip learners working in any type of workplace with a broad understanding and knowledge of Occupational Health, Safety and Environmental (HSE) concepts and practices with sufficient detail to enable them to function in a safe and healthy way and to deal with health and safety problems and issues. |

The Contractor's proposed training programmes shall be subject to the approval of the Employer's Agent, and the Contractor shall, if so instructed by the Employer's Agent, alter or amend the programmes and the course content to meet any additional needs identified.

The Contractor shall be responsible for everything necessary for the delivery of the training programmes, including:

- (a) the provision of the trainers;
- (b) the provision of a suitable secure venue complete with adequate furniture, lighting, air conditioning, power and ablution facilities;
- (c) the provision of all necessary stationery, consumables and study materials;
- (d) the transportation of the learners to and from the training facility;
- (e) the payment of wages to all learners during the classroom training at a rate equal to the minimum wage rate as set on an annual basis in the Ministerial Determination for the Expanded Public Works Programme;
- (f) the provision of any relevant Personal Protective Equipment (PPE) required for the training; and
- (g) additional supervision of the learners during the practical learning stage of the training carried out by constructing relevant elements of the Works (wages for the learners during this stage of the training will be paid through the rates tendered for the relevant scheduled work items for those elements).

At the successful completion of each course, the Contractor's training provider shall, as proof of attendance and completion, issue each learner with a certificate indicating the course content.

The training provider shall also ensure that each unit standard contributing towards a full learnership qualification and successfully completed by the learner is entered onto the national database.

The Contractor shall keep comprehensive records of the training given to each learner and the certificates issued, and shall provide copies of such records to the Employer's Agent when required.

The Contractor shall also complete and submit to the Employer's Agent each month, in a format acceptable to the Employer (using the EPWP Data Collection Tool template), a return detailing the training provided, both for the month and cumulatively for the contract.

#### **4.5 In-service training**

The Contractor shall, from the commencement of the contract, implement an in-service training programme in which the various skills required for the execution and completion of the Works are imparted to the EPWP participants engaged thereon.

Throughout the duration of the contract, the EPWP participants shall be trained progressively through the various stages of each particular type of work in which they are engaged, and their work shall be supervised and monitored and their methods corrected where necessary.

The in-service training programme shall be submitted with the initial Works programme. The Contractor shall record the progress in relation to this programme on a monthly basis, and this progress report shall be incorporated in the monthly site meeting minutes and the payment certificate.

The Contractor shall provide sufficient skilled and competent trainers to train all EPWP participants engaged on the contract in the various skills required to enable them to carry out the required construction activities.

The in-service training of EPWP participants shall take place before commencement of the relevant construction activity, and the Contractor shall take into account in his programme the lead time required for such training. All in-service training shall be deemed to be an element of the relevant construction activity.

All formal in-service training shall be documented in terms of the EPWP Data Collection Tool template, and shall be accompanied by an attendance register of the EPWP participants on the applicable days.

All EPWP participants shall be remunerated at their agreed wage rate in respect of the time spent undergoing in-service training. The cost of the Contractor's in-service training obligations shall be deemed to be covered by the sums and rates tendered for items B13.01(a), (b) and (c) in the schedule of quantities.

On termination of their employment, the Contractor shall provide each EPWP participant engaged on the contract with a certificate of service on which the following information shall be recorded:

- the name of the Contractor;
- the name of the project / contract;
- the name of the employee;
- the nature of the work satisfactorily executed by the EPWP participant and the time spent thereon;
- the nature and extent of training provided to the EPWP participant; and
- the dates of service.

#### **4.6 Training venue facility**

The training venue facility to be provided by the Contractor shall be constructed, furnished and fully serviced for the duration of the contract in accordance with section 1400 of the COLTO standard specifications.

In order to minimise the cost of transporting the learners for training, the facility shall be located in secure premises on the Site, or in close proximity thereto.

This facility shall be used to deliver all training.

The facility shall accommodate a class of up to 25 learners and shall comprise the following:

*Compiler to adjust the specified quantities below, as necessary, if training for significantly smaller or larger numbers of learners than 25 is required.*

|     |  |   |                     |  |
|-----|--|---|---------------------|--|
| (a) | Lecture room (interior area)   | = | 48 m <sup>2</sup>   |  |
| (b) | Ablutions (male)   | = | 6 m <sup>2</sup>    |  |
| (c) | Ablutions (female)   | = | 6 m <sup>2</sup>    |  |
| (d) | Chairs for learners (individual chairs, with backs)  | = | 25 off              |  |
| (e) | Desk area for 25 learners (500 mm width)   | = | 12,5 m <sup>2</sup> |  |
| (f) | Chairs for trainers and management (individual chairs, with backs)                               | = | 5 off               |  |
| (g) | Table area for trainers and management   | = | 3 m <sup>2</sup>    |  |
| (h) | 220/250 volt power points  | = | 6 off               |  |
| (i) | Double 80 watt fluorescent light fittings complete with ballast and tubes                        | = | 6 off               |  |
| (j) | Single incandescent light fittings complete with 100 watt globes                                 | = | 4 off               |  |
| (k) | Wash hand basins complete with taps and drains   | = | 4 off               |  |
| (l) | Fire extinguishers, 9,0 kg, all purpose dry powder type, complete, mounted on wall with brackets | = | 2 off               |  |
| (m) | Air conditioning units with 2,2 kW minimum capacity, mounted and with own power connection       | = | 4 off               |  |
| (n) | Voltage stabilizers  | = | 2 off               |  |
| (o) | Floodlights complete with poles and 500 Watt minimum globes and controlled by photocells         | = | 2 off               |  |
| (p) | White boards (3 m x 1,5 m)   | = | 1 off               |  |
| (q) | Venetian blinds  | = | 12 m <sup>2</sup>   |  |

## **5. MEASUREMENT AND PAYMENT**

### **Item Unit**

#### **5.01 Provision of the training venue facility, including the cost of transporting the learners to and from this facility lump sum (Sum)**

The tendered lump sum for subitem 5.01 shall include full compensation for the provision of the training venue facility complete and serviced as specified, including for the provision of power, water, sewerage and cleaning services for the duration of the contract, for lighting, power points and voltage stabilizers, for air conditioning, blinds, fire extinguishers, floodlights, furniture and whiteboards, for the provision of security at the facility, for all other costs necessary to maintain the facility for the duration of the contract, and for the removal of the facility on completion of the contract.

The tendered lump sum shall also include full compensation for transporting the learners on each day of training from their place of work to this training venue facility, and back again after the training for the day has been delivered by the accredited trainers.

Payment of the lump sum shall be made in three instalments as follows:

The first instalment, 50% of the lump sum, shall be paid after the Contractor has met all his obligations regarding the provision of the training venue facility, complete and serviced as specified, and the facility has been successfully commissioned for use.

The second instalment, 35% of the lump sum, shall be paid when 75% of the training courses proposed in accordance with the Contractor's approved structured training programme have been delivered to the learners by the accredited trainers.

The third and final instalment, 15% of the lump sum, shall be paid when all training has been concluded and the facility has been dismantled and removed from the site.

### **Item Unit**

#### **5.02 Training of learners employed by the main contractor or by the Targeted Enterprise subcontractors:**

- (a) Generic skills:
  - (i) Training costs provisional sum (Prov sum)
  - (ii) Handling costs and profit in respect of subitem F5.02(a)(i) above percentage (%)
- (b) Entrepreneurial skills:
  - (i) Training costs provisional sum (Prov sum)
  - (ii) Handling costs and profit in respect of subitem F5.02(b)(i) above percentage (%)
- (c) Construction skills:
  - (i) Training costs provisional sum (Prov sum)
  - (ii) Handling costs and profit in respect of subitem F5.02(c)(i) above percentage (%)
- (d) Transportation and accommodation costs of selected learners only, while receiving off-site training:
  - (i) Transportation and accommodation costs provisional sum (Prov sum)
  - (ii) Handling costs and profit in respect of subitem F5.02(d)(i) above percentage (%)

Expenditure under subitems 5.02(a)(i), (b)(i), (c)(i) and (d)(i) shall be in accordance with clause 6.6 of the General Conditions of Contract 2015.

The provisional sum for each of subitems 5.02(a)(i), (b)(i) and (c)(i) is provided to cover the total costs of the required training in generic, entrepreneurial and construction skills respectively, including for the procurement of the services of the accredited trainers and their delivery of the training courses to the learners, the provision of all training materials including all stationery and study materials, the wages of the learners for the duration of the courses including the associated COIDA and UIF payments, and the provision of any tools and PPE that may be required during those courses incorporating practical training modules. The payment of wages to learners in terms of subitems 5.02(a)(i), (b)(i) and (c)(i) will only be made to those learners who attend and successfully complete each course of the approved training programme. Payment shall not be made to learners who, once selected, do not attend or only partially complete structured training courses.

The tendered percentage for each of subitems 5.02(a)(ii), (b)(ii) and (c)(ii) is the percentage of the amount actually spent under each of subitems 5.02(a)(i), (b)(i) and (c)(i) respectively, and shall include full compensation for the handling costs of the Contractor and the profit in connection with the provision of the training in generic, entrepreneurial and construction skills respectively, including for the costs of record keeping and reporting with respect to the training received by each learner.

The provisional sum for subitem 5.02(d)(i) is provided to cover all costs related to the transportation and accommodation costs of selected learners only, while receiving off-site training, where such learners have been specifically selected to receive such off-site training and where such training cannot be delivered using the training venue facility provided by the Contractor in terms of subitem 5.01.

The tendered percentage for subitem 5.02(d)(ii) is the percentage of the amount actually spent under subitem 5.02(d)(i), and shall include full compensation for the handling costs of the Contractor and the profit in connection with the transportation and accommodation costs of selected learners only, while receiving off-site training.

**NOTE TO COMPILER:**

*If the employment of NYS workers is not required in terms of this contract, the compiler shall delete the entirety of 5.03 below.*



**Item Unit**

**5.03 Payments associated with the NYS programme only:**

- (a) Employment of NYS workers provisional sum (Prov sum)
- (b) Provision of tools and apparel for the NYS workers provisional sum (Prov sum)
- (c) Handling costs and profit in respect of subitems F5.03(a) and (b) above percentage (%)
- (d) Training of NYS workers:
  - (i) Provision of training for the NYS workers provisional sum (Prov sum)
  - (ii) Handling costs and profit in respect of subitem F5.03(d)(i) above percentage (%)
- (e) Liaison with the Employer's project manager and the training service provider:
  - (i) Liaison conducted by the Construction Manager hour (h)
  - (ii) Liaison conducted by the senior site foreman hour (h)

The provisional sums provided under subitems 5.03(a) and (b) shall be expended in accordance with clause 6.6 of the General Conditions of Contract 2015.

The provisional sum under subitem 5.03(a) shall be used to cover the cost of employment payments made by the Contractor to the NYS workers, including the associated COIDA and UIF payments, all as authorised by the Employer's Agent.

The provisional sum under subitem 5.03(b) shall be used to cover all costs associated with the provision of the necessary tools and apparel, including safety apparel, for the NYS workers, and the facilities for the safe storage thereof, all as authorised by the Employer's Agent.

The tendered percentage under subitem 5.03(c) is a percentage of the total amount of expenditure approved by the Employer's Agent under the provisional sum subitems 5.03(a) and (b), and shall include full compensation for attendance by the Contractor, for the handling costs of the Contractor, and for the profit in connection with payments made by the Contractor with respect to the NYS programme implementation.

The provisional sum provided under subitem 5.03(d)(i) shall be expended in accordance with clause 6.6 of the General Conditions of Contract 2015.

The provisional sum under subitem 5.03(d)(i) shall be used to cover all costs associated with the provision of training for the NYS workers, including the cost of procuring the services of the accredited trainers and their delivery of the training courses to the NYS workers, and the provision of all training materials including all stationery and study materials.

The tendered percentage under subitem 5.03(d)(ii) is a percentage of the total amount of expenditure approved by the Employer's Agent under the provisional sum subitem 5.03(d)(i), and shall include full compensation for attendance by the Contractor, for the handling costs of the Contractor, and for the profit in connection with payments made by the Contractor with respect to the provision of training for the NYS workers, including for the costs of record keeping and reporting with respect to the training received by each NYS worker.

The unit of measurement for subitems 5.03(e)(i) and (ii) shall be the hour. The tendered rates shall include full compensation for all costs related to the Construction Manager and the senior site foreman respectively for time spent at formal liaison meetings authorised and convened by the Employer's Agent for the specific purpose of liaising with the Employer's project manager and / or the training service provider. The payment shall be made only for the time spent in the formal meeting itself. No payment shall be made for time spent during any other on-site liaison, telephonic liaison, e-mail or written correspondence liaison between these parties, or for liaison conducted with the Employer's project manager and / or the training service provider

**REHABILITATION OF CEDARVILLE INTERNAL STREETS**

by any other member of the Contractor's site staff or head office personnel, the cost of all of which shall be deemed to be included in the Contractor's time-related obligations under subitem B13.01(c).

**PRO FORMA EPWP CONTRACT OF EMPLOYMENT**

Contractor's  
Logo



**EXPANDED PUBLIC WORKS PROGRAMME**

*This contract must be read in conjunction with the standard terms and conditions of employment on EPWP attached herein.*

**EPWP CONTRACT OF EMPLOYMENT between**

**Employer Details**

|                  |                                  |                |                                  |
|------------------|----------------------------------|----------------|----------------------------------|
| <b>Name</b>      | Click or tap here to enter text. | <b>Address</b> | Click or tap here to enter text. |
| <b>Telephone</b> | Click or tap here to enter text. |                |                                  |
| <b>Email</b>     | Click or tap here to enter text. |                |                                  |
| <b>Contact</b>   | Click or tap here to enter text. |                |                                  |

**And**

**Employee Details**

|   |   |                           |  |
|---|---|---------------------------|--|
| <b>Name</b>                             | Click or tap here to enter text.                              | <b>Surname</b>            | Click or tap here to enter text.                         |
| <b>ID:</b>                              | Click or tap here to enter text.                              | <b>Cell</b>               | Click or tap here to enter text.                         |
| <b>Sex (M/F)</b>                        | Male <input type="checkbox"/> Female <input type="checkbox"/> | <b>Disability</b>         | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>Primary Language</b>                 | Click or tap here to enter text.                              | <b>Physical Address</b>   | Click or tap here to enter text.                         |
| <b>Other Languages</b>                  | Click or tap here to enter text.                              |                           |  |
| <b>Highest Education Level Achieved</b> | Click or tap here to enter text.                              | <b>Local Municipality</b> | Click or tap here to enter text.                         |
| <b>Other qualifications</b>             | Click or tap here to enter text.                              | <b>Ward</b>               | Click or tap here to enter text.                         |
| <b>Grant Received (Y/N)</b>             | Yes <input type="checkbox"/> No <input type="checkbox"/>      | <b>Grant type:</b>        |  |

**Employment Details**

|                                  |  |                             |                                  |
|----------------------------------|--|-----------------------------|----------------------------------|
| <b>Name of project:</b>          | Click or tap here to enter text.   |                             |                                  |
| <b>Job Title:</b>                | Click or tap here to enter text.   |                             |                                  |
| <b>Duties:</b>                   | Click or tap here to enter text.   |                             |                                  |
| <b>Contract Start Date</b>       | Click or tap here to enter text.   | <b>Contract Finish Date</b> | Click or tap here to enter text. |
| <b>The wage per task/day is:</b> | <b>R</b> Click or tap here to enter text. / Hour/Day/task (Specifier to select correct rate) |                             |                                  |

**Special Conditions**

|   |  |
|---|--|
| <p>You must be aware that this employment contract is a limited term contract and not a permanent job. This employment contract may be terminated for any one of the following reasons:</p> <ul style="list-style-type: none"> <li>a) The contractor does not get additional contracts from the EPWP.</li> <li>b) Funding for the programme in your area comes to an end.</li> <li>c) Underperformance: first offence – final written warning. Second offence – dismissal.</li> </ul> | <p><b>Payment</b></p> <ul style="list-style-type: none"> <li>a) You will be paid a fixed amount stipulated above for completing a fixed amount of work.</li> <li>b) The amount of work required for the agreed rate of pay will vary from task to task. You will be informed at the beginning of each task or group of tasks how much work you are expected to complete per day.</li> <li>c) You will only be paid for work completed.</li> <li>d) Payment during classroom training shall be <b>R /day</b></li> </ul> |
| <p><b>Personal Protective Clothing</b> will be supplied to the employee by the employer depending on the work to be performed, and will remain the property of the employee provided that the employee has worked for at least 3 months.</p>  |  |

**Acceptance**

|                        |                             |                        |                             |
|------------------------|-----------------------------|------------------------|-----------------------------|
| <b>Employer Name:</b>  | <b>Employer Signature:</b>  | <b>Employee Name:</b>  | <b>Employee Signature:</b>  |
| <b>Witness 1 Name:</b> | <b>Witness 1 Signature:</b> | <b>Witness 2 Name:</b> | <b>Witness 2 Signature:</b> |

**APPENDIX E – Conditions of Service**

**1. Introduction**

1.1. This document contains the standard terms and conditions for workers employed in elementary occupations on an Expanded public Works Programme (EPWP). These terms and conditions do NOT apply to persons employed in the supervision and management of an EPWP.

1.2. In this document –

- a) “department” means any department of the State, implementing agent or contractor;
- b) “employer” means any department, implementing agency or contractor that hires workers to work in elementary occupations on an EPWP;
- c) “worker” means any person working in an elementary occupation on an EPWP;
- d) “elementary occupation” means any occupation involving unskilled or semi-skilled work;
- e) “management” means any person employed by a department or implementing agency to administer or execute an EPWP;
- f) “task” means a fixed quantity of work;
- g) “task-based work” means work in which a worker is paid a fixed rate for performing a task;
- h) “task-rated worker” means a worker paid on the basis of the number of tasks completed;
- i) “time-rated worker” means a worker paid on the basis of the length of time worked.

**2. Terms of Work**

- 2.1. Workers on an EPWP are employed on a temporary basis.
- 2.2. A worker may NOT be employed for longer than 24 months in any five-year cycle on an EPWP.
- 2.3. Employment on an EPWP does not qualify as employment as a contributor for the purposes of the Unemployment Insurance Act 30 of 1966.

**3. Normal Hours of Work**

- 3.1. An employer may not set tasks or hours of work that require a worker to work–
  - a) more than forty hours in any week
  - i. on more than five days in any week; and
  - ii. for more than eight hours on any day.
- 3.2. An employer and worker may agree that a worker will work four days per week. The worker may then work up to ten hours per day.
- 3.3. A task-rated worker may not work more than a total of 55 hours in any week to complete the tasks allocated (based on a 40-hour week) to that worker.

**4. Meal Breaks**

- 4.1. A worker may not work for more than five hours without taking a meal break of at least thirty minutes duration.
- 4.2. An employer and worker may agree on longer meal breaks.
- 4.3. A worker may not work during a meal break. However, an employer may require a worker to perform duties during a meal break if those duties cannot be left unattended and cannot be performed by another worker. An employer must take reasonable steps to ensure that a worker is relieved of his or her duties during the meal break.
- 4.4. A worker is not entitled to payment for the period of a meal break. However, a worker who is paid on the basis of time worked must be paid if the worker is required to work or to be available for work during the meal break.

**5. Special Conditions for Security Guards**

- 5.1. A security guard may work up to 55 hours per week and up to eleven hours per day.
- 5.2. A security guard who works more than ten hours per day must have a meal break of at least one hour or two breaks of at least 30 minutes each.

**6. Daily Rest Period**

Every worker is entitled to a daily rest period of at least eight consecutive hours. The daily rest period is measured from the time the worker ends work on one day until the time the worker starts work on the next day.

**7. Weekly Rest Period**

Every worker must have two days off every week. A worker may only work on their day off to perform work which must be done without delay and cannot be performed by workers during their ordinary hours of work (“emergency work”).

**8. Work on Sundays and Public Holidays**

- 8.1. A worker may only work on a Sunday or public holiday to perform emergency or security work.
- 8.2. Work on Sundays is paid at the ordinary rate of pay.
- 8.3. A task-rated worker who works on a public holiday must be paid –
  - a) the worker’s daily task rate, if the worker works for less than four hours;
  - b) double the worker’s daily task rate, if the worker works for more than four hours.
- 8.4. A time-rated worker who works on a public holiday must be paid –
  - a) the worker’s daily rate of pay, if the worker works for less than four hours on the public holiday;
  - b) double the worker’s daily rate of pay, if the worker works for more than four hours on the public holiday.

**9. Sick Leave**

- 9.1. Only workers who work four or more days per week have the right to claim sick-pay in terms of this clause.
- 9.2. A worker who is unable to work on account of illness or injury is entitled to claim one day’s paid sick leave for every full month that the worker has worked in terms of a contract.
- 9.3. A worker may accumulate a maximum of twelve days’ sick leave in a year.
- 9.4. Accumulated sick-leave may not be transferred from one contract to another contract.
- 9.5. An employer must pay a task-rated worker the worker’s daily task rate for a day’s sick leave.
- 9.6. An employer must pay a time-rated worker the worker’s daily rate of pay for a day’s sick leave.
- 9.7. An employer must pay a worker sick pay on the worker’s usual payday.
- 9.8. Before paying sick-pay, an employer may require a worker to produce a certificate stating that the worker was unable to work on account of sickness or injury if the worker is –
  - a) absent from work for more than two consecutive days; or
  - b) absent from work on more than two occasions in any eight-week period.
- 9.9. A medical certificate must be issued and signed by a medical practitioner, a qualified nurse or a clinic staff member authorised to issue medical certificates indicating the duration and reason for incapacity.
- 9.10. A worker is not entitled to paid sick-leave for a work-related injury or occupational disease for which the worker can claim compensation under the Compensation for Occupational Injuries and Diseases Act.

Employer

Employee

**10. Maternity Leave**

- 10.1. A worker may take up to four consecutive months' unpaid maternity leave.
- 10.2. A worker is not entitled to any payment or employment-related benefits during maternity leave.
- 10.3. A worker must give her employer reasonable notice of when she will start maternity leave and when she will return to work.
- 10.4. A worker is not required to take the full period of maternity leave. However, a worker may not work for four weeks before the expected date of birth of her child or for six weeks after the birth of her child, unless a medical practitioner, midwife or qualified nurse certifies that she is fit to do so.
- 10.5. A worker may begin maternity leave –
  - a) four weeks before the expected date of birth; or
  - b) on an earlier date –
    - i. if a medical practitioner, midwife or certified nurse certifies that it is necessary for the health of the worker or that of her unborn child; or
    - ii. if agreed to between employer and worker; or
    - iii. on a later date, if a medical practitioner, midwife or certified nurse has certified that the worker is able to continue to work without endangering her health.
- 10.6. A worker who has a miscarriage during the third trimester of pregnancy or bears a stillborn child may take maternity leave for up to six weeks after the miscarriage or stillbirth.
- 10.7. A worker who returns to work after maternity leave, has the right to start a new cycle of twenty-four months employment, unless the EPWP on which she was employed has ended.

**11. Family responsibility leave**

- 11.1. Workers, who work for at least four days per week, are entitled to three days paid family responsibility leave each year in the following circumstances –
  - a) when the employee's child is born;
  - b) when the employee's child is sick;
  - c) in the event of a death of –
    - i. the employee's spouse or life partner;
    - ii. the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

**12. Statement of Conditions**

- 12.1. An employer must give a worker a statement containing the following details at the start of employment –
  - a) the employer's name and address and the name of the EPWP;
  - b) the tasks or job that the worker is to perform; and
  - c) the period for which the worker is hired or, if this is not certain, the expected duration of the contract;
  - d) the worker's rate of pay and how this is to be calculated;
  - e) the training that the worker will receive during the EPWP.
- 12.2. An employer must ensure that these terms are explained in a suitable language to any employee who is unable to read the statement.
- 12.3. An employer must supply each worker with a copy of these conditions of employment.

**13. Keeping Records**

- 13.1. Every employer must keep a written record of at least the following –
  - a) the worker's name and position;
  - b) in the case of a task-rated worker, the number of tasks completed by the worker;
  - c) in the case of a time-rated worker, the time worked by the worker;
  - d) payments made to each worker.
- 13.2. The employer must keep this record for a period of at least three years after the completion of the EPWP.

**14. Payment**

- 14.1. An employer must pay all wages at least monthly in cash or by cheque or into a bank account.
- 14.2. A task-rated worker will only be paid for tasks that have been completed.
- 14.3. An employer must pay a task-rated worker within five weeks of the work being completed and the work having been approved by the manager or the contractor having submitted an invoice to the employer.
- 14.4. A time-rated worker will be paid at the end of each month.
- 14.5. Payment must be made in cash, by cheque or by direct deposit into a bank account designated by the worker.
- 14.6. Payment in cash or by cheque must take place –
  - a) at the workplace or at a place agreed to by the worker;
  - b) during the worker's working hours or within fifteen minutes of the start or finish of work;
  - c) in a sealed envelope which becomes the property of the worker.
- 14.7. An employer must give a worker the following information in writing –
  - a) the period for which payment is made;
  - b) the numbers of tasks completed or hours worked;
  - c) the worker's earnings;
  - d) any money deducted from the payment;
  - e) the actual amount paid to the worker.
- 14.8. If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it.
- 14.9. If a worker's employment is terminated, the employer must pay all monies owing to that worker within one month of the termination of employment.

**15. Deductions**

- 15.1. An employer may not deduct money from a worker's payment unless the deduction is required in terms of a law.
- 15.2. An employer must deduct and pay to the SA Revenue Services any income tax that the worker is required to pay.
- 15.3. An employer who deducts money from a worker's pay for payment to another person must pay the money to that person within the time period and other requirements specified in the agreement law, court order or arbitration award concerned.
- 15.4. An employer may not require or allow a worker to –
  - a) repay any payment except an overpayment previously made by the employer by mistake;
  - b) state that the worker received a greater amount of money than the employer actually paid to the worker; or
  - c) pay the employer or any other person for having been employed.

**16. Health and Safety**

- 16.1. Employers must take all reasonable steps to ensure that the working environment is healthy and safe.
- 16.2. A worker must –
  - a) work in a way that does not endanger his/her health and safety or that of any other person;
  - b) obey any health and safety instruction;
  - c) obey all health and safety rules of the EPWP;
  - d) use any personal protective equipment or clothing issued by the employer;
  - e) report any accident, near-miss incident or dangerous behaviour by another person to their employer or manager.

**17. Compensation for Injuries and Diseases**

|          |          |
|----------|----------|
| Employer | Employee |
|----------|----------|



- 17.1. It is the responsibility of the employers (other than a contractor) to arrange for all persons employed on an EPWP to be covered in terms of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993.
- 17.2. A worker must report any work-related injury or occupational disease to their employer or manager.
- 17.3. The employer must report the accident or disease to the Compensation Commissioner.
- 17.4. An employer must pay a worker who is unable to work because of an injury caused by an accident at work 75% of their earnings for up to three months. The employer will be refunded this amount by the Compensation Commissioner. This does NOT apply to injuries caused by accidents outside the workplace such as road accidents or accidents at home.
- 18. Termination**
- 18.1. The employer may terminate the employment of a worker for good cause after following a fair procedure.
- 18.2. A worker will not receive severance pay on termination.
- 18.3. A worker is not required to give notice to terminate employment. However, a worker who wishes to resign should advise the employer in advance to allow the employer to find a replacement.
- 18.4. A worker who is absent for more than three consecutive days without informing the employer of an intention to return to work will have terminated the contract. However, the worker may be re-engaged if a position becomes available for the balance of the 24-month period.
- 18.5. A worker who does not attend required training events, without good reason, will have terminated the contract. However, the worker may be re-engaged if a position becomes available for the balance of the 24-month period.
- 19. Certificate of Service**
- 19.1. On termination of employment, a worker is entitled to a certificate stating –
- a) the worker's full name;
  - b) the name and address of the employer;
  - c) the EPWP on which the worker worked;
  - d) the work performed by the worker;
  - e) any training received by the worker as part of the EPWP;
  - f) the period for which the worker worked on the EPWP;
  - g) any other information agreed on by the employer and worker.
- Either party can terminate this agreement with four weeks written notice. In the case where an employee is illiterate notice may be given by that employee verbally.

|          |          |
|----------|----------|
| Employer | Employee |
|----------|----------|

**EPWP DATA COLLECTION TOOL TEMPLATE  
(PRO FORMAS OF MICROSOFT EXCEL SPREADSHEETS)**

| EPWP REGISTRATION FORM   |  |                                       |
|--|--|---------------------------------------|
| Field requested  | Description if needed  | Please complete the sections in white |
| <b>Project Details</b>   |  |                                       |
| Profile ID   | <i>Generated by the system</i>   |                                       |
| Project Name   | <i>The name of the project</i>   |                                       |
| Project Reference Number   | <i>Contract number</i>   |                                       |
| Project description  | <i>Full description of what is happening in the project (as per the appointment letter) and the <b>community benefiting from the project</b></i> |                                       |
| <b>Duration</b>  |  |                                       |
| Project Start Date   | <i>Planned Start date of the particular contract</i>   |                                       |
| Project End Date   | <i>Planned End date of the particular contract</i>   |                                       |
| Estimated Budget   | <i>Overall Contract budget (excluding professional fees) for Current Financial Year</i>  |                                       |
| <b>Project Location</b>  |  |                                       |
| Province   | <i>In which province is the project implemented?</i>   | <b>EC</b>                             |
| District Municipality  | <i>Under which District Municipality does this project falls?</i>  |                                       |
| Local Municipality   | <i>Under which Local Municipality does this project falls?</i>   |                                       |
| Latitude (in decimal format)   | <i>Is generated by the system</i>  |                                       |
| Longitude (in decimal format)  | <i>Is generated by the system</i>  |                                       |
| <b>Project Location per site</b>   |  |                                       |
| Locality name  | <i>Where exactly is the project implemented? (<b>Ward name</b>)</i>  |                                       |
| Subplace   | <i>Town / Village</i>  |                                       |
| Ward   | <i>The project site is located in which ward?</i>  |                                       |
| Government facility  | <i>Landmark near the project (Post office/school/clinic/library)</i>   |                                       |
| Spatial Data Type  | <i>Geopoint (structure)/ Line (road)/ Polygon(area)</i>  |                                       |
| Site physical address  | <i>Physical address of the site office</i>   |                                       |
| <b>Public Body Details</b>   |  |                                       |
| Public body sphere   | <i>In which sphere is the project implemented? (National, Provincial or Municipal)</i>   | <b>Municipal</b>                      |
| Reporting public body that is the project owner (and will report on the project) | <i>Which Institution or Department that owns / approved this project (Education, Health, City of Tshwane Metro etc.)</i>                         |                                       |
| Department in the Public body that is responsible for the project                | <i>Which department /unit is responsible for this project? (e.g. Roads &amp; storm water, Education, Community safety etc.)</i>                  |                                       |
| Implementing public body type  | <i>In which sphere is this project implemented? (Metro,Distr,Mun, National or Provincial Dept.)</i>  |                                       |
| Public body that will implement the project                                      | <i>Which institution that implements the project?</i>  |                                       |
| <b>Project Implementation</b>  |  |                                       |
| Is this the project on the municipal IDP   | <i>Yes / No</i>  | <b>N/A</b>                            |
| IDP reference number allocated to the project                                    | <i>The number reflected in your Municipal IDP document</i>   | <b>N/A</b>                            |
| <b>EPWP Details</b>  |  |                                       |
| EPWP Sector  | <i>The project is implemented in which sector? (Infrastructure, Environment &amp; culture, Non-state or Social)</i>                              | <b>Infrastructure</b>                 |
| EPWP Programme   | <i>The project is implemented under which programme?</i>   |                                       |
| EPWP Sub Programme   | <i>The project is implemented under which sub-programme?</i>   |                                       |

| EPWP BUSINESS FORM   |  |                                       |
|--|--|---------------------------------------|
| Field requested  | Description if needed  | Please complete the sections in white |
| <b>Project Details</b>   |  |                                       |
| Profile ID   | Generated by the system  |                                       |
| Project Name   | The name of the project  |                                       |
| Project Reference Number   | Contract number  |                                       |
| Project description  | Full description of what is happening in the project (as per the appointment letter) and the community benefiting from the project |                                       |
| <b>Duration</b>  |  |                                       |
| Project Start Date   |  |                                       |
| Project End Date   |  |                                       |
| Estimated Budget   | Project Budget   |                                       |
| <b>Project Location</b>  |  |                                       |
| Province   |  | EC                                    |
| District Municipality  | Under which District Municipality does this projects falls   |                                       |
| Local Municipality   | Under which Local Municipality does this projects falls  |                                       |
| Latitude (in decimal format)   | GPS coordinates  |                                       |
| Longitude (in decimal format)  |  |                                       |
| <b>Public Body Details</b>   |  |                                       |
| Public body sphere   | Such as Municipal or Provincial  | Municipal                             |
| Reporting public body that is the project owner (and will report on the project) | Which Department approved the project in (education, Health etc.)  |                                       |
| Department / Unit in the Public body that is responsible for the project         | Which Department budgeted for the project e.g. Education, Health Directorate   |                                       |
| Implementing public body type  | Example(Local Municipality, Distr. Mun or Provincial Dept.   | Municipal                             |
| Public body that will implement the project                                      | Infrastructure, Environment or Social  |                                       |
| Is this project on the Municipal IDP   | Municipal projects   | N/A                                   |
| IDP reference number allocated to the project                                    |  | N/A                                   |



| EPWP Details   |   |                |
|--|---|----------------|
| EPWP Sector  | <i>The project is implemented in which sector? (Infrastructure, Environment &amp; culture, Non-state or Social)</i>   | Infrastructure |
| EPWP programme                                       | <i>The project is implemented under which programme?</i>  |                |
| EPWP Sub Programme                                   | <i>The project is implemented under which sub-programme?</i>  |                |
| Budget Amount-(Allocations for the project duration) |   |                |
| Funding Body   | <i>Which Dept. is funding the project</i>   |                |
| Funding Year   | <i>Financial year/s for the project</i>   |                |
| Total Budget Amount                                  | <i>(Exclude Professional Fees)</i>  |                |
| Incentive Grant(e.g. landcare / EPWP grant)          | <i>Grant funding received</i>   |                |
| Total wages paid for the duration of the projects    | <i>What amount will be spent on wages during the duration of the project</i>  |                |
| Wage Rate  | <i>Daily Wage rate to be paid during productive work</i>  |                |
| Stipend Rate   | <i>Daily wage rate to be paid during training</i>   |                |
| UIF  | <i>The amount being paid to UIF (if applicable)</i>   |                |
| COIDA  | <i>The amount being paid to COIDA(if applicable)</i>  |                |
| Training   | <i>What amount will be spent on training</i>  |                |
| Administration                                       | <i>The Administration costs</i>   |                |
| Equipment and materials                              | <i>Budget for Materials and Equipment</i>   |                |
| Other  | <i>If other where chosen describe the other Such as Professional fees)</i>  |                |
| Describe other                                       |   |                |
| Project Outputs and Training                         |   |                |
| Planned Primary Output                               | <i>eg walkways, gabions, kerb * channel, km of road constructed</i>   |                |
| Description of Planned Primary Output                | <i>Describe the project output (end product and not the milestone) (e.g. kms of tar road constructed) Start with the unit of measure such as number of, kms, ha, sqms etc</i> |                |
| Unit of measure of primary output                    | <i>Eg. m, m<sup>2</sup>, m<sup>3</sup>, km, no, ha etc</i>  |                |
| Planned primary output quantity                      | <i>Specify the quantity of output planned</i>   |                |
| Number of persons to be trained                      | <i>How many persons are targeted for on job training</i>  |                |

| Contact person     |  |  |
|--------------------|--|--|
| Title              | Person responsible for the Project in the Public Body<br>(Project Manager) |  |
| Initials           |  |  |
| First Name         |  |  |
| Surname            |  |  |
| Email              |  |  |
| Tel (Office)       |  |  |
| Fax Number         |  |  |
| Cell Number        |  |  |
| Physical Address 1 |  |  |
| Physical Address 2 |  |  |
| Physical Address 3 |  |  |
| Physical Address 4 |  |  |
| Postal Address 1   |  |  |
| Postal Address 2   |  |  |
| Postal Address 3   |  |  |
| Postal Address 4   |  |  |
| Position of person |  |  |

## REHABILITATION OF CEDARVILLE INTERNAL STREETS

**Contract No: MATAT/2022/2023-41**

[illegible]

## REHABILITATION OF CEDARVILLE INTERNAL STREETS

**Contract No: MATAT/2022/2023-41**

[illegible]

| EPWP Monthly Progress Form  |  |                                       |
|---|--|---------------------------------------|
| Field requested   | Description if needed  | Please complete the sections in white |
| <b>Project Details</b>  |  |                                       |
| Profile ID  | full descripton of what is happening in the project (as per the appointment letter) and the community benefiting from the project                                      |                                       |
| Project Name  | The name of the project  |                                       |
| Project Reference Number  | Contract number  |                                       |
| Project description   | Full descripton of what is happening in the project (as per the appointment letter) and the community benefiting from the project                                      |                                       |
| <b>Month</b>  |  |                                       |
| Reporting Month   |  | April                                 |
| <b>Budget Expenditure</b>   |  |                                       |
| Cumulative Expenditure Amount   | What is the Overall amount spend on this project?  |                                       |
| Current Expenditure Amount  | What is the amount spend including all grants for this month?  |                                       |
| Wages   | How much paid on wages for this month only?  |                                       |
| UIF   | How much paid on UIF for this month only?  |                                       |
| COIDA   | How much paid on COIDA for this month only?  |                                       |
| Stipends for training   | Amount paid to participants whilst on training (this month only)   |                                       |
| Amount spent on service providers for training  | How much paid to service providers for training for this month only?   |                                       |
| Training  | Total Cost of training for this month? (number captured on ERS)  |                                       |
| Administration  | How much paid on administration for this month only?   |                                       |
| Equipment and materials   | How much paid on equipment and materials for this month only?  |                                       |
| Other   | How much paid on other?  |                                       |
| Describe other  | Be specific e.g. Consulting fees, Transport etc.   |                                       |
| Project output description  | Describe the project output (end product and not the milestone) (e.g. kms of tar road constructed) Start with the unit of measure such as number of, kms, ha, sqms etc |                                       |
| Unit of measure of primary output   | Eg. m, m <sup>2</sup> , m <sup>3</sup> , km, no, ha etc  |                                       |
| Cumulative primary output achieved  | Since the onset of the project   |                                       |
| Quantity Achieved   | enter numeric output for this month only   |                                       |
| Percentage achieved   | How much work done / achieved in percentages?  |                                       |
| <b>EPWP Branding</b>  |  |                                       |
| Branding compliant  | Yes / No   |                                       |
| Date that the branding was provided   | When was the project branded?  |                                       |
| Has a photo of project branding been provided?  | Yes / No   |                                       |
| First name of Official Who Branded Project  | Official Name  |                                       |
| Surname of Official Who Branded Project   | Official Surname   |                                       |
| Phone number of official who erected branding for the project   | Official contact number  |                                       |
| Give the public body reference and name, and organisational details of the person that provided branding. | Public body details ( reference & name)  |                                       |

| First Name | Initials | Surname | ID number | Date Of Birth | Wage Rate | Total Paid Days | Amount Paid | Work Days | Training Days Paid | Training Days Non Paid | Total Training Days | Training Course ID | Project Profile ID | Month | Year | Beneficiary Code |
|------------|----------|---------|-----------|---------------|-----------|-----------------|-------------|-----------|--------------------|------------------------|---------------------|--------------------|--------------------|-------|------|------------------|
|            |          |         |           |               |           |                 |             |           |                    |                        |                     |                    |                    |       |      |                  |
|            |          |         |           |               |           |                 |             |           |                    |                        |                     |                    |                    |       |      |                  |
|            |          |         |           |               |           |                 |             |           |                    |                        |                     |                    |                    |       |      |                  |
|            |          |         |           |               |           |                 |             |           |                    |                        |                     |                    |                    |       |      |                  |
|            |          |         |           |               |           |                 |             |           |                    |                        |                     |                    |                    |       |      |                  |
|            |          |         |           |               |           |                 |             |           |                    |                        |                     |                    |                    |       |      |                  |
|            |          |         |           |               |           |                 |             |           |                    |                        |                     |                    |                    |       |      |                  |
|            |          |         |           |               |           |                 |             |           |                    |                        |                     |                    |                    |       |      |                  |
|            |          |         |           |               |           |                 |             |           |                    |                        |                     |                    |                    |       |      |                  |
|            |          |         |           |               |           |                 |             |           |                    |                        |                     |                    |                    |       |      |                  |
|            |          |         |           |               |           |                 |             |           |                    |                        |                     |                    |                    |       |      |                  |

**C4: SITE INFORMATION**

| <b><u>TABLE OF CONTENTS</u></b>                         | <b>Page</b> |
|---|-------------|
| <b>C4.1 LOCALITY PLANS .....</b>                        | <b>C67</b>  |
| <b>C4.2 EXAMPLE OF CONTRACT SIGNBOARD DETAILS .....</b> | <b>C68</b>  |
| <b>C4.3 DRAWINGS .....</b>                              | <b>C69</b>  |

**C4.1 LOCALITY PLANS**



**C4.2 EXAMPLE OF CONTRACT SIGNBOARD DETAILS**

**C4.3 DRAWINGS**