

(13) SPECIFICATION - T4 GENERAL TRUCK HYDRAULICS

SERVICING, DIAGNOSTIC TESTING, FAULT FINDING AND REPAIRS (HYDRAULIC AND STRUCTURAL) OF THE CITY OF CAPE TOWNS FLEET OF TIP TRUCKS, HOOK LIFTS, SKIP LOADERS, SIDE LOADERS, ROLL BACKS AND SIMILAR FLEET ASSETS.

1. INTRODUCTION TO TENDER

- 1.1. This tender calls for all current and emerging service providers to be part of a panel interested in providing periodic servicing, diagnostic testing, fault finding and repairs (hydraulic and structural) of the City of Cape Town's fleet of tip trucks, hook lifts, skip loaders, side loaders, roll backs and similar.
- 1.2. The City of Cape Town has a fleet of approximately 220 trucks fitted with hydraulic power packs. The size of the fleet described in T4 – A may fluctuate as vehicles are commissioned or decommissioned.
- 1.3. All tender documents as well as all supportive technical literature must be submitted on a suitably sized USB flash drive with the tender submission or upon written request.

**2. FLEET ASSETS UNDER REPAIR
GENERAL TRUCK HYDRAULICS**

Tipper trucks, Hook lifts, Skip loaders, Sider loaders, Roll backs.

The above trucks will be referred to as fleet assets in the text below.

3. PRIMARY SCOPE OF WORK

- 3.1. The work required of service providers in terms of technical specification T4 encompasses the installed hydraulic power pack and related equipment as well as the supporting steel structures to which the hydraulic equipment is attached.
- 3.2. The above-mentioned fleet assets need periodic and ad-hoc maintenance interventions i.e. dealing with scheduled services, hydraulic statutory inspections, diagnostic testing, fault finding, repairs, maintenance and breakdowns.
- 3.3. It will be required that service providers examine the list of assets in Addendum T4 - A and then select those which match his / her area of expertise.
- 3.4. The approved service providers forming part of this panel will be asked to perform such interventions either at his / her place of business as in the case of scheduled or periodic maintenance, or on site when dealing with breakdowns.
- 3.5. The service providers must be able to provide a complete range of maintenance interventions for the selected City of Cape Town's Fleet Assets. The periodic service schedule is as per (but not limited to) the typical servicing schedules indicated in Addendum T4 – F GENERAL HYDRAULICS INSPECTION
- 3.6. The service schedules or any updated amendments to such schedules will need to be aligned with the make and model of the fleet asset to be serviced, thus ensuring compliance to the OEM requirements.

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- 3.7. Service providers may however form strategic partnerships with competent sub-contractors to assist with the scope and diverse locations over which the services required by this tender need to be provided. The service provider will however be held responsible and accountable for all technical and safety standards and regulations.
- 3.8. Any additional Service offering that can be offered by the service provider during the tenure of the contract must be communicated to the City of Cape Town. The City of Cape Town reserves the right to verify such services by means of an assessment.
- 3.9. The service providers who offer on-road breakdown services are to note the requirements of the service vans as stated in clause 5.10.
- 3.10. Fleet assets, accessories and associated equipment that are covered by an existing warranty with the Primary Tenderer, service plan or contract applicable to sub-contractors of the Primary Tenderer will be managed in terms of the agreements with the companies responsible where applicable.

4. **APPLICABLE STANDARDS**
 All service providers must comply with all the applicable standards and legal requirements pertaining to their enterprise. The latest version or amendments thereof supersedes the standards or equivalent standards applicable to this specification: -

SANS 12944-1 Corrosion protection of steel structures
 ISO 4406 Hydraulic oil cleanliness level
 SANS 1700 Fasteners – Hi Strength Structural
 SANS 10044-2 Code of practice for welding
 The Occupational Health and Safety Act of 1983
 National Road Traffic Act No. 93 of 1996
 Environmental Regulations of 1987
 National Environmental Management Waste Act of 2008
 Environmental Conservation Act 73 of 1989
 Air Quality Management By-Law, 2016
 Wastewater and Industrial Effluent By-Law 2013
 SANS 10400: The application of the National Building Regulations (NBR)

4.1. **Hydraulic Oil Standard and Procedures**

Service Providers must refer to Addendum A Sections 4, 5 and 6.

The successful Service Providers will be expected to ensure conformance to the standards as set in ISO 4406 as well as the requirements and control measure stated in Addendum A.

The City of Cape Town Fleet departments are aware of the current industry methods of material handling and storage of Hydraulic Oil. Successful Tenderers will be required to ensure full compliance to Hydraulic Oil maintenance as well as quality levels. Purchase Orders will not be issued to Service Providers found to be in contravention as well as liable for all costs associated with the impacted equipment.

5. **GENERAL REQUIREMENTS FOR THIS TENDER**
 5.1. **COMPANY PROFILE**

A comprehensive company profile document will be required wherein is clearly stated: -

- 5.1.1. The company's mission statement detailing the company's commitment to Health and Safety, the Environment, Quality and strategies to ensure surrounding a high level of product knowledge required by its core of technical maintenance staff.

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- 5.1.2. the service providers core business
- 5.1.3. An outline of the maintenance and repair of equipment similar to that required by this specification.
- 5.1.4. Key clients with description of major work undertaken for such clients.
- 5.2. **STAFF COMPETENCIES**
- 5.2.1. It is expected that technical staff (artisans and skilled workers) involved in the repair and maintenance of the type of fleet asset described in tender specification T4 must have had the necessary OEM in house product training and retraining and have applied that body of knowledge and acquired artisanal skills (in the case of skilled workers), extensively and successfully in the maintenance and repair of such equipment over a period of years in the service providers workshop.
- 5.2.2. All technical staff (artisans and semi-skilled) must have access to all the necessary industry standard proprietary workshop tools and equipment in order to fulfil the requirements of this technical specification for: -
- 5.2.2.1. Hydraulic equipment maintenance repair procedures
- 5.2.2.2. General structural engineering repair procedures
- 5.2.2.3. Steel corrosion protection / coating procedures
- 5.2.2.4. Addendum A and Addendum B has reference.
- 5.2.3. The service provider is to list all technical staff (artisans and semi-skilled) used in the repair, maintenance and diagnostics of the type of equipment scoped in this tender in Addendum T4 - C STAFF DETAILS AND COMPETENCIES
- 5.2.4. Documents in support i.e. qualifications, in-house product specific training and workshops attended will be required by the City of Cape Town during the evaluation phase of this tender.
- 5.3. **BUSINESS LOCATION AND ZONING**
- The requirements of the City of Cape Town Zoning Scheme Regulations of September 2012 applies in this instance.
Geographical representation of the City of Cape Town boundaries:
<https://citymaps.capetown.gov.za/EGISViewer/>
- 5.3.1. The workshop premises must be within the geographical boundaries of the City of Cape Town and it must be zoned for business activities in terms of the relevant by-laws of the City of Cape Town. The City of Cape Town will require a zoning certificate or a letter / e mail of application for such zoning and the latest municipal rates account for verification purposes or a Sworn Affidavit that they are appropriately zoned.
- 5.3.2. Service Providers who want to operate in a business zone which is not aligned to the scope of work in T4 must request dispensation from the City of Cape Town to operate their business. The City of Cape Town will require written evidence any such dispensation.
- 5.3.3. A zoning certificate may be obtained from the City of Cape Town's Department of Planning and Building Development Management department. Contact information per area is contained here:
<http://www.mbawc.org.za/images/files/City%20of%20Cape%20Town%281%29.pdf>
- The City of Cape Town contact details for zoning is in Addendum I
- 5.4. **BARGAINING COUNCIL**

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- 5.4.1. Service providers must be registered with the appropriate bargaining council pertaining to the type of work being undertaken in this tender, such as MEIBC: "The Metal and Engineering Industry Bargaining Council". Main Agreement Part 1 Conditions of Employment clause 1: Scope of Application of Agreement refers.
- 5.4.2. A registration certificate or a letter of intent / email written to the Bargaining Council concerned regarding registration will be required by the City of Cape Town during the evaluation period of this tender. All successful Tenderers must be registered at commencement of contract. Purchase Order's will only be issued once registration has been confirmed.
- 5.5. HEALTH AND SAFETY PLAN**
- 5.5.1. Service Providers shall be expected to comply with all relevant health and safety laws and regulations in the execution of any work as scoped by technical specification T4 and as committed to by his / her signature in Schedule 9.
(See Addendum E HEALTH AND SAFETY COMPLIANCE CHECKLIST)
- 5.5.2. The service provider shall be expected to submit a Health and Safety Plan containing :-
- 5.5.2.1. A base line in-house risk assessment of his activities
(See Addendum J RISK ASSESSMENT AND ACTION PLAN SAMPLE)
- 5.5.2.2. An action plan to mitigate such risks identified
(See Addendum J RISK ASSESSMENT AND ACTION PLAN SAMPLE)
- 5.5.2.3. A Health and Safety Policy document indicating senior management's commitment to Health and Safety.
(See Addendum O SAMPLE HEALTH AND SAFETY POLICY)
- 5.5.3. The Health and Safety Plan will be required by the City of Cape Town from the commencement of contract or during the tenure of the contract as and when required.
- 5.6. ENVIRONMENTAL POLICY**
- 5.6.1. The service provider must have adequate measures in place to deal with waste streams generated in their work processes.
- 5.6.2. The service provider shall, where there is none, compile an Environmental Policy statement showing senior management's commitment to the protection of their environment. A sample Environmental Policy is in Addendum O
- 5.6.3. The Environmental Policy document will be required by the City of Cape Town from the commencement of contract or during the tenure of the contract as and when required.
- 5.7. DISCHARGE OF INDUSTRIAL EFFLUENT AND REGISTRATION AS WASTE GENERATOR**
- 5.7.1. The tenderer shall have the necessary permissions from the City of Cape Town for the generation of waste in the course of business activities if he / she produces more than 20kg per day of hazardous waste. i.e. be registered as a Waste Generator.
- 5.7.2. Hazardous substances i.e. waste oils, workshop waste materials, chemicals, fluids and solvents etc. in use in their work processes in house and on-site calls shall be collected in leak free, clearly marked proprietary containers, safely stored and shall be safely disposed of. In this regard the service provider is to Complete Addendum T4 - I indicating the City of Cape Town approved waste disposal companies used.
Complete Addendum T4 - I indicating the City of Cape Town approved waste disposal companies used.

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- 5.7.3. All hazardous chemicals shall have Material Safety Data Sheets readily available.
- 5.7.4. The City of Cape Town may during the tenure of the contract request the panel member to provide the latest waste disposal certificates from the companies indicated.
- 5.7.5. Service Providers who discharge effluent into sewers or any waste water system as part of their business processes must have the necessary permits from the City of Cape Town to do so and must have an effluent treatment facility to ensure that the effluent so discharged is within specifications for acceptance by the sewer system.
- 5.7.6. If it is noted by the assessors that serious environmental violations are present in the workshop such as but not limited to untreated oil contaminated water / hazardous substances flowing into the storm water drains and sewer, the service provider, over and above the actions which could be taken by the City of Cape Town in terms of Clause 4 (2) (Protection of Municipal Sewers) of the Waste Water and Industrial Effluent Act, shall be declared non-responsive in terms of this tender or work will immediately be suspended until remedial actions have instituted and verified by the designated authorities.
- 5.7.7. If during the tenure of the tender, cases of environmental regulation contraventions are observed, work will be suspended until such contraventions have been cleared to the satisfaction of the City of Cape Town and in accordance with the relevant environmental standards and by laws.
- 5.7.8. The application to discharge effluent permit forms may be downloaded at <https://resource.capetown.gov.za/documentcentre/Documents/Forms,%20notices,%20tariffs%20and%20lists/Application%20discharge%20industrial%20effluent%20to%20municipal%20system.pdf>
- 5.7.9. The application forms to register as a waste generator may be downloaded at <https://resource.capetown.gov.za/documentcentre/Documents/Forms,%20notices,%20tariffs%20and%20lists/Waste%20Generator%20Application%20Form.pdf>. Addendum K refers in this regard
- 5.7.10. The service provider's registration documents as a waste generator as well the effluent permits will be required by the City of Cape Town from the commencement of contract or during the tenure of the contract as and when required.
- 5.8. **QUALITY MANAGEMENT STANDARDS - MINIMUM REQUIREMENTS**
- 5.8.1. It is required that the service provider has a functioning quality management system based on generally accepted South African industry standard practices.

A guide on basic quality standards is given for information in Addendum M QUALITY MANAGEMENT GUIDE

The service provider's quality system must include:

- 5.8.1.1. An efficient communication system (telephones / fax machines)
- 5.8.1.2. An electronic storage system for bills of materials, technical data, job cards, parts etc.
- 5.8.1.3. An efficient materials / parts ordering system and store.
- 5.8.1.4. The service provider shall use means such as log books, registers and planning boards for scheduling and monitoring work orders.
- 5.8.1.5. Bills of materials, replacement parts list for all fleet assets tendered for shall be available or accessible in hard or electronic format.
- 5.8.1.6. Appropriate technical specifications shall be available on the workshop floor in hard or electronic format.

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- 5.8.1.7. A system to record all maintenance done on the City of Cape Town's fleet assets shall be provided and maintained for at least 5 years. Such information shall be easily traceable.
- 5.8.1.8. A proprietary accounting system shall be used to generate invoices and shall have a financial reporting facility. Addendum F shows a typical sample invoice.
- 5.8.2. **QUALITY MANAGEMENT POLICY**
- 5.8.2.1. The service provider must, where there is none, draft a Quality Management Policy outlining the service provider's quality objectives and commitment to continual improvement of his / her business processes. A sample of such a document is in Addendum N.
- 5.8.2.2. The Quality Management Policy document will be required by the City of Cape Town from the commencement of contract or during the tenure of the contract as and when required
- 5.9. **Workshop Facility Requirements**
- 5.9.1. Any Service Provider interested in providing the scope of work specified (local or those based in other provinces) will be permitted time to establish a fully equipped workshop inclusive of skilled staff, tools and equipment etc. within 90 days, within the geographical boundaries of the City of Cape Town.
- 5.9.2. The City of Cape Town reserves the right to inspect the tenderers premises at any time if one has been submitted with the tender submission or within the Ninety days (90 days) permitted from commencement of contract.
- 5.9.2.1. Failure to comply with the technical specifications with regards to the workshop contained in this tender can result in the contract being cancelled.
- 5.9.2.2. A actual site plan for established workshops and a typical site plan for those still to be established, will be required by the City of Cape Town during the evaluation period of this tender.
- 5.9.3. **ADEQUATE SECURE PARKING**
- 5.9.3.1. The service provider's premises must be able to accommodate the City of Cape Town's fleet assets with adequate **SECURE** parking in an enclosed secure environment under their control.
- 5.9.3.2. The City of Cape Town's vehicles shall be handled in such a way to prevent damage and theft during maintenance procedures.
- 5.9.3.3. Fleet assets shall be held in a lockable, secure building or yard after hours. The fleet asset remotes and ignition keys shall be kept in safe custody at all times.
- 5.9.4. **PREMISES SECURITY**
- 5.9.4.1. The service provider's workshop premises and parking area should have appropriate security measures in place in order to mitigate current and future risks during the tenure of the contract i.e. vandalism and property theft. The use of alarms with an armed response link is the preferred method.
- 5.9.4.2. If the assessors find that the security measures are inadequate to mitigate the current risks, it will be expected of the service provider to upgrade accordingly before any Purchase Order will be issued.

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- 5.9.4.3. A copy of the contract between the security company and the service provider will be required by the City of Cape Town if applicable.
- 5.9.5. **WORKSHOP – FULLY ENCLOSED**
Service providers must have a fully enclosed, fully equipped workshop with adequate propriety equipment, fully equipped workbenches, artisan / skilled worker tools and access to the necessary technical standards, manuals and specifications to undertake the full range of repairs and maintenance required by this tender.
- 5.9.6. **WORKSHOP - STATUTORY REQUIREMENTS**
The workshop is to comply fully with statutory requirements as well as having: -
- 5.9.6.1. A fire risk survey certificate
- 5.9.6.2. An electrical compliance certificate.
- 5.9.6.3. The Fire Risk Survey Certificate and Electrical Certificate of Compliance must be supplied as and when requested by the City of Cape Town.
- 5.9.7. **WORKSHOP - DIMENSIONS**
The service provider's workshop(s) must be of sufficient dimension to accommodate the access, maintenance and testing procedures associated with the make / model of the vehicles scoped in this tender.
- 5.9.8. **WORKSHOP – LAYOUT**
The workshop layout must be in accordance with South African safe working practices and applicable codes of practice and shall have areas set aside for the various work processes such as: -
- 5.9.8.1. Receiving, pre inspection, final inspection area.
- 5.9.8.2. Cleaning / wash area
- 5.9.8.3. Major servicing area
- 5.9.8.4. General engineering work (metal cutting, lathe work, welding work etc.)
- 5.9.8.5. Raw materials / steel storage area
- 5.9.8.6. Hydraulic repairs – general repairs
- 5.9.8.7. If applicable: Hydraulic repairs – close tolerance work (Clean room required)
- 5.9.8.8. Spray painting area
- 5.9.8.9. Spare parts store
- 5.9.8.10. Bunded oils store
- 5.9.8.11. Tool store
- 5.9.8.12. Hazardous waste storage
- 5.9.8.13. Waste oil bin
- 5.9.9. **MAINTENANCE SPARES STORE**
- 5.9.9.1. The service provider is to ensure spares availability in support of optimum turnaround times of the equipment serviced / repaired.
- 5.9.9.2. The City of Cape Town requires that fleet assets undergoing routine maintenance are not out of service for lengthy periods of time waiting for essential / fast moving spares.
- 5.9.9.3. Discussions will be held with service providers regarding acceptable waiting periods for essential and major spares which then will be entered as key performance indicators against which the service provider will be measured.

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- 5.9.10. **WORKSHOP - PERSONAL PROTECTIVE EQUIPMENT**
All work on fleet assets in the bays i.e. cutting, grinding and welding must be executed with the requirements of the General Safety Regulations i.e. the use of PPE and protective screens where necessary is mandatory.
- 5.9.11. **WORKSHOP - GENERAL HYDRAULIC WORK AREA**
- 5.9.11.1. Any hydraulic repair work shall be undertaken in an area apart from the general engineering section where steel cutting, grinding or welding activities is done.
- 5.9.11.2. All hydraulic repairs done in this area are to be undertaken to OEM standards and procedures and accepted general engineering Codes of Practice.
- 5.9.11.3. All major hydraulic cylinder repairs requiring disassembly, repair and assembly must incorporate a cylinder condition report which shows the status of the cylinder components and repair procedures recommended. Such documentation is to be attached to the quotation sent to the City of Cape Town. Refer to Addendum A for basic hydraulic repair procedures.
- 5.9.12. **WORKSHOP - HYDRAULIC CLEAN ROOM (if Applicable)**
- 5.9.12.1. All repairs to close tolerance hydraulic equipment such as hydraulic pumps, proportional valves, actuators and valve banks must be done in a clean room set apart from general engineering activities.
- 5.9.12.2. All major hydraulic repairs done in house to hydraulic cylinders, hydraulic pumps, proportional valves, actuators and valve banks must undergo testing on a suitable hydraulic test bench to verify conformance to OEM standards. Tenderers will be expected to submit calibration certificates, in this regard.
- 5.9.12.3. All such repairs must incorporate a condition report which shows the status of the components and repair procedures recommended. Such documentation is to be attached to the quotation sent to the City of Cape Town. Refer to Addendum A 3.7
- 5.9.12.4. Where no such facility is available in house, a competent sub-contractor may be used for these functions. The company profile brochures of such key sub-contractors must be supplied on request from the City of Cape Town.
- 5.9.13. **WORKSHOP - INDUSTRY STANDARD FLOOR**
- 5.9.13.1. It is a requirement that any maintenance activities be carried out on an industry standard concrete floor able to prevent oil spillage soaking into the ground and meeting the requirements of the National Building Regulations, SANS 10400 and SANS 1019 -1,2 Latest. The workshop flooring must be capable of withstanding the mass of the trucks.
- 5.9.13.2. Spill containment measures must be in place i.e. conveniently located spill kits are to be available.
- 5.9.13.3. The independent assessors which include industry experts will verify compliance to the applicable standards. Minor deviations identified will be transferred to the ADDENDUM D SUPPLIER DEVELOPMENT SCHEDULE with specified time frames during which the non-compliance identified need to be successfully addressed. Major non-compliances in this regard may render the tenderers submission non-responsive.

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5.9.14. **WORKSHOP - FIRE PROTECTION**

5.9.14.1. Fire extinguishers must be installed at suitable areas in the workshop as a minimum requirement. Fire equipment is to be regularly serviced and certified as per statutory requirements.

5.9.14.2. If the assessors find that the fire protection measures are inadequate to mitigate the current risks, it will be expected of the service provider to upgrade accordingly before a Purchase Order may be issued.

5.10. **FIELD SERVICE VEHICLES**

5.10.1. It is expected that the service provider will have at least one fully equipped, roadworthy, adequately sized and properly branded panel van's or light delivery vehicle's suitable for field service work for the duration of this contract (field service vehicle may be owned and registered in the tenderers name, or have a leasing contract in place or have a contract in place with a competent sub-contractor for the provision of field services. In this regard, the tenderer must submit the pro-forma agreement or SLA with the sub-contracting party.

5.10.2. It is expected that the service provider's field service vehicle be sufficiently equipped as per the list (but not limited to) in Addendum T4 – E FIELD SERVICE VEHICLES

5.10.3. The field service vehicle may be owned and registered in the tenderers name, or have a leasing contract in place.

5.10.4. It is the tenderers responsibility to adjust field servicing capacity to meet the operational requirements of the City of Cape Town.

5.10.5. The company branding on the field service vehicles must be non-offensive to the public and must comply with the Code of Advertising Practice as required by the Advertising Standards Authority of South Africa. These vehicles are to be easily identifiable.

5.10.6. Staff manning such field service vehicles are to be provided with neat, presentable overalls (company branded) and to enforce that personal protective equipment is issued and used by the field service staff.

5.10.7. A valid vehicle registration certificate (if owned) or the leasing agreement or letter of intent of such leasing agreement and / or proof of a contract of such field services will be required by the City of Cape Town during the evaluation period of this tender.

5.11. **DRIVERS LICENCE**

The service provider is to ensure that all staff operating the City of Cape Town's vehicles for maintenance intervention purposes are in possession of valid relevant licences, certifications and City of Cape Town-issued driver tags.

6. **GENERAL OPERATIONAL PROCEDURES IN CONTRACT**

6.1. **NO IMPOSITION OF ANY OBLIGATIONS ON THE CITY OF CAPE TOWN**

The acceptance of service providers onto the panel in terms of this tender will not impose any obligation on the City of Cape Town to make use of the goods and services provided by such panel members nor is there any guarantee of service provider exclusivity as far as work allocation is concerned.

6.2. **AUTHORIZATION OF WORK**

Any work must be authorised by the designated City of Cape Town official and upon receipt of an official Purchase Order, prior to the commencement of the work.

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6.3. WORK ALLOCATION

6.3.1. When maintenance interventions are required, a panel member will be selected to perform such interventions. In this regard the City of Cape Town will consider the service provider's.

6.3.1.1. Vendor location closest to the point of need.

6.3.1.2. Specialist expertise in the required work.

6.3.1.3. Capacity to do such work at the time of need.

6.3.1.4. Work related to warranty conditions.

6.3.2. The amount of work allocated will vary according to operational requirements and at the sole discretion of the City of Cape Town.

6.4. ALTERNATIVE SERVICE PROVIDERS

6.4.1. The City of Cape Town reserves the right to utilise other processes, alternative service providers or contracts in the event that the scope or volume of work as outlined in this contract cannot be fulfilled by panel members.

6.4.2. If the total cost of the work as well as the included buyout price is not considered to be fair and reasonable by the designated city official and consensus to reduce the total price cannot be reached with the service provider concerned, the City of Cape Town then reserves the right to acquire such goods and services using fleet business processes / other SCM mechanisms.

6.5. WORK PERFORMANCE MONITORING

All work allocated will be subject to performance management. See section 13 "SERVICE PROVIDER PERFORMANCE MONITORING KPI"

6.6. PLANNED SERVICES

6.6.1. The routine services must conform to OEM service schedules for the specific make and model of the equipment outlined in this tender.

6.6.2. Typical periodic service schedules required are depicted in Addendum T4-F

6.6.3. The servicing lead times for various OEM service types (minor, intermediate or major services) will be fixed in consultation with the service providers at commencement of the tender.

6.7. OUTSOURCING / SUB-CONTRACTING

6.7.1. Service providers may however not sub-contract the PRIMARY scope of work as is outlined in this tender.

6.7.2. The service provider may appoint sub-contractors for specialist work such as line boring and major hydraulic repairs i.e. cylinder repairs requiring hard chroming or repairs to hydraulic pumps, valve bank actuators and similar for which a handling fee of 8% on gross invoiced price may be charged to the City of Cape Town.

6.7.3. The use of outsourced services in no way reduces the liability or obligations of the service providers in terms of this tender.

6.7.4. Service Providers shall underwrite any warranties of outsourced services used in the execution of the scope of work.

6.7.5. The Service Provider and all sub-contractors utilised during the contract period must make their business premises accessible for site inspections. Access must be given within 5 working days of request to perform routine inspections.

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- 6.7.6. The service provider is to ensure that subcontractors comply with the requirements of this tender particularly as regards the standard and quality of goods and services requested. The service provider will be accountable for any deviations.
- 6.7.7. If deviations are noted during the tenure of the contract, the City of Cape Town reserves the right to suspend work until remedial action has been taken by the sub-contractor.
- 6.8. **BREAKDOWN AND REACTIVE MAINTENANCE REPAIRS**
The selected panel member will be requested to perform the following maintenance interventions as and when operational needs dictate:
- 6.8.1. **MINOR BREAKDOWNS**
For fleet assets requiring diagnostic testing, fault finding and repair work and which can be done at the specific operational site where the vehicle hydraulics system has broken down.
- 6.8.2. **MAJOR BREAKDOWNS**
Fleet items will be recovered to depots/workshops (City of Cape Town's workshop or the service providers workshop where diagnostic testing, fault finding and repair work may be required)) as instructed by designated City of Cape Town officials on standby.
- 6.8.3. **MAJOR REPAIRS**
- 6.8.3.1. The City of Cape Town's technical team shall be approached for approval of any proposals made by the service provider for alterations, modifications and major repairs.
- 6.8.3.2. Any major structural repairs to the fleet assets affecting the integrity of the load path structures must be signed off by a certified engineer. All documentary proof of such proposed repairs are to be sent to the designated City of Cape Town official.
- 6.8.3.3. Any non OEM spare parts used in the load path structure maintenance must be supported by a certified engineer's report utilizing industry standard safety factors prior to the commencement of the repair for approval by the designated City of Cape Town official.
- 6.8.3.4. Local manufacture of OEM components must utilize: -
1. OEM technical specifications
 2. The manufacture of the replacement part needs to provide proof of conformance to the OEM technical specifications.
- 6.9. **INSPECTION – PRE / FINAL:**
- 6.9.1. The trucks are required to be inspected and findings documented by the service provider on a pre-work inspection sheet upon receipt of the truck. A final inspection is to be done after maintenance interventions have been performed. Failure to comply will result in service providers being held liable for any damages or losses incurred.
- 6.9.2. Service providers are to note any truck defects becoming evident in the final inspection which could impact on the roadworthiness of the truck and to bring that to the attention of the City of Cape Towns designated official.
- 6.10. **DOCUMENTATION TO BE SUBMITTED WITH INVOICE:**
Documentation related to maintenance interventions carried out i.e. pre and post inspection sheets and job cards must be submitted to the various fleet departments with invoice. This shall form part of the vehicle history which shall be stored by the service provider for a minimum of 5 years.

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6.11. **COMPANY BRANDING**

No company branding is permitted to be placed on City of Cape Town vehicles after any maintenance interventions.

6.12. **SERVICE PROVIDERS RESOURCES**

It is the tenderers responsibility to adjust his / her resources to meet the operational requirements of the City of Cape Town.

6.13. **WARRANTY ON REPAIRS AND MAINTENANCE**

6.13.1. The City of Cape Town will only accept a minimum of 12 months' warranty on workmanship, corrosion protection and parts from the day the vehicle was collected or delivered. Fair wear and tear, misuse and accidental damage is excluded when proven to be so. Warranty claims will be allocated to the service provider who performed the initial work.

The existing companies' warranty terms and conditions are not applicable to this tender unless they are more favourable than the stipulated warranties listed above

6.13.2. As regards to a breakdown due to the failure of goods and or services supplied by a service provider under warranty, the salvaging cost will be charged to the service provider if it is proved that the failure of such goods or services supplied was the root cause of the breakdown.

7. **THE SERVICE PROVIDER'S OBLIGATIONS IN CONTRACT**

Successful panel members should adhere to the following items in contract

7.1. **SUPPLY CHAIN MANAGEMENT COMPLIANCE**

The service provider must ensure that he / she continuously meets all SCM requirements during the tenure of the contract. It must be noted that no purchase orders for work can be placed with a service provider who fails to comply with this requirement.

7.2. **CHANGE IN SERVICE PROVIDERS CAPABILITY IN CONTRACT**

7.2.1. During the tenure of the contract, any changes in the capability of the service provider to work on different asset types other than those submitted in this tender, must be submitted for consideration and possible acceptance by the City of Cape Town.

7.2.2. The City of Cape Town reserves the right to validate such offerings by means of an assessment as a prerequisite to acceptance onto the service provider's initial service offering.

7.3. **INSURANCE RISK COMPLIANCE**

7.3.1. The service provider is to take note of the requirements of clause 11 (a) - (g) of the Special Conditions of Contract regarding Insurance.

7.3.2. The service providers with assistance of his / her broker is to clearly cross reference the requirements of Clause 11 (a) - (g) of the Special Conditions of Contract against the clauses of the "all risks" policies held by the service provider to enable proper evaluation of compliance in this regard.

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8. **SERVICE PROVIDERS DEVELOPMENT IN CONTRACT**
- 8.1. **CONTINUOUS IMPROVEMENT**
- 8.1.1. It is an expectation of this tender that Service Providers participating in the panel tenders be actively involved in pursuing the statutory and legal compliance of his / her enterprise, the upliftment / development of their staff, equipment and facilities as well as the quality levels of supplied services to the City of Cape Town. See ADDENDUM D - SUPPLIER DEVELOPMENT SCHEDULE (SAMPLE)
- 8.1.2. The City of Cape Town reserves the right to conduct ad-hoc assessments during the tenure of the contract to monitor such progress. If any negligence to statutory conformance, gross misconduct as per the OHAS Act, Environmental Act and Building regulatory Act and poor performance as per the guidelines set out in this specification as well as the ADDENDUM D - SUPPLIER DEVELOPMENT SCHEDULE (SAMPLE), Work will not be allocated until remedial actions have been instituted based on the severity of the findings and proof has been submitted and accepted by the City of Cape town designated representatives.
- 8.2. **STAFF DEVELOPMENT**
- This requirement needs to be viewed in the light of the sophistication of the City of Cape Town fleet installed equipment as well as ensuring accountability for the scope of repairs performed. Staff so skilled will ensure that the appropriate skills and competencies gained, as required by the OEM, are being utilised to perform the services requested. This will minimise the risk of damage to equipment and possible liability claims against the City of Cape Town that may arise as a result of inadequate skills and competencies of the service provider's staff performing the scope of the work.
- 8.2.1. **TECHNICAL SKILLS MATRIX (TSM)**
- 8.2.1.1. It is expected that the service provider where there is none, compiles a Technical Skills Matrix which is a needs analysis covering the relevant competency areas required by the OEM and indicate areas of compliance per employee.
- 8.2.1.2. The training needs identified in the TSM need to be transferred to the service providers annual Technical / Product Training Planner (PTP) for the scheduling of the necessary training courses.
- 8.2.1.3. The TSM plus the training schedule may be monitored during the tenure of the contract if/when adhoc inspections occur. Service Providers are expected to ensure that all staff meet the skills needed for the work allocated to them.
- 8.2.1.4. A basic guide to compiling a Technical Skills Matrix can be found in Addendum R. Any items / areas omitted deemed essential to conform to the OHSAS and /or the requirements of the OEM design engineer's maintenance standards needs to be added.
- 8.2.1.5. The Technical Skills Matrix as well as the training schedule needs to be formally authorised by the Service Providers designated authority representing the company.
- 8.2.1.6. **Technical Short Courses**
- It is required that the employees identified as requiring training in the TSM be sent for training / upskilling in relevant areas i.e. hydraulics, structural repairs, diagnostics for the purposes of formal certification of their skills and to meet the scope of work offered for this tender.

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8.2.1.7. **Training Institutions**

For the service provider's convenience, a list of training institutions offering short courses in hydraulic repairs and maintenance is listed in Addendum A clause 8 as well links for business improvement assistance in Addendum Q. Such skilled workers could eventually enrol into in an ARPL (Artisan of Prior Learning) programme once the qualifying criteria has been met. This will be entered into the ADDENDUM D - SUPPLIER DEVELOPMENT SCHEDULE

- 8.2.1.8. The TSM is not to be construed with the Workplace Skills Plan required by the Skills Development Act although elements of the Technical Training Schedule (TTS) can be incorporated into the service providers formal Workplace Skills Plan.

9.

SERVICE PROVIDER PERFORMANCE MONITORING KPI IN CONTRACT

The Service Provider may be measured through the means of Key Performance Areas (KPA). See Addendum C. Overall results will be categorised in the following areas. (Weighted result based on the Impact on Service Delivery)

GREEN	EXPECTATION MET	AMBER	INTERVENTION REQUIRED	RED	POOR PERFORMANCE
-------	--------------------	-------	--------------------------	-----	---------------------

- 9.1. Each KPA will consist of Key Performance Indicators (KPI) that are combined with thresholds and targets.
- 9.2. Periodic meetings if required may be held with the respective user departments to discuss previous month's concerns and results from the KPA tracking.
- 9.3. The KPAs and KPIs may be amended as and when it is deemed necessary, with the involvement of the Service Provider.
- 9.4. Standard servicing times negotiated with the Service Provider must be adhered to. See Addendums T4 – C as an example. Additional work must be approved by the City of Cape Town for amended purchase order purposes and agreed upon adjustment of working lead time.
- 9.5. Repairs authorised must be completed within the agreed upon lead times.
- 9.6. Continued poor performance where the Service Provider stays within the Amber and or Red zones of the KPA document for 2 consecutive months, the City of Cape Town reserves the right to suspend all work allocations until corrective actions have been implemented.
- 9.7. Continued sub-standard work performance will also lead to the suspension of work and may result in the initiation of a default procedure as per clause 23 of the General Conditions of Contract. However, the service provider may be given a chance to rectify any sub-standard work within a stipulated time frame. During this period, the City of Cape Town reserves the right to utilise other service providers in order to mitigate any adverse operational impact.

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10. **SERVICE PROVIDER ASSESSMENT IN CONTRACT**
- 10.1. **TECHNICAL**
- 10.1.1. The service provider will be independently assessed after the commencement of contract amongst other aspects, for the suitability of the workshop, the existence and use of all appropriate workshop tools and equipment, technical staff tools, applicable technical specifications and standards needed to perform the scope of work applicable to the asset type selected in T4 – A as specified in the tender.
- 10.1.2. The independent assessor will report to the City of Cape Town on the minor and major findings identifying areas of improvements in this regard.
- 10.2. **HEALTH AND SAFETY**
- 10.2.1. The assessment will gauge the level of compliance to the requirements of the Occupational Health and Safety Act and that the workshop risks to health and safety are documented and the steps taken by the service provider to mitigate such risks.
- 10.2.2. Where applicable, the basic elements of the Health and Safety aspects of the Occupational Health and Safety Act will be entered into the service providers ADDENDUM D - SUPPLIER DEVELOPMENT SCHEDULE
- 10.2.3. The independent assessor will report to the City of Cape Town on the minor and major findings identifying areas of improvements in this regard.
- 10.3. **ENVIRONMENTAL IMPACT**
- 10.3.1. The service provider will be assessed as to his / her commitment to reducing the impact of his / her business activities on the environment and whether any serious non-conformances are evident.
- 10.3.2. The independent assessor will report to the City of Cape Town on the minor and major findings identifying areas of improvements in this regard.

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(13) T4 ADDENDUMS - TABLE OF CONTENTS

ADDENDUM	HEADING
T4 - A	ASSETS FOR REPAIR - GENERAL HYDRAULICS
T4 - B	GENERAL HYDRAULICS PREMISES AND FACILITIES
T4 - C	STAFF DETAILS AND COMPETENCIES
T4 - D	TECHNICAL COMPETENCIES
T4 - E	FIELD SERVICE VEHICLES
T4 - F	GENERAL HYDRAULICS INSPECTION
T4 - G	WASTE REMOVAL COMPANIES

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(13) ADDENDUM T4 - A ASSETS FOR REPAIR - GEN TRUCK HYDRAULICS**NOTE FOR SERVICE PROVIDERS:**

The following addendums should be provided at time of tendering or upon written request.

Service providers are to indicate their readiness in the relevant City of Cape Town asset(s) below by ticking alongside the relevant items.

Any additional offering will require supporting technical brochures and technical manuals. The City of Cape Town reserves the right to validate such offerings by means of an assessment prior to acceptance.

TYPE	ASSET TYPE TENDERING FOR
Tipper trucks	☒
Hook lifts	☒
Skip loaders	☒
Side Loaders and similar	☒
Roll backs	☒

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(13) ADDENDUM T4 - B GENERAL TRUCK HYDRAULICS PREMISES**SPECIAL CONDITIONS OF CONTRACT****Clause 36**

This Tender makes provision for the establishment of a fully compliant Workshop Facility inclusive of services and products as specified within the Geographical Boundaries of the City of Cape Town, within ninety days (90 days) from contract commencement.

Tenderer must indicate here if they are invoking SCC Clause 36 for the establishment of a Workshop Facility in contract:

COMPANY NAME			
HEAD OFFICE ADDRESS			
WORKSHOP ADDRESS		Sunnyside	
GPS COORDINATES	LONGITUDE		LATITUDE
WORKSHOP ENTRANCE	WIDTH (m)	15 x 22 m	HEIGHT (m)
ITEM		TICK	COMMENT
THE WORKSHOP			
Workshop floor area		550 m ²	Plus 250 m ² for the loading bay
Fully Enclosed Workshop		✓	
Concrete floor suitable for scope of work		✓	
Maintenance Spares Store		✓	
General repairs, welding, fitting area		✓	
Machining shop section		✓	
Spray area / booth for anti-corrosive / paint treatment		✓	Designated area
General hydraulic repair area		✓	
Hydraulic clean room		✓	Designated area
Hydraulic hose manufacturing area		✓	
Hydraulic oil store		✓	
Tool store		✓	
EMI inspection and test area		✓	
FACILITIES			
Rest room / Staff / Client toilets		✓	
HEALTH AND SAFETY			
Personal Protective Equipment Store		✓	
Safety signage		✓	
TYPICAL IN HOUSE MACHINERY - IN SUPPORT OF A FULL RANGE OF REPAIRS AND MAINTENANCE INTERVENTIONS			
Lathe / Milling machines		✓	
Drill press, Bench Grinders		✓	
Arc, CO2 and TIG welders		✓	
Oxy Acetylene torches		✓	
Bending brakes, Guillotines		✓	
Hydraulic hose crimping machines		✓	
Hydraulic test bench		✓	
Hydraulic press		✓	
Overhead cranes, jib cranes		✓	1 & 3 Ton Capacity
ARTISAN / SKILLED WORKER TOOLS			
Tool box / cabinets with essential trade tools		✓	
SECURITY			

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	Security system in place	☒	
ENVIRONMENTAL			
	Waste Oil Bin	☒	
	Effluent to storm water pre-treated	☒	
	Effluent to sewer only via working oil traps	☒	
	Oil spillage containment procedures - Spill kits	☒	
	Hazardous Chemical Storage	☒	
	Separated waste wheeled bins	☒	
FIRE PROTECTION			
	Fire Extinguishers	☒	Certification

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STAFF DETAILS / QUALIFICATION

(13) APPENDIX T4 - C GEN HYDRAULICS

It is a requirement of this tender that only technically competent staff carry out the maintenance interventions on the assets described in T4.

STAFF CATEGORY	NUMBER OF STAFF PERMANENTLY EMPLOYED
TRADE QUALIFIED ARTISANS	1
SPECIAL WORKMEN	7
SPECIAL WORKMEN (WITH LESS THAN 3 YEARS RELEVANT EXPERIENCE)	None - all were
SPECIAL WORKMEN ENROLLED INTO AN APPL PROGRAM	None - all were

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NAME AND SURNAME	TECHNICAL QUALIFICATION	TECHNICAL / PRODUCT COURSES ATTENDED	MAIN COMPETENCY AREA	EXP. YEARS
	Non-qualified Theoretical	Course: Technical Drawing Drawing: General, Linear, Isometric Theoretical: Geometry, Descriptive Geometry	General Engineering Technical Drawing	33
		Hydraulic Works	Hydraulic Works Technical Drawing	12
	Semi-skilled	Training: General Engineering, Linear Works	Hydraulic Works Technical Drawing	3
	Semi-skilled	Training: General Engineering, Linear Works	Hydraulic Works Technical Drawing	7
	Semi-skilled	Training: General Engineering, Linear Works	Hydraulic Works Technical Drawing	4
	Semi-skilled	Training: General Engineering, Linear Works	Hydraulic Works Technical Drawing	10

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(13) ADDENDUM T4 - D STAFF COMPETENCIES

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The following list of functions is an extract of generally expected competencies in a general hydraulics maintenance shop and must not be read as being a complete list.

THE TENDERER TO NOTE THAT CORE WORK REQUIRED BY THIS TENDER CANNOT BE OUTSOURCED

GENERAL HYDRAULICS	CONFIRM
<u>Knowledge</u> Knowledge of the functions of the different components making up a hydraulic system, function and application of filters, installation techniques, function and application of reservoirs, basic hydraulic system operation, cleaning of hydraulic systems, hydraulic lubrication principles, oil cleanliness as it affects system integrity.	Yes
<u>Repairs</u> Hydraulic cylinder maintenance, PTO repairs, gear pump repairs, slew gear repairs, valve bank repairs, reservoir repairs, hose manufacture, replacement on site hose repairs.	Yes
<u>Servicing</u> Changing hydraulic filters and other system components. Cleaning hydraulic reservoir. Performing preventive maintenance on hydraulic systems. Changing strainers on hydraulic pumps. Adding filtered fluids to hydraulic systems. Identifying potential problems on hydraulic systems. Changing hydraulic hoses, fittings or tubing.	Yes
SPECIALIST HYDRAULICS	CONFIRM
<u>Knowledge</u> A good working knowledge of electro hydraulic control systems and the various interlocks and alarm systems and can do fault finding, repairs and adjustments to OEM standards.	Yes
<u>Basic Duties</u> Fault finding. Setting and adjusting safety electro / mechanical interlocks and alarms to OEM settings, pressure relief valves.	Yes
GENERAL ENGINEERING	CONFIRM
<u>Knowledge</u> General fabrication, fitting and repair of mild steel, stainless steel and aluminium using appropriate metal working tools and using propriety profiles, fasteners and modern welding methods i.e. recognized engineering trades.	Yes
<u>Basic Duties:</u> Fabrication and repair of metal structures to which the hydraulic equipment is attached.	Yes

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(13) ADDENDUM T4 - D STAFF COMPETENCIES		PAGE 2
CORROSION PROTECTION		CONFIRM
Knowledge Abrasive blast cleaning, preparation of substrates for painting, spray paint application techniques (conventional spray, airless spray), brush and roller application. Knowledge of paint types (single packs, twin packs epoxies hardener activated) and solvents.	Yes	
Basic duties The protection of all steelwork after hydraulic system repairs using industry standard preparation and priming methods and proper application of propriety primers and finish coats as listed above.	Yes	
ENGINEERING STANDARDS AND CODES OF PRACTICE		CONFIRM
Technical staff proficiency in the use and interpretation of local and international generally accepted maintenance and servicing standards, schematic diagrams e.g. hydraulic circuits. Electronic circuits for diagnostic procedures.	Yes	

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(13) ADDENDUM T4 - E GENERAL TRUCK HYDRAULICS - FIELD SERVICE VEHICLES

The service provider is to have at least one registered service vehicle for 24/7 breakdown services

VEHICLE MAKE / MODEL	AGE	OWNED / LEASED / CONTRACTED OUT	REG NUMBER
Toyota Hilux 2400 Rigid		Owned	[REDACTED]
Nissan NP 200 pickup		Owned	

SUMMARY OF SERVICE VAN TOOLS AND EQUIPMENT

The following list comprises items which should be found typically in the service van to implement a range of field repairs. It is not intended to be a complete picking list.

ITEM	TICK	ADDITIONAL COMMENTS
Auxiliary power (inverter or generator) for tools and lighting	✓	
Communication equipment, vehicle tracking system	✓	
Internal van lighting / External flood lighting	✓	External flood lighting
Extension power cables	✓	
General hydraulic technical specification manuals / charts	✓	
Built in tool chests, readily accessible vice	✓	
Small welding plant	✓	
Bench grinder, power tools	✓	
Common hydraulic spares cabinets	✓	
Crimping machine with standard dies, proprietary hose and crimp fittings	✓	
Oil storage draining equipment	✓	
Spill proof waste oil containers	✓	
PPE and safety equipment	✓	
A hazardous waste bin	✓	
A spill kit	✓	

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(13) ADDENDUM T4 - F GENERAL TRUCK HYDRAULICS INSPECTION / SERVICING

The following are just typical inspection items and are not to be construed to be a master list. The schedule inspection items specific to the make and model of the compactor as well as normal hydraulic standard items will need to be inspected.

GENERAL TRUCK HYDRAULICS		COMMENTS			
INSPECTION ITEMS	INSPECTION PERIOD (MONTHS)	12	PASS	FAIL	REPAIRED
	TIME ALLOWED (HRS)	6			
GENERAL	Wash truck in wash bay	*			
	Check overall condition	*			
	Check condition of hydraulic hoses	*			
	Replace pressure filter	*			
	Grease all lubrication points	*			
	Hydraulic pressure check	*			
	Replace 30PM anather	*			
	Replace suction / strainer filter	*			
	Replace hydraulic oil	*			
PUMPS / PTO	Check condition of hydraulic pump	*			
	Pressure (line pump)	*			
	Bearings and Seal (motor)	*			
	Leak gaskets	*			
	Leak seals	*			
	All pipe clamps & straps	*			
	Check on flow rate	*			
RESERVOIR	Oil leaks	*			
	Check strainer condition	*			
	Site glass	*			
	Suction lines (leaks)	*			
	Filter (leaks)	*			
	Check filter for metal particles	*			
HYDRAULIC MOUNTING POINTS	Change oil	*			
	Check all related steelwork and hydraulic mounting brackets for distortion and cracking	*			
	Check all pins and bushes for wear and excessive play	*			
SLINGS, CHAINS AND CABLE	Check and torque all mounting bolts to recommended settings	*			
	Check all lifting tackle for signs of wear and replace where necessary	*			
OPERATIONAL TEST	The fleet asset to be operated through a full range of movement	*			

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(13) ADDENDUM T4 - G GENERAL TRUCK HYDRAULICS WASTE REMOVAL

WASTE REMOVAL COMPANY	ADDRESS	PHONE	WASTE REMOVED
[REDACTED]	[REDACTED]	[REDACTED]	Oil & grease from city trucks
			Used Oil

NOTE: We do have all required certifications

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ADDITIONAL INFORMATION**APPLICABLE TO T1, T3 AND T4 AS SPECIFIED**

ADDENDUM	HEADING
A	GENERAL HYDRAULIC REPAIRS
B	GENERAL ENGINEERING SPECIFICATIONS
C	IN CONTRACT - KEY PERFORMANCE INDICATORS
D	SUPPLIER DEVELOPMENT SCHEDULE (SAMPLE)
E	HEALTH AND SAFETY COMPLIANCE CHECKLIST
F	SAMPLE INVOICE
G	LIFTING MACHINE ENTITY
H	LMI TEST CERTIFICATION
I	ZONING CONTACT DETAILS
J	RISK ASSESSMENT AND ACTION PLAN SAMPLE
K	REGISTRATION AS WASTE GENERATOR
L	APPLICATION TO DISCHARGE EFFLUENT
M	QUALITY MANAGEMENT GUIDE
N	QUALITY MANAGEMENT POLICY SAMPLE
O	SAMPLE HEALTH AND SAFETY POLICY
P	ENVIRONMENTAL POLICY STATEMENT
Q	BUSINESS IMPROVEMENT LINKS
R	TECHNICAL SKILLS MATRIX
S	GEOGRAPHICAL BOUNDARY OF THE CITY OF CAPE TOWN

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1. SERVICING, REPAIR OF HYDRAULIC SYSTEMS

1.1. All work required by this tender is to be undertaken by the service provider with the exception of specialist work such as line boring and major hydraulic repairs i.e. cylinder repairs requiring hard chroming or hydraulic pumps, valve bank actuators and similar which may be outsourced.

1.2. All hydraulic repair / assembly activities are to take place taking cleanliness into account. No assembly of hydraulic components may take place in a general engineering section which experiences contamination from activities such as grinding, welding, and air blowing of dirty components.

2. HYDRAULIC MAINTENANCE:

2.1. The service provider appointed to the panel is to be proficient in the servicing and repair of installed hydraulic equipment comprising heavy duty positive and non-positive displacement pump(s), hydraulic rams, rods, full flow filters, reservoirs, pressure relief valves, lockouts mechanical and electronic, restrictors, hoses, control valves and associated electronic control equipment to insure that such equipment when repaired / serviced is returned to the City of Cape Town in a "fit for use" state.

3. REPAIR OF HYDRAULIC CYLINDERS

In all cases where it is found after diligent inspection that a hydraulic cylinder will require extensive repair due to either external or internal leakage, the City of Cape Town must be contacted with the estimated costs of the repair to return the cylinder to OEM standards as well as a comparison to the price of a new cylinder.

In the case of the City of Cape Town authorizing such work, the following general work practice will need to be taken into account.

3.1. DISASSEMBLY

Hydraulic cylinders, valve banks etc. are to be carefully disassembled using the appropriate trade specific, OEM recommended tools and within a clean separate environment away from any general engineering activities. Where there are manuals available the procedure is to be followed. Where none are available standard hydraulic industry codes of practice shall prevail.

3.2. SEALS

The seals and seats must be inspected. Under no instances must the seals be replaced without comprehensive inspection.

3.2.1. All seals used in the repair of the hydraulic cylinder must be an OEM approved seal kit fit for use.

3.3. RODS

The rod is to be cleaned using an industrial cleaner and then the surface checked for cracks using dye penetrant at all points where its cross-section changes. In addition, the chrome surface of the rod is to be inspected. Rod straightness or run out should be checked with dial gauges.

3.3.1. The rod would need to be re chromed if the chroming is severely scored and pitted.

3.3.2. The rod would need to be ground to remove the OEM chrome layer and the rod hard chromed by a local company. The hardness of the hard chromed surface shall be in the range 68 - 72.5 Rockwell C.

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- 3.3.3. The chromed surface to be ground to ensure industry standard piston to barrel tolerances to ISO 286-1, 2 2010. The OEM recommended fits and tolerances shall always be applied.
- 3.4. **BARREL RECONDITIONING**
Barrels are to be inspected for internal pitting or scoring. Pitted or scored barrels must be honed to remove damage or be replaced. The OEM procedures shall always be adhered to.
- 3.5. **PISTON**
Minor scoring found on the outside diameter of the piston is not considered detrimental to the function of the cylinder, as long as the minimum diameter of the piston is not less than the nominal bore diameter recommended tolerances. Piston diameters measuring outside this tolerance must be considered for replacement with a new piston machined from a similar material.
- 3.6. **ASSEMBLY OF HYDRAULIC CYLINDERS IN THE WORKSHOP**
All hydraulic assembly activities are to take place taking cleanliness into account. No assembly of hydraulic components may take place in a general engineering section which experiences contamination from activities such as grinding, welding, and air blowing of dirty components.
- 3.6.1. Prior to assembly, all parts are to be cleaned in a petroleum-based solvent and blow-dried using compressed air. All component parts to be coated with clean hydraulic fluid during assembly. Prior to installing seals, ensure that the seal grooves are clean and free from nicks and burrs. No screwdriver or other sharp object is to be used when installing seals, as this can result in damage to the seal. After the cylinder has been assembled, all the service ports are to be plugged to prevent ingress of moisture or dirt.
- 3.7. **HYDRAULIC CYLINDER RECONDITION REPORT**
- 3.7.1. The repair has to be done considering SANS 286-1:1988 for allowable fits and tolerances piston to bore clearances and ISO 5597:2018 for the preferred range of nominal dimensions and associated tolerances for hydraulic cylinder rod and piston seal housings
- 3.7.2. Prior to reassembly of all hydraulic cylinder components, all clearances are to be accurately measured and inserted in a cylinder condition report which will be handed to the City of Cape Town along with the quotation.
The condition report is to reflect: -
- 3.7.2.1. The OEM part numbers of all components if available.
All non OEM spares utilized forming an integral part of the lifting machine. Proof needs to be provided that such spares meet or exceed OEM specifications. If proof cannot be provided, a duly certified South African engineer must confirm the suitability for the application.
- 3.7.2.2. The dimensions of the hydraulic cylinder mating components prior to repair i.e. all actual sizes to be logged. Piston to bore, seal housing clearances
- 3.7.2.3. State of the piston i.e. corrosion, pitting, surface roughness, plating condition, straightness
- 3.7.2.4. Overall condition of the cylinder, seals and seal housings, bore, damage, dents, paintwork along with recommendations.
- 3.7.2.5. On completion of the repair the finished sizes of all mating components must be logged.

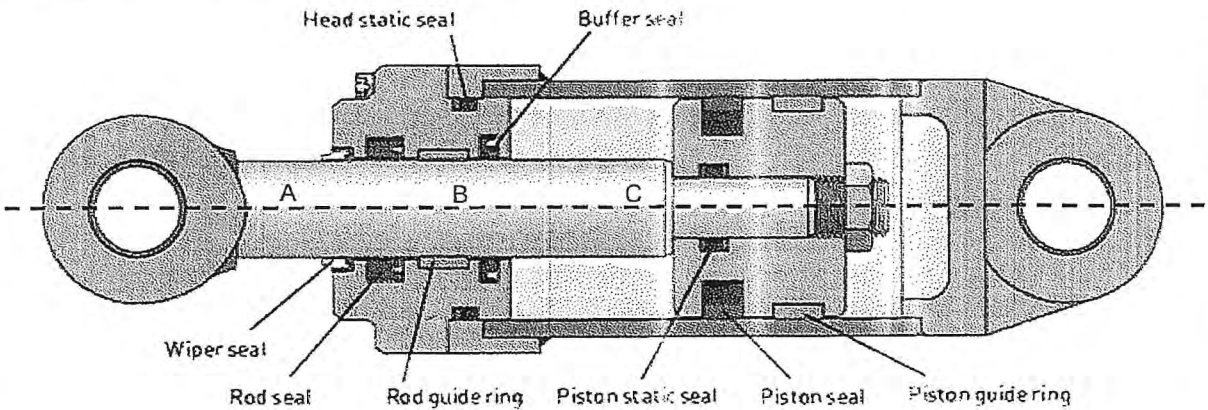
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3.7.3 SAMPLE CONDITION REPORT

Overhaul of hydraulic cylinder FASSI 60TM																											
CUSTOMER : City of Cape Town Technician: A. N. Other Part No : Fassi E20345		Job No: CoCT 1234 Date of Inspection: 20 th Jan 2010 Stock position : In stock if required																									
Customer Fault Condition: Oil bypass - boom dropping under load.		Overall Condition: External damage noted. Impact damage noted on side. Slight corrosion on barrel. Minor pitting on rod. Piston bellows damaged. Steel hydraulic tubes on side of barrel dislodged from brackets. Pictures taken.																									
Oil Sample Taken: Yes. Reservoir oil sample taken. Sent to Wearcheck. Sample bottle 211.		Equipment Used: Standard company tool set. No special tooling required.																									
Cylinder Disassembly: Cylinder placed on level jigs in hydraulic repair bay and stripping done according to standard procedure S101. Oil residue noted. Pictures taken. Shown in attachment. Piston seals damaged. Rod seals seem to be intact and in order. Barrel is in good order.																											
																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">CYLINDER DATA :</th> <th colspan="3" style="text-align: center; padding: 5px;">Actual</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Head Ø : mm (Nom 85)</td> <td style="text-align: center; padding: 5px;">85.050</td> <td style="text-align: center; padding: 5px;">85.049</td> <td style="text-align: center; padding: 5px;">85.049</td> </tr> <tr> <td style="padding: 5px;">Rod Ø : mm (Nom 85)</td> <td style="text-align: center; padding: 5px;">A: 84.780</td> <td style="text-align: center; padding: 5px;">B: 84.779</td> <td style="text-align: center; padding: 5px;">C: 84.780</td> </tr> <tr> <td style="padding: 5px;">Bore Ø : mm (Nom 110)</td> <td style="text-align: center; padding: 5px;">110.050</td> <td style="text-align: center; padding: 5px;">110.049</td> <td style="text-align: center; padding: 5px;">110.049</td> </tr> <tr> <td style="padding: 5px;">Piston Ø : mm (Nom 110)</td> <td style="text-align: center; padding: 5px;">109.780</td> <td style="text-align: center; padding: 5px;">109.779</td> <td style="text-align: center; padding: 5px;">109.780</td> </tr> <tr> <td style="padding: 5px;">Rod roughness µm ISO 4287:1997 Standard R_a 0,05 to 0,2 µm</td> <td style="text-align: center; padding: 5px;">0.13 Within spec</td> <td style="text-align: center; padding: 5px;">0.15 Within spec</td> <td style="text-align: center; padding: 5px;">0.18 Within spec</td> </tr> </tbody> </table>				CYLINDER DATA :	Actual			Head Ø : mm (Nom 85)	85.050	85.049	85.049	Rod Ø : mm (Nom 85)	A: 84.780	B: 84.779	C: 84.780	Bore Ø : mm (Nom 110)	110.050	110.049	110.049	Piston Ø : mm (Nom 110)	109.780	109.779	109.780	Rod roughness µm ISO 4287:1997 Standard R _a 0,05 to 0,2 µm	0.13 Within spec	0.15 Within spec	0.18 Within spec
CYLINDER DATA :	Actual																										
Head Ø : mm (Nom 85)	85.050	85.049	85.049																								
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Rod roughness µm ISO 4287:1997 Standard R _a 0,05 to 0,2 µm	0.13 Within spec	0.15 Within spec	0.18 Within spec																								
RECOMMENDATIONS All dimensions are with standard tolerances. Minor rod pitting to be buffed out. Eye bores are symmetrical and in good order. No distortion noted. All seals to be replaced. Rod bellows to be replaced. Steel hydraulic pipes removed and replaced.																											

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Assembly, repaint with client spec coating and pressure test. Test certificate drawn up. Estimated hours required to be booked. 4hrs

3.8. **HYDRAULIC HOSE**

The following are typical standards to be followed in hose manufacture and assembly. However, the relevant standards applicable for the make / model and functionality needs to be taken into account to minimise premature failures.

ISO 11237	2-layer wire braid hoses
ISO 17165-1,2	Hydraulic Fluid Power – Hose Assemblies
ISO 4413	Hydraulic fluid power – General rules and safety requirements for
SAE J1273	Recommended Practices for Hydraulic Hose Assemblies

3.8.1. All hydraulic hose used in maintenance interventions on the City of Cape Town's fleet must be OEM approved or where no OEM standards exist, industry standard approved rated hose and connectors may be fitted suitable for sustaining three times the system operating in the installed hydraulic equipment. Rust resistant couplings are preferred.

3.8.2. Hoses used shall be to Intratraco SAE 100 R2 AT or equivalent specification or better.

3.8.3. Hydraulic hose and couplings procured for maintenance of the City of Cape Town's Fleet Assets must be acquired from ISO 9001:2008 or equivalent quality standard compliant companies.

4. **HYDRAULIC OILS AND GREASE**

The hydraulic oils, lubricating oils and greases used in maintenance interventions must preferably be procured from local SANS 9001 accredited South African suppliers / blenders and conform to the following specifications or better. In all cases the OEM specification pertaining to lubrication of particular items of plant shall take preference unless the grade specified by the OEM is not suitable to the climatic conditions wherein the fleet asset operates.

4.1. Care is to be taken with the compatibility of oils and grease types and in this context it is preferred that there be uniformity of product used amongst the panel members and that such uniformity be maintained during the tenure of the tender.

4.2. **GREASE.**

The grease procured for use on this tender shall be formulated from high quality mineral base oils, blended from virgin base stock and containing suitable additives and thickener.

4.2.1. To ensure reasonable compatibility with the existing greases in use. A Lithium complex or mixed Lithium/ Calcium Hydroxystearate base soap shall be selected. Grease compatibility will be in accordance with SANS 1851 (Latest).

4.2.2. In cases where hydraulic equipment operates close to the coast, an aluminium complex base soap hydraulic oil must be used.

4.2.3. In terms of approved lubricants, the following typical grease specification or similar may be used on Fleet Assets and will have the ISO designation; ISO-L-XBCIB 2, in accordance with the standard ISO 6743-9.

Table 1 ISO-L-XBCHB 2	
4.2.4. PROPERTIES	REQUIRED STANDARD
Base Oil Viscosity at 40°C (mm²/s)	≥ 400
Base Oil Type	Mineral
Soap/Thickener type	Lithium / Lithium complex / Aluminium-K
NLGI Consistency	2
Drop point (°C)	250
Density at 15°C	0.91-0.95

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Flash point (°C) >250

4.2.5. **GREASE EQUIVALENTS:** (Or similar)

Total Multis EP 1,
Nils Nilex EP1
Gadus V220 AC2

4.3. **HYDRAULIC OIL**

The following typical hydraulic oil specification or better may be used on Fleet Assets. The hydraulic oil will have the classification ISO-L-HV in accordance with ISO 6743-4 i.e. lubricants with a high VI and wear reducing additives. The resulting classification will meet the requirements of SANS 11158 (Latest). Viscosity grade requirements shall comply with SANS 1218 (Latest).

Table 2 ISO-L-HV

PROPERTIES	REQUIRED STANDARD
Viscosity grade	46
Viscosity at 40 °C (mm ² /s)	46
Viscosity at 100 °C (mm ² /s)	7
Viscosity index VI	≥100
Density at 15 °C	0.865 - 0.870
Flash point (°C)	202 - 215
Pour point (°C)	-30

4.3.1. **HYDRAULIC OIL EQUIVALENTS:** (Or similar)

Caltex Rando HZ 46
Engen TQH Series 20 (46)
Indy Hydrol HV High VI 46
Pro Oil hydraulic HVI fluid range 46
Sasol Hyd Fluid Anti Wear grades. 46
Shell Tellus S3M 46

5. **HYDRAULIC OIL CLEANLINESS**

- 5.1. A working hydraulic oil cleanliness level to around ISO 4406 18/16/13 or better is required for use in the City of Cape Town's hydraulic equipment.
- 5.2. It is incumbent upon the panel member to be aware of the cleanliness level of his / her hydraulic oil stock holding as experience has shown that "new" oil stored in drums is generally worse than the ISO 4406 18/16/13 stated above and in some instances an unacceptable amount of water was found in the "new" oil samples examined.
- 5.3. The required cleanliness level as indicated in 14.1 is to be ensured by "new" oil filtration through 10µ high efficiency filters before replenishing Fleet Asset hydraulic reservoirs. Under no circumstances must "new" oil from drums be pumped directly into fleet hydraulic reservoirs.
- 5.4. Ad hoc maintenance including break downs of fleet assets which require replacement of the oil due to contamination amongst other reasons must follow the procedure in 14.3
- 5.5. Fleet proactive work processes will include a 3 / 6-month oil inspection by the City of Cape Town staff. Samples of oil taken at these inspections will be sent to the companies selected by the panel members for oil analysis. The consequent oil analysis reports will determine whether panel members will be requested to replace the oil in the fleet asset concerned at the major services.

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- 5.6. The oil condition report must reflect the cleanliness level as well as the additive pack and any metal particulates, moisture level in the oil.

5.7. **SAMPLE OIL CONDITION REPORT: -**

		CITY OF CAPE TOWN				Status 0	
		ELECTRICITY DEPT				Normal	
		SAMPLE FN 367X				Sample #	
		SAMPLE POINT				110619	

Analysis Report											
Sample Number	Register Date	Sample Date	SMR	Oil Read	Filter Read	Oil Chng	Filter Chng	Oil Topup	Oil Supplier	Oil Grade	
110619	2010-02-17	2010-02-17				N	N	N			

PQ / Spectrometer																				
Sample Number	PQ	Fe	Al	Cr	Pb	Cu	Sn	Ni	Ag	Si	B	Na	Mg	Ca	P	Zn	Mo	Ba	Ti	V
110619	6	5	0	0	0	0	0	0	0	1	0	0	0	0	295	167	0	0	0	0

Viscosity / FIR / Acid Number			
Sample Number	V40	Oxi	%H2O
110619	62.1	4	ND

Particle count Cleanliness											
Sample Number	ISO4	ISO5	ISO14	>4um	>5um	>6um	>14um	>15um	>25 um	>50 um	>75 um
110619	15	13	11	180	109	68	10	8	1	0	0

Comments and Action	
Comments: Oil condition is acceptable. No oil contamination is evident. Wear appears normal. Action: Resample at regular intervals to monitor the oil condition and wear trend. No action required.	

- 5.8. **OIL PROPERTIES GENERAL LIMITS**
Regular oil analysis will be carried out on the City of Cape Town's fleet covered by this tender. The following table depicts the oil cleanliness criteria which will be adhered to. The City reserves the right to alter these figures in the light of any pertinent new research.

Table 3

5.8.1.	CONDITION CATEGORY	RECOMMENDED TARGETS
	Fluid cleanliness level	Level ≤ ISO 4406 18/16/13
	Wear debris limits	(Al)10 ppm, (Cr)5 ppm, (Cu)15 ppm, (Fe)26 ppm, (Si)15 ppm
	Viscosity	± 10 % of new fluid
	Water content	< 100 ppm
	Total Acid Number (TAN)	+ 25% of new fluid
	Additive level	- 10% of new fluid

6. **OIL RECYCLING**
Panel members who are generators of used oil are required by law under the Waste Act to ensure that their waste is responsibly managed. It has therefore become a legal obligation to ensure it is responsibly collected and taken away to a registered facility for processing and recycling i.e. such as the Rose Foundation or any other similar company.

- 6.1. In this context, the filtration plant installed at certain City of Cape Town sites will be used to clean, polish and recycle the hydraulic oil in the Fleet Assets considered in this tender. This will obviate the practice of discarding hydraulic oil at annual services as a matter of routine and replacing with new oil.

- 6.2. City of Cape Town fleet with installed hydraulic equipment will therefore be routinely scheduled for the removal of the old contaminated hydraulic oil in their reservoirs and replacement with recycled filtered oil to maintain a high level of oil cleanliness.

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- 6.3. In this context it would be preferred if the type of hydraulic oil be standardised amongst the panel members to prevent the mixing different additive packs and anti-wear additives as mixing different hydraulic oils could compromise the additive performance of both constituents, cause corrosion of component surfaces and lead to increased mechanical wear.

7. **ELECTRO / HYDRAULIC CONTROL BOXES**

- 7.1. The electro - hydraulic control boxes may be serviced or repaired only by competent staff especially trained in electro-hydraulic systems and who are able to do fault finding by reading and tracing the circuits depicted on the relevant OEM drawings.
- 7.2. The staff mentioned above is to be familiar with all the safety electro / mechanical interlocks and alarms and is able to adjust them to OEM settings. All interlocks must be functionally tested during the annual performance test.

8. **HYDRAULIC TRAINING COURSES**

- 8.1. In the interests of maintaining a high standard of workmanship, service providers are encouraged to send their technical staff who are involved in hydraulic maintenance to established MERSETA recognized institutions for upskilling. The following is not intended to be a complete list and panel members may source convenient training institutions of their own choosing.

8.2. **HOSE MAKING COMPETENCY MODULES.**

Pirtek Southern Africa (Pty) Ltd is a Registered Training Organisation (RTO), registered by Manufacturing Engineering and Related Services Sector Education and Training Authorities (MERSETA) to provide nationally recognized qualifications.

8.3. **BASIC HYDRAULIC TRAINING TECHNOLOGY COURSE.**

- a) Hytec SA offers a MERSETA approved on site three-day basic practical hydraulics course for hydraulic fitters as well as an online eLearning course in basic hydraulics technology.
- b) Hytec also offer training in the SAQA unit standard 244715 (Repair a hydraulic cylinder) at NQF Level 03 level.

8.4. **HYDRAULIC FITTER TRAINING:**

Hytec is fully accredited to provide theoretical and practical training for the National Certificate Mechanical Engineering: Fitting (Fluid Power) and the National Certificate Mechanical Engineering: Fitting (Manufacturing, Engineering and Related Industries), both at NQF Level II.

8.5. **BASIC HYDRAULICS**

Optima in Paarden Eiland Cape Town offer basic and advanced hydraulics training at their premises or on site.

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1. GENERAL

The service provider is to be proficient in general engineering i.e. the repair of all supporting steel structures such as those used in Fleet Assets and complying with general acceptable South African industry standards in the execution of such work. Coupled to this is the corrosion protection of all steel used in maintenance interventions.

2. STANDARD OF WORKMANSHIP

2.1. The service provider shall apply best engineering practices and shall adhere the relevant SANS codes of practice in ensuring the highest quality standard of workmanship.

2.2. Workmanship which is not to the satisfaction of the City of Cape Town's technical representative shall be rectified at the cost of the Contractor.

3. MATERIALS

3.1. The equipment, materials and apparatus used in the execution of the aforementioned maintenance interventions shall be new and of best commercial quality with a high reliability and shall be selected for ease of maintenance and conform to the DTI requirements for local content.

3.2. All material and equipment used in any maintenance intervention for the City of Cape Town shall comply in respect of quality, manufacture, tests and performance with the aforementioned standards or alternatively also to the current specification of at least one of the following standards.

ISO (International Standards Organisation)

BS (British Standards)

DIN (Deutsche Industrie Normen)

3.3. All material and components used in the servicing / repair of the assets specified in this tender document, shall be suitable for operating conditions as found within the boundaries of the City of Cape Town.

3.4. Individual components such as valves, control levers, batteries, terminal blocks, and electrical control equipment when used in the maintenance interventions shall be of the same make, type or series for each item. Standardisation and mutual interchangeability of components is essential.

3.5. Any equipment / components fitted or material supplied during a maintenance intervention should be readily available in South Africa.

3.6. The City of Cape Town is to be notified of any technical problems arising during the course of servicing and repair intervention so that a designated Technical Representative may inspect the vehicle and authorise any corrective action.

3.7. Any costs incurred in correcting deficiencies arising from the service provider's actions or omissions shall be for the service provider's account.

4. QUALITY CONTROL INSPECTIONS

The City of Cape Town may at its discretion, conduct quality control inspections during the servicing / repair interventions.

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5. **STRUCTURAL STEELWORK**

5.1. All structural members used in the repair of fleet assets shall be capable of sustaining in a structurally stable manner, the total load and forces acting on such structural members.

5.2. Each part of the repair requiring structural steelwork shall be according to appropriate SANS specifications covering structural steelwork such as: -

SANS 1700-7-7:2003 / ISO 7411:1984
SANS 1700-7-8:2003 / ISO 7412:1984
SANS 1700-14-8:2003 / ISO 4775:1984
SANS 1700-16-9:2004 / ISO 7416:1984

6. **OXY ACETYLENE CUTTING**

6.1. The tenderer is to ensure that all oxy acetylene cutting procedures are done to minimise risk of injury to nearby staff as well minimising damage / fire damage to other components of the Fleet Assets.

6.2. Staff are to be trained in hot work procedures i.e. oxy acetylene cutting procedures as well as taking steps to prevent fires arising from such hot work.

6.3. Oxy acetylene packs are to be stored in a safe area

7. **WELDING**

7.1. All welding needed to be done in a maintenance intervention, must be carried out by a qualified artisan and shall confirm to the following standards.

SANS 455:2004: Manual electrode welding of mild steel.
SANS 10044-2:2004: Code of practice for welding.
SANS 10167:2004: Quality evaluation of fusion welding joints.

7.2. The surfaces to be welded shall be cleaned and free from rust, scale or other foreign materials. Full attention is to be given to correct edge preparation suitable for welding applications used. Welds shall be full strength without flaws, grooves or pits. Crater effects shall be avoided.

7.3. All welds shall have adequate root fusion and shall be free from cracks, porosity or other irregularities and any under cutting shall be made good by the contractor.

7.4. Weld fillet sizes must be appropriate to the size of the structural steel welded and be done without requiring excessive amounts of grinding or dressing.

7.5. Intermittent welding joints and butt welding joints with insufficient penetration shall not be used.

7.6. All welding joints shall be thoroughly cleaned after welding. The corrosion protection of steel on Fleet Assets is to be as per SANS 12944.

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8. CORROSION PROTECTION:

Major repairs requiring complete resprays requires appropriate preparation, propriety primers and finishing coats such as the following systems or similar.

8.1.	Primers:	Carboguard 193	Stoncor
		Sigmacover 2565	Sigma Coatings
	Intermediate:	Carboguard 193	Stoncor
		Sigmacover 435S	Sigma Coatings
	Finish	Carboguard 890	Stonecor
		Sigma Cover 630	Sigma Coatings
	Epoxy Mastic	Carbomastic 15	Stoncor
		Sigmacover 630AL	Sigma Coatings

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(13) ADDENDUM C IN CONTRACT - KEY PERFORMANCE INDICATORS

Target percentages may be adjusted as and when deemed necessary.

KPI	KPI Description	Target	# NON-CONF	Results	Good	Improvement required	Poor	Impact on Service Delivery	Weighted Ratio
1	Arrive on site within one hour of request	<= 3%			<= 3%	>3% & <6%	>= 6%	Very High	10%
2	Communication	<= 2%			<= 2%	>2% & <4%	>= 4%	Very High	20%
3	Quotations Call-outs and Field Service Work	<= 3%			<= 3%	>3% & <6%	>= 6%	Low	5%
4	Quotations In-house repairs	<= 6%			<= 6%	>6% & <12%	>= 12%	High	15%
5	Invoice delivery	<= 6%			<= 6%	>6% & <10%	>= 10%	Low	5%
6	Invoice Accuracy	<= 1%			<= 1%	>1% & <3%	>= 3%	Low	15%
7	Re-work	<= 1%			<= 1%	>1% & <3%	>= 3%	Very High	15%
8	Lead Time to Work Completion							Very High	15%
Overall Result (Weighted result based on the Impact on Service Delivery) Green: Expectation met Amber: Intervention required Red: Poor performance									EXPECTATION MET

Typical KPI's that may be adjusted from the Commencement of Contract Adjustments will be communicated timeously and measurements.

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(13) ADDENDUM D - SUPPLIER DEVELOPMENT SCHEDULE (SAMPLE)

Tenderers are not required to submit this sample developmental Schedule.

An individual developmental schedule will be drawn up after the Service Provider's physical assessment where gaps in the Service Providers business maturity (if any) will be highlighted and reported on.

The following Development Schedule must be seen as a guide for the path to compliance. Depending on the Service Providers level of compliance the Schedule may be reduced or expanded upon to assist the Service Provider to grow in various required developmental areas.

This Schedule and the developmental aspect of this specification does not permit the Service Provider any form of negligent practices that may result in the harm or damage to people or assets during any activity conducted (at the Service Provider Workshop or any other City of Cape Town site where a call-out service is being provided)

The City of Cape Town may conduct ad-hoc inspections for the duration of the tender to monitor progress made. Any form of gross misconduct of negligence detected will result in the suspension of work until appropriate remedial action is instituted based on the severity of the incident. Only once evidence has been submitted to the designated City of Cape Town representatives will work be allocated in terms of the conditions of the Specification.

DEVELOPMENTAL AREAS	AUTHORITY	YEAR 1	YEAR 2	YEAR 3
TECHNICAL STAFF				
TSM (Technical Training Matrix), PTP (Product Training Planner)				
Tech staff scheduled for short courses in product knowledge, basic / advanced hydraulics, general engineering repairs and maintenance skills				
Semi-skilled staff in RPL program				
OCCUPATIONAL HEALTH AND SAFETY				
Health and Safety Manual Items (Addendum E)				
WORKSHOP				
Fire Risk Survey Certificate				
Electrical Compliance Certificate				

DEVELOPMENTAL AREAS	AUDIT FINDING	YEAR 1	YEAR 2	YEAR 3
TECHNICAL STAFF				
Semi-skilled staff in RPL program (24 months)				
OCCUPATIONAL HEALTH AND SAFETY				
The City of Cape Town expects development to compliant in this area over the tenure of the contract.				
• Appointment letters OHSAS				
• Safety Reps trained and appointed				
• First aiders trained and appointed				
• Health and Safety Meetings 3 monthly				
• Maintenance of safety records / minutes.				
• H&S Inspections and proper records				
• Appropriate PPE issued to staff				
• Hygiene Surveys done				

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• Staff medicals done				
• First Aid Box location				
• Fire risk survey				
• Electrical Certificate of Compliance				
• Compressors inspected and tested				
• Emergency procedures in place				
• Lighting and Ventilation adequate				
• Equipment inspection registers				
FACILITIES				
It is expected that the areas listed below be considered important and planned for by the respective Service Providers.				
• Wash bays with oil traps				
• Appropriate battery bay / charging area				
ENVIRONMENTAL				
The Service Providers are to apply his / her resources effectively to reduce the impact of the waste / effluent generated by the business.				
• Hazardous waste separation				
• Safe storage of hazardous chemicals				
• Material Safety Data Sheets on hand				
• Oil store / cabinet				
• Oil spillage containment / spill kit				
• Air borne pollutants				

DEVELOPMENTAL AREAS	AUDIT FINDING	YEAR 1	YEAR 2	YEAR 3
The list of equipment listed below is generally accepted in the industry to be found in an established motor mechanics toolbox.				
ARTISAN TOOLS				
ANALYSIS				
• Hydrometer (Battery and Antifreeze)				
FAULT FINDING				
• Stethoscope				
• Lead light				
• Magnetic pickup tool				
PLIERS				
• Various				
MEASURING				
• Vernier Calliper				
• Tape Measure				
• Feeler gauges set				
• S/Steel ruler 300mm				
ALLEN KEYS				
• Set of Allen keys				
SPANNERS AND SOCKETS				
• Socket sets 3/8 inch drive up to 13mm				
• Socket sets 1/2 inch drive up to 24mm				

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• Socket sets 3/4 inch drive up to 32mm				
• Combination Spanner set (6 – 32 mm)				
• Shifting spanner				
• Torx socket set				
• Power bar 1/2 inch driver				
SCREWDRIVERS				
• Screwdriver various				
• Torque screwdriver				
METAL WORKING				
• Set of steel files				
• Set of steel chisels				
• Hacksaw & blades				
• Ball Pein hammer				
• Tommy bar				
• Centre punch set				
• Pry bar				
• Stud extractor				
DEVELOPMENTAL AREAS				
The list of equipment listed below is generally accepted in the industry to be found in an established motor mechanics workshop.	AUDIT FINDING	YEAR 1	YEAR 2	YEAR 3
WORKSHOP TOOLS				
The list of equipment listed below is generally accepted in the industry to be found in an established motor mechanics workshop.				
ARTISAN WORK AREA				
• Workshop Bench & Vice				
• Bench Grinder				
• Drill press 13mm				
• Jumper Cables				
• Battery charger				
• Battery Booster Cables 400 amp				
• Creeper				
• Fender Covers & Seat Covers				
• Drip Trays – Diesel & Graded				
• Oil collection trolley on wheels				
TOOL STORE ITEMS				
• Vehicle OEM workshop manuals (if applicable)				
MEASURING				
• Micrometer				
• Dial Indicator plunger type				
ELECTRICAL				
• Multi-meter				
• Drilling machine hand held				
• Portable grinder 700W				
• Pressure gauges various i.e. oil pressure				
• Tap & Die Set Carbon 3 – 12mm				

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• Air brake pressure gauge				
TYRE REPAIR TOOLS				
• Air compressor				
• Air pressure gauges				
• Tyre cage (Trucks)				
IMPACT WRENCHES				
• Sockets ½ inch drive 10 - 24mm				
• Sockets ¾ inch drive 16 – 32mm (Trucks)				
TORQUE WRENCHES				
• 60Nm – 340Nm				
• 300Nm – 700Nm (Trucks)				
Torx head socket set				
WELDING				
• Electric welder and hoods				
• Gas brazing equipment and goggles				
LUBRICATION				
• Grease gun				
DEVELOPMENTAL AREAS	AUDIT FINDING	YEAR 1	YEAR 2	YEAR 3
Workshop tools continued				
CLUTCH BRAKE VENTING				
• Clutch / brake venting tools				
• Brake fluid extractor and refiller bottle				
HYDRAULIC (if applicable)				
• Hydraulic press				
• Hydraulic bearing press				
• Bearing removal tool / pullers				
PARTS CLEANING				
• Parts washer				
• Waste solvent draining tank				
VEHICLE WASHING				
• High pressure washer				
LIFTING				
• Trolley Jacks				
• Transmission Jacks				
• Trestles				
• Slings and lifting tackle				
• 2 post hydraulic lifts (if applicable)				
• 4 post hydraulic lifts (if applicable)				
DIAGNOSTICS				
The following is considered to be developmental areas for Service Providers.				
• Four gas analyser				
• OBD fault diagnostic computer				
• Diesel injection tester				
• Compression tester kit universal				
• Cylinder leak detector				
• Radiator pressure tester				

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• Brake fluid tester				
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INITIALS

DATE 01.11.22

(13) ADDENDUM E HEALTH AND SAFETY COMPLIANCE CHECKLIST

The City of Cape Town requires that vendors as employers in their own right be compliant to the requirements of the OHS Act 85 of 1993 and associated regulations. This in the interests of the safety of the City's assets, the service provider's clients including the City's staff who may have cause to be on the service providers premises during maintenance and repair interventions.

While not being prescriptive in this regard, the **Health and Safety Manual** of each prospective panel member will be evaluated by the independent assessors for minimum compliance to such Occupational Health and Safety Act and Regulations.

The **Health and Safety Manual** should contain evidence of progress in the following areas: -

1. Health and Safety Policy.
2. Risk Assessments
3. Health and Safety Audits
4. Illumination surveys
5. Noise Surveys
6. HazChem surveys
7. Air Quality surveys
8. Appointment of Persons as Required by The Act.
9. GMR2 Appointment if Required.
10. Election and Appointment of Safety Representatives.
11. Training of Safety Representatives.
12. First Aider Appointments.
13. Training of First Aiders.
14. Safety Committee Meetings every 3 Months (at least)
15. Incident Register Maintenance.
16. Incident Investigations.
17. Workshop and Equipment Inspections.
18. Compilation of Work Safe Work Instructions.
19. Compliance with Regulation Requirements.
20. Safety Equipment Register and Inspection Schedules
21. Premises and Facilities.
22. Housekeeping
23. Emergency Procedures

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(13) ADDENDUM F SAMPLE INVOICE

SERVICE PROVIDER COMPANY NAME Vendor Number _____		Date _____	Page 1
		Due by _____	1 / 10 / 2018
		Document No _____	12322
JOB	CCT 1234 RN	City of Cape Town Accounts Department Private Bag X6 Bellville 7535 Deliver to: Abdullah Van der Fort Job A4652	
Details	Hydraulic repairs and annual test.		
Authorised by	Mr. Randall Nelson		
Booked in	28 / 9 / 2018		
Booked out	1 / 10 / 2018		
Account	Vehicle	Tax Exempt	Purchase order
0006	CA174 327 Fleet 94	N	4500193497
			Sales Code 001
			Expiry 16/08/18
			Incl/ Excl Excl
LABOUR			
Code	Work Description	Labour (hrs)	All-inclusive hourly rate hr
RH 1	Replace 3/8" x 0.6m hoses	2	480
RR 1	Remove & replace steel adaptor	1	480
RH 1	Replace 3/8" x 1m hose	2	480
RG B	Replace 4 glazier bushes and pins	4	480
AS 1	Annual service and test	8	480
			Total Cost 3840
			Vat 15% 576
			Total 4 416
			Sub Total 9 384
SPARES / PARTS NORMALLY UTILIZED TO SERVICE / REPAIR			
Part no	Description	Unit of issue	Unit Cost
H 3/8	Hydraulic hose reinforced	M	100
SD 1	Steel adaptors	Ea	20
GB 1	Glacier bushes	Ea	250
			Discount
			Qty
			Total Cost
			Vat 15%
			Total
			Sub Total 1 361.40
BUY OUTS / OUT SOURCED / SUB CONTRACTED SERVICES / SPECIALIST COMPONENTS			
Item	Description	Sub-contracted gross invoiced amount Excl: Vat	Buy Out Mark-up <= 8% (Handling Fee)
Gb1	Refurb cylinder ex Hytec	10 000	800
			Vat 15% 1620
			Total 12,420
ADDITIONAL INSTRUCTIONS:			
			Labour 9 384.00
			Parts 1 361.40
			Buy outs
			Total 10 745.4

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01.11.22

(13) ADDENDUM G LIFTING MACHINE ENTITY SPECIFICATION T1

FOR INFORMATION ONLY – APPLICABLE TO SPECIFICATION T1

AERIAL PLATFORMS, CRANES, FORKLIFTS

The service providers who are doing the statutory annual load testing and inspection services of lifting machines are required to register with the Department of Labour as Lifting Machine Entities.

1. LME - LIFTING MACHINE ENTITY REQUIREMENTS

- The service providers as LME's are expected to ensure the following: -
- 1.1. the competency and relevant experience of their technical staff in the applicable lifting equipment types are developed continuously, keeping records of training;
 - 1.2. a copy of the Occupational Health and Safety Act and its Regulations are available at all times, and evidence of the training given to technical staff in this regard is kept;
 - 1.3. updated copies of all relevant Codes and Standards are available to technical staff;
 - 1.4. full documentation is available including records of inspection and testing and projects carried out, as required for audit purposes;
 - 1.5. test records issued be kept available for a minimum period of ten years; and
 - 1.6. Complete sets of test and inspection equipment are kept for each specific project.

2. LMI - LIFTING MACHINERY INSPECTOR REQUIREMENTS

- 2.1. At least one Lifting Machinery Inspector must be employed by the LME. The LMI is a certified and competent person in terms of Driven Machinery Regulations (DMR) (18) and who is qualified to inspect and test specified lifting machines for fitness for use according to OEM standard test procedures.
- 2.2. The LMI employed by the service provider must be registered with ECSA and have a portfolio of evidence on file containing the lifting machine tests undertaken by the LMI and a letter detailing the specific lifting equipment types that their registration permits them to inspect and test.
- 2.3. A copy of the ECSA (Engineering Council of South Africa) LMI certificate must be added to the tender document as part of the **Returnable Documents**.

3. LMI – REQUIRED COMPETENCIES

- The City of Cape Town will expect the LMI's to have the following abilities as listed by ECSA:
- 3.1. Ability to define, investigate and analyse Lifting Machinery Inspection problems
 - 3.2. Ability to design or develop solutions to LMI problems
 - 3.3. Ability to comprehend and apply LMI knowledge in practice
 - 3.4. Ability to manage part or all of one or more LMI activities
 - 3.5. Ability to communicate clearly with others
 - 3.6. Ability to recognise the foreseeable social, cultural and environmental effects of LMI
 - 3.7. Ability to meet legal and regulatory requirements protecting the health and safety of
 - 3.8. Ability to conduct LMI activities ethically
 - 3.9. Ability to exercise sound LMI engineering judgement
 - 3.10. Ability to accept responsibility for making LMI decisions
 - 3.11. Ability to undertake independent LMI learning activities

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(13) ADDENDUM H LMI TEST CERTIFICATION SPECIFICATION T1

FOR INFORMATION ONLY – APPLICABLE TO SPECIFICATION T1

For information purposes as well as in contract assessment requirements.

LMI INSPECTION DOCUMENTS NORMALLY INCLUDE INSPECTION DETAILS ON BUT NOT LIMITED TO: -

- a) Structural members for deformation, cracks or corrosion.
- b) Parts, such as pins, bearings, shafts, gears, rollers, locking devices, chains, chain sprockets, wire and synthetic ropes, and sheaves for wear, cracks or distortion.
- c) Hydraulic and pneumatic relief valve settings.
- d) Hydraulic system for proper oil level.
- e) Hydraulic and pneumatic fittings, hoses, and tubing for evidence of leakage, abnormal deformation or excessive abrasion.
- f) Compressors, pumps, motors, and generators for loose fasteners, leaks, unusual noises or vibrations, loss of operating speed and excessive heating.
- g) Hydraulic and pneumatic valves for malfunction and visible cracks in the external valve housing, leaks, and sticking spools.
- h) Visually inspect any vacuum prevention systems and verify function of such systems.
- i) Hydraulic and pneumatic cylinders and holding valves for malfunction and visible damage.
- j) Hydraulic and pneumatic filters for cleanliness and the presence of foreign material in the system indicating other component deterioration.
- k) Electrical systems and components for deterioration or wear including those not readily visible on a frequent inspection.
- l) Condition and tightness of bolts and other fasteners in accordance with the manufacturer's recommendation.
- m) Welds, as specified by the manufacturer.
- n) Legible and proper identification, operational, and instructional markings.

LMI - FUNCTIONAL TESTS TYPICALLY INCLUDE, BUT NOT LIMITED, THE FOLLOWING:

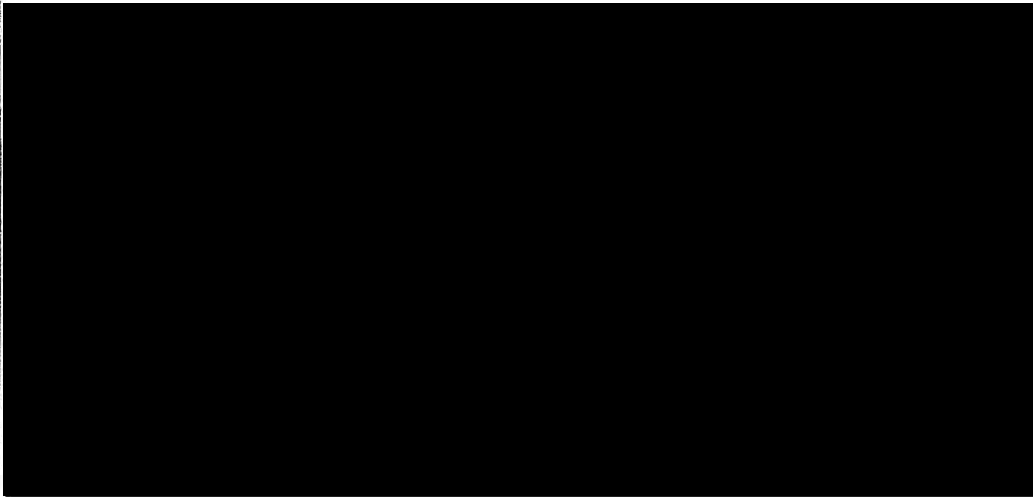
- a) Performance testing of all boom movements
- b) Measuring platform hydraulic creep, which is not to exceed manufacturer's limits or ANSI A92_2-2015 clause 4.8.2. The preferred method is a digital distance measuring device attached to the boom. A report consisting of a table with readings and graph of the creep over the test time is to be submitted.
- c) Set-up of aerial device / crane for operation, including outriggers.
- d) Cycling of each aerial device / crane boom function through its complete range of motion from the lower controls with a 110% basket load.
- e) Checking functionality of emergency controls, stops, interlocks and alarms.

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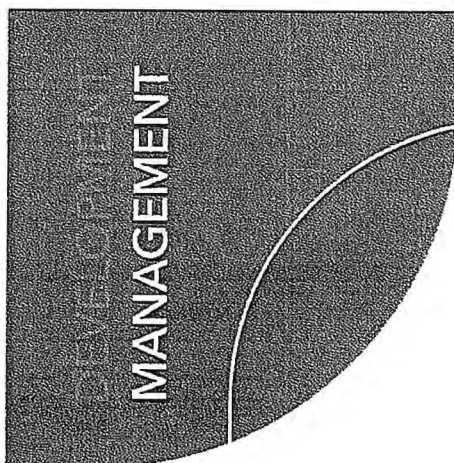
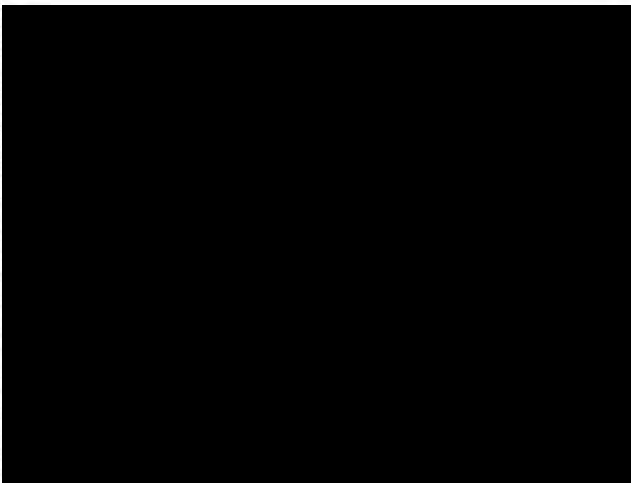
INITIAL

DATE 01.11.22

DISTRICT OFFICES



HEAD OFFICE



Head Office

16th Floor, Civic Centre,
12 Hertzog Boulevard,
Cape Town, 8001

PO Box 298, Cape Town 8000
021 400 1111

Website

<http://planning.capetown.gov.za>

Call Centre

0800 65 64 63

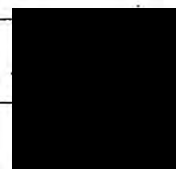


the City of Cape Town's Transport
and Urban Development Authority

Update: 05.03.2019

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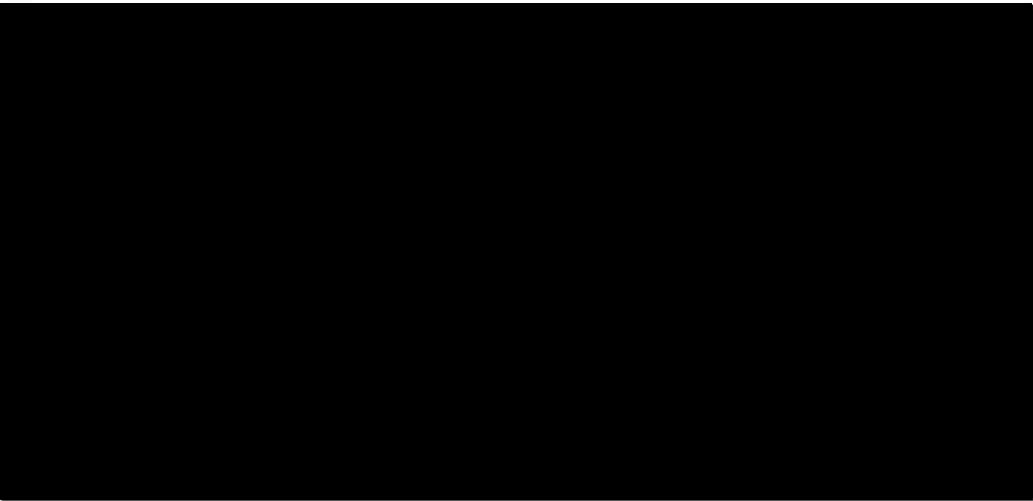
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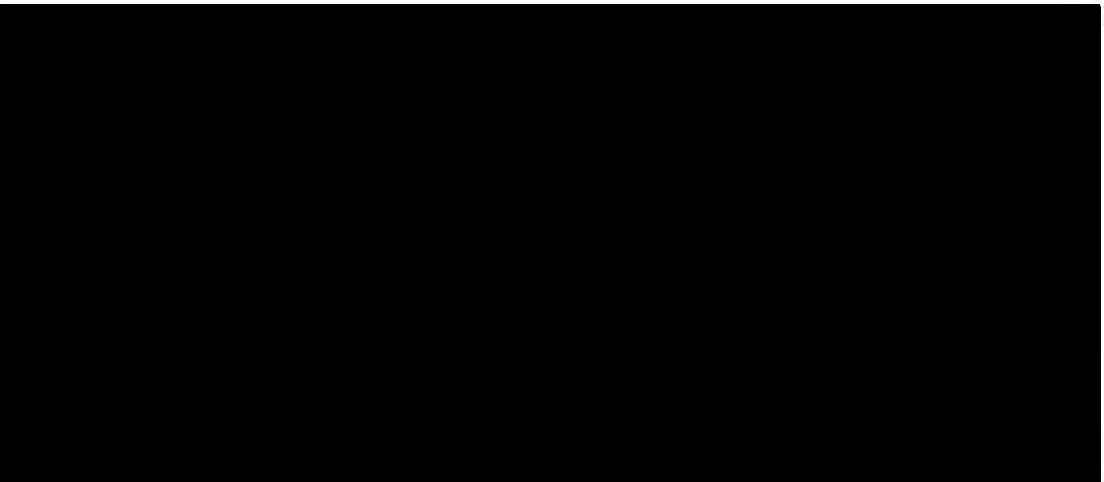
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SERVICE PROVIDERS TO NOTE:

Service Providers who do not have any formal health and safety system in place have to commence with a risk assessment. That means management discussing the hazards in the business with the work team, listing them, discussing how often the staff would be exposed to the hazards and then putting suitable steps in place to counter these risks with an action plan with staff responsibilities delegated to ensure that the action plan is indeed put into place. Those Service Providers who have in the past conducted such an assessment may attach a copy of such an assessment to this tender.

The following is a sample risk assessment and plan. The Service Providers are to apply the format to his / her own business. The completed risk assessment and associated action plan has to be attached to the tender submission.

Inherent Hazards / Dangers	RISKS TO HEALTH	Exposure Frequency	Probability Of Injury	ACTION PLAN	Action By :	Hazard Mitigated	Follow Up By
Compressed Air	Soft tissue damage due to line whipping about when disconnected	Daily	Low	All airlines have suitable device fitted to prevent whipping when disconnected from pneumatic wrench.	Mr. John Stevens. Line Manager	Yes	Next safety meeting
Explosion of truck tyres	Serious injuries / Death	Weekly / High		All workers trained in safe working procedures and dangers of horseplay Airline has deadman's handle Tyre cage purchased	No further action required	Yes	Next safety meeting
Handling vehicle air bags	Air bags could explode when not fitted, causing injury.	Infrequently probably once a month	Low	Brief workers on safe handling of air bags (from HSE's A guide to the handling and storage of airbags and seat belt pretensioners at garages and motor vehicle repair workshops (INDG280) Faulty units returned to vendor for disposal	Mr. L. Cupido : Section Supervisor	Yes	Next safety meeting

THE SERVICE PROVIDER HEREBY ACKNOWLEDGES AND ACCEPTS THE CONTENTS OF THIS PAGE.

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DATE 01.11.20

Inherent Hazards / Dangers	Risks To Health	Exposure Frequency	Probability Of Injury	ACTION PLAN	Action By	Hazard Mitigated	Follow Up By
Manual handling Movement of components	Workers risk injuries or back pain or pain elsewhere from handling heavy and/or bulky objects.	Daily	High	Workers are trained in safe manual handling and to ensure contractors follow safe manual handling techniques Brief workers on handling tyres, refer to HSE publication <i>Collection and delivery of tyres – Tackling the risk of manual handling injuries: a practical guide</i>	Mr. Cupido to arrange manual handling training for the workers in the store. A detailed assessment to be done using HSE publication <i>Manual handling assessment charts</i>	2015-05-12	Next safety meeting
Hazardous substances Contact with used engine oil etc. during servicing	Skin contact over a long period can lead to severe dermatitis and skin cancer. Risks from dermatitis and skin cancer to be explained to workers	Daily	High	Nitrile gloves supplied and used Garage overalls supplied and used Contract for regular cleaning of overalls Workers informed to clean hands thoroughly and use skin creams provided after contact with hazardous substances	Supervisor Mr. Cupido to start keeping a check that gloves are being used	Further checks required.	Report on status at next safety meeting on the 15 th June 2015
Forklift engine running inside, toxic fumes, e.g. carbon monoxide	The fumes may cause eye irritation and breathing difficulties.	Daily	High	Car exhaust attached to extractor system when engine is running. Extractor system maintained and tested to prevent leaks	Mr. Lombard will do daily checks on the status and inform of the dangers	Further checks required.	

THE SERVICE PROVIDER HEREBY ACKNOWLEDGES AND ACCEPTS THE CONTENTS OF THIS PAGE.

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Inherent Hazards / Dangers	Risks To Health	Exposure Frequency	Probability Of Injury	ACTION PLAN	Action By	Hazard Mitigated	Follow Up By
Fire Petrol and LPG fires	If trapped workers and customers could suffer fatal injuries from smoke inhalation/burns.	Low	Medium	Fire alarms maintained and tested by manufacturer. Extinguishers provided and inspected under contract Special fire exits not needed as all work areas have immediate access to outside Workers trained in hazards of LPG	Manager Ingram to arrange training on use of extinguishers for all workers Annual fire drill to be carried out	Yes Planned on 29 August 2015	Report by next safety meeting Report by next safety meeting
Battery charging	Workers could suffer burns from contact with battery acid while charging, particularly if battery is overcharged and explodes.	Daily	Low	Proprietary charger, installed by electrician, is used in accordance with instructions Acid-resistant gloves and goggles supplied and used Residual current device (RCD) built into main switchboard.	No further action required	Completed on 10 th May 2015	Report by next safety meeting
Oil spillage	Pollution of storm water drains	Daily / High	High	Absorbent granules and sawdust put on spills as soon as possible	Weekly housekeeping check to be started	2012-05-12	Report by next safety meeting

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01.11.20

(13) ADDENDUM K REGISTRATION AS WASTE GENERATOR

APPLICABLE TO SPECIFICATION T1 – T3 – T4



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

UTILITY SERVICES

SOLID WASTE MANAGEMENT

Civic Centre
12 Hartweg Boulevard
Tel: 0800 103 089
Email: Eastwaste.user@capetown.gov.za

APPLICATION TO REGISTER AS A WASTE GENERATOR IN TERMS OF THE CITY OF CAPE TOWN INTEGRATED WASTE MANAGEMENT BY-LAW (PG 6756)

WHERE APPLICABLE, PROVISION OF THE FOLLOWING INFORMATION IS COMPULSORY:

1. Business details
2. Contact details of Authorised Company Representative
3. Waste Management Plan
4. Confirmation by Company Representative
5. Copy of SLA with COCT or Accredited Service Provider

For Office Purposes:

Reference Number

Type of Registration:

New		Renewal		Update of Information		De-Registration	
Y	N	Y	N	Y	N	Y	N

1. BUSINESS INFORMATION

Municipal Account No: OR Business Partner No:

Name of Company:

Company Registration No:

Company Physical Address: (within the COCT)

Latitude: Longitude:

Company Postal Address:

Business Tel No: Business Fax No:

Nature of business: (*manufacturing, industrial, retail, etc.*):

TENDER NO:

(13) ADDENDUM L APPLICATION TO DISCHARGE EFFLUENT

The forms may be downloaded here :

<https://www.capetown.gov.za/City-Connect/Apply/Municipal-services/Water-and-sanitation/Apply-to-discharge-industrial-effluent>

APPLICATION FOR PERMISSION TO DISCHARGE*/CONTINUE TO DISCHARGE INDUSTRIAL EFFLUENT TO SEWERS AND ADJUSTMENT OF SANITATION VOLUMETRIC CHARGE



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

WDMS_P-R_Form_001

IEA No: || DATE: ||

APPLICATION FOR PERMISSION TO DISCHARGE*/CONTINUE TO DISCHARGE*/VARY EXISTING DISCHARGE OF INDUSTRIAL EFFLUENT FROM TRADE PREMISES OR INFORMATION REQUIRED IN TERMS OF SECTION 3(1)b OF THE WASTEWATER BY- LAW P.G. 7227 07 FEBRUARY 2014. THIS INCLUDES APPLICATION FOR ADJUSTMENT OF SANITATION VOLUMETRIC CHARGE

*Delete which ever is not applicable

If the application is submitted in support of building plans, quote building plan no ||

*Failure to supply supporting documentation will render the application invalid.

DEFINITION OF INDUSTRIAL EFFLUENT: Industrial Effluent means any liquid, whether or not containing matter in solution or suspension, which is given off in the course or as a result of any industrial trade, manufacturing, mining or chemical process or any laboratory, research, service or agricultural activity, and includes matter discharged from a waste grinder and any liquid other than domestic effluent.

A. INDUSTRY OR BUSINESS

Business Owner's Name: ||

Registered Name ||

Street No & Name ||

Suburb ||

Postal Add ||

Telephone ||

Erf ||

Name of ||

Building/Complex ||

B. REGISTERED OWNER OF PREMISES

Name ||

Street No & Name ||

Physical Add ||

Registered Company/ Trust No:

Telephone ||

Area/Suburb ||

C. TYPE OF PRODUCTS OR NATURE OF BUSINESS

||
||
||
||

D. NUMBER OF PERSONS ON THE PREMISES

Total. ||

Normal Working Hours || am || pm. || Hours ||

Days p/w



(13) ADDENDUM M QUALITY MANAGEMENT GUIDE**APPLICABLE TO SPECIFICATION T1 – T3 – T4**

A quality management system should contain the following aspects.

1. QMS QUALITY MANAGEMENT STANDARDS

As a guide to the service provider, the QMS system should encompass the following practical elements in order to ensure compliance to the City of Cape Town's requirements as stated in T1.

1.1. QMS CLIENT CENTERED

The service providers QMS program should focus on meeting all the requirements of the City of Cape Town in as far as this technical specification is concerned along with compliance to all regulatory and statutory standards as well as the key performance areas listed below during the tenure of the contract.

1.2. QMS QUALITY MANAGEMENT POLICY

This document provides a framework for setting quality objectives and includes a commitment to satisfy applicable requirements as well as a commitment to continual improvement of the quality management system. A sample of such a document is in Addendum N.

1.3. QMS QUALITY MANAGEMENT MANUAL

This document includes the QMS policy, the scope of the adopted QMS system, all the QSM business processes as well as senior management's involvement with the QMS system. This document shows the service providers approach to QMS.

1.4. QMS STAFF TRAINING

The service provider must strive to ensure that key staff receives basic training in their business quality requirements. This would amongst other aspects, include specific product training / courses from OEM suppliers.

1.5. QMS WORK OPERATING PROCEDURES

All the service provider's business processes related to work for the City of Cape Town should be mapped and compiled as written work / operating procedure documents.

This is to ensure all compliance standards are met, procedures have no adverse impact on safety and the environment, work schedules are adhered to i.e. meeting the lead times offered to the City of Cape Town and fleet asset rework is minimised ensuring a high asset availability level to the City of Cape Town.

1.6. QMS METRICS

The service provider should measure conformance to quality standards and objectives by recording and analysing related conformance and major/minor non-conformances on a regular basis.

1.7. QMS RECORD KEEPING

In terms of this technical specification, the service provider must have a reliable and easily traceable and auditable system of record keeping in support of quality management requirements and the statutory period of 10 years for all lifting machinery repair documentation or 5 years for other repairs and maintenance instances..

Any work done for the City of Cape Town is to be traceable from quotation request, comprehensive job cards, final invoice documents and final inspection sheet prior to delivery of the asset to the City of Cape Town.

1.8. QMS AUDITS

The service provider should conduct internal audits to constantly monitor their adopted QMS performance and to document the findings of such audits and any recommendations for improvement. These audits to be discussed at the service provider's senior management meetings held periodically.

(13) ADDENDUM N QUALITY MANAGEMENT POLICY SAMPLE**APPLICABLE TO SPECIFICATION T1 – T3 – T4**

Issue Date	25 th Jan 2020	Version No	5	Page	
Review Date	15 th March 2020	Last Revision	4	Document Name	QMS Policy

(Company name) ENGINEERING WORKS
QUALITY MANAGEMENT POLICY STATEMENT

(Company Name) was established in 1999 to provide professional hydraulic maintenance services to the lifting machine industry. We are based in Parow and employ 250 staff.

Quality is important to our business because we value our customers. We strive to provide our customers with products and services which meet and even exceed their expectations.

We are committed to continuous improvement and have established a Quality Management System which provides a framework for measuring and improving our performance.

We have the following systems and procedures in place to support us in our aim of total customer satisfaction and continuous improvement throughout our business:

- regular gathering and monitoring of customer feedback
- a customer complaints procedure
- selection and performance monitoring of suppliers against set criteria
- training and development for our employees
- regular audit of our internal processes
- measurable quality objectives which reflect our business aims
- management reviews of audit results, customer feedback and complaints

Our internal procedures are reviewed regularly and are held in a Quality Manual which is made available to all employees.

Although the Managing Director has ultimate responsibility for Quality, all employees have a responsibility within their own areas of work to help ensure that Quality is embedded within the whole of the company.

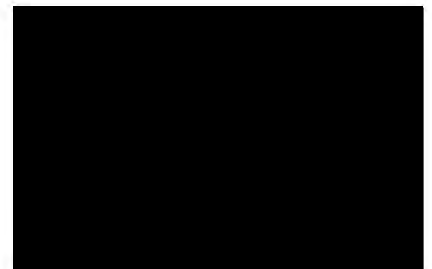
The policy review date is 15th March 2020



Signed: (CEO name) (Chief Executive)

Date: 25th January 2020

Issue Date	25 th Jan 2020	Version No	5	Page	
Review Date	15 th March 2020	Last Revision	4	Document Name	QMS Policy



(13) ADDENDUM O**SAMPLE HEALTH AND SAFETY POLICY**

The Service Providers are to apply his / her mind and compile a business specific plan applicable to his / her business which must be attached to the tender document. The document must be listed in Schedule 14 List of documents to be added by the Service Providers.

SAMPLE POLICY STATEMENT ONLY

We endeavour to create and maintain a safe and healthy work environment for all our employees, visitors, public and contractors. We further strive to manage environmental impacts associated with our activities, products and services.

To demonstrate this commitment, we declare that: -

- The health and safety of our employees, contractors and the public or any other person, when on our premises or in the immediate vicinity are of paramount importance.
- Compliance with legislation, regulations and other requirements pertaining to Occupational Health, Safety and the Environment are considered throughout the business operations.
- Health, Safety and Environmental requirements take precedence over expedience and every effort is made to improve our processes and reduce incidents which may harm people, property and the environment.
- We are committed to the continual improvement of Occupational Health, Safety and Environmental management by prevention of pollution and setting ongoing measurable and achievable objectives.

In view of the above, we commit to the: -

- 1) Identification, analysis and review of business processes and procedures to eliminate and reduce the impact of hazards and risks associated with our activities
- 2) Continual reduction of accidents and ill-health statistics.
- 3) Planning and provision of technical and financial resources to ensure proper implementation of Safety, Health and Environmental Management Systems.
- 4) Communication of the Occupational Health, Safety and Environment policy and procedures to employees as well as the availability of this policy to interested and affected parties.
- 5) Effective induction and training programmes to empower employees, and set guidelines to address Safety, Health and Environmental requirements.
- 6) Effective supervision at all levels.
- 7) Efficient systems that promote incident and non-conformance reporting as well as the investigation thereof, to prevent recurrences and promote continual improvement.
- 8) Development and Implementation of Safety, Health and Environmental Systems.
- 9) Auditing and review of Health, Safety and Environment against set objectives.
- 10) Documentation, implementation and maintenance of an Occupational Health, Safety and Environmental Management System.
- 11) An annual review of this policy.

Chief Executive Officer (Business Name / Sign)

Date

Floor Manager (Business Name / Sign)

Date

Employee Rep (Business Name / Sign)

Date

(13) ADDENDUM P: ENVIRONMENTAL POLICY STATEMENT SAMPLE

(Company name) accepts its responsibilities in environmental matters and recognises that good environmental management must be an integral and fundamental part of our business. Although we believe that we have a minimal impact on the South African environment, (Company Name) hereby aims to continue to improve its environmental performance by:

- Complying with the requirements of all South African environmental legislation and local by laws
- Assessing the environmental effects of all business operations.
- Raise awareness, encourage participation and train employees.
- Expecting similar environmental standards from all suppliers and contractors.
- Actively promoting recycling internally to our staff and externally to our customers and suppliers.
- Conserving natural resources through increased energy efficiency and better water management.
- Managing waste and avoiding the use of hazardous substances.
- Implementing the use of recycled materials where appropriate.
- Preventing and reducing pollution by implementing efficient control procedures to monitor and manage materials and processes that impact on the environment.
- Making our Environmental Policy publicly available to interested parties.
- Continually seeking to improve environmental performance.
- Monitoring progress and review performance annually.

Delivering our operational plans within this policy will enable (Company Name) to develop sustainable practices and deliver meaningful contributions to the quality of our environment.

Mr. _____
Managing Director

20th March 2020

(13) ADDENDUM Q:**BUSINESS IMPROVEMENT LINKS****1****SERVICE PROVIDER DEVELOPMENT**

Whilst the City of Cape Town has well established registered service providers currently offering services to its fleet management departments, it is also realised that there are emerging Service Providers who want to develop their business to the level of being a major supplier of repair and maintenance services, i.e. works to OEM standards, is compliant with Occupational Health, Safety and Environmental regulations, statutory requirements and quality management amongst other aspects.

1.1**DEVELOPMENT OF EMERGING BUSINESSES AND DTI INCENTIVES**

The City of Cape Town encourages emerging businesses to make use of the DTI incentives to improve their business acumen. The following is for the assistance where necessary of prospective panel members. The City of Cape Town will not be held responsible for any detail / address changes. The onus is on the service provider to do his / her own research.

Emerging businesses wishing to participate in tenders such as these may request support from the DTI (Department of Trade and Industry). More information can be obtained from the **TECHNOLOGY TRANSFER UNIT (TTU)**

1.2**QUALITY AND STANDARDS UNIT**

The Small Enterprise Development Agency (SEDA) is an agency of the Department of Small Business Development and was established in December 2004, through the National Small Business Amendment Act, Act 29 of 2004.

The DTI's SEDA (Small Enterprise Development Agency) Technology Programme (STP) is a division of SEDA focusing on technology business incubation, quality & standards and technology transfer services & support to small enterprises.

1.2.1 QUALITY STANDARDS ISO 9001

SEDA ensures that small businesses have access to quality control and assessment processes, and provides training and access to accreditation and certifications.

1.2.2 The offerings are (amongst others): -

Quality awareness coaching sessions
 Quality health checks - Electronic business maturity tools
 Quality booklets – Micro-enterprise support
 Training, and training of trainers on:
 • ISO 9001:2008;
 • ISO 18001

1.2.3 The Unit facilitates the development and implementation of the following management systems through the provision of incentives support:

- ISO 9001:2008 (Quality management system)
- ISO 14001 (Environmental management system)

1.2.4 Quality and Standards Unit contact details

Quality and Standards Unit – Enterprise Development Sub-Unit
 Quality and Standards Unit – Conformity Assessment Sub-Unit

1.3 SABS TRAINING ACADEMY

Service providers wishing to train ISO 9001 auditors for their business quality management system may approach SABS Training Academy as well as other private training institutions.

1.3.1 The Academy is accredited with the Southern African Auditor and Training Certification Authority (SAATCA) for Lead auditor courses in Quality Management Systems, Environmental Management Systems and Occupational Health and Safety.

1.3.2 The SABS training modules include an overview of the relevant standards, creating overall organisational awareness and implementation of management systems such as: SANS/ISO 9001, SANS/ISO 14001 and OHSAS 18001

1.3.3 For more information:
v<https://sabs.onlinebookings.co.za>
or call +27 12 428 6877/676;
or email: info@sabs.co.za

1.4 CITY OF CAPE TOWN ENTERPRISE AND INVESTMENT DEPARTMENT

In addition to the assistance available from the DTI mentioned above, the City of Cape Town's Enterprise and Investment Department is also available to facilitate support in areas of training, upskilling, and financial assistance.

In this context contact Enterprise and Investment at
Development.Enquiries@capetown.gov.za

The following is a basic example of a Technical Skills Matrix. The Technical Skills Needs Matrix must be constructed and in some cases expanded with the essential OEM technical requirements in mind described as URGENCY in the tables below. The product courses, technical courses as well as the level of exposure to such work in-house can then be tailored to increase proficiencies to the required level.

IT IS NOT TO BE CONSTRUED TO BE A COMPLETE LIST.

LIFTING MACHINE MAINTENANCE

URGENCY: 1 (Lowest) - 5(Highest)

LEGEND: A = Adequate, G = Good, RET = Requires external training, RIT = Requires in-house training, P = Poor, NWE = Needs exposure

HYDRAULIC MAINTENANCE	PRODUCT	URGENCY	NAME	NAME	NAME	NAME
THEORETICAL KNOWLEDGE Knowledge of the functions of the different components making up a hydraulic system, function and application of filters, installation techniques, function and application of reservoirs, basic hydraulic system operation, cleaning of hydraulic systems, hydraulic lubrication principles, oil cleanliness as it affects system integrity.	General	5	G	RET	RET	A
PRACTICAL MAINTENANCE AND REPAIR						
Hydraulic cylinder maintenance, removal, disassembly, assessment, repair, test and fitment. Valve bank repairs, PTO fitment and repairs, Gear pump fitment and repairs, Slew gear fitment and repairs, Reservoir fitment and repairs, Hose manufacture, hose replacements.	Galileo	5	G	NWE		
	Socage	5	G	NWE		
	Knuckle Boom	3	A	RIT		
	Amco Veba	3	NWE			
	Bonfiglio	3	NWE			
	Fassi	5	G			
	Hiab	3	NWE			
	Palfinger	3	NWE			
	Pesci	2	NWE			
	PM	2	NWE			
(The service provider to note that these elements can be separated out and treated individually depending on the urgency)	Spartan	1	G			
	Skyjack Tail Lift	5	A			

TENDER NO:

(13) ADDENDUM R TECHNICAL SKILLS MATRIX

PAGE 2

URGENCY: 1 (Lowest) - 5(Highest)		LEGEND: A = Adequate, G = Good, RET = Requires external training, RIT = Requires in-house training, P = Poor, NE = Needs exposure															
LIFTING MACHINE MAINTENANCE		PRODUCT	URGENCY	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME
FAULT FINDING LIFTING MACHINES Fault finding. Setting and adjusting safety electronic / mechanical interlocks and alarms to OEM settings, pressure relief valves. A good working knowledge of electronic / hydraulic control systems and the various interlocks and alarm systems and can do fault finding, repairs and adjustments to OEM standards. Annual inspection, performance / load testing. (The service provider to note that these elements can be separated out and treated individually depending on the urgency)		Galileo															
		Socage															
		Knuckle Boom															
		Amco Veba															
		Bonfiglio															
		Fassi															
		Hiab															
		Palfinger															
		Pesci															
		PM															
	Spartan																
	Skyjack Tail Lift																
SERVICING HYDRAULIC LIFTING MACHINES		PRODUCT	URGENCY	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME
Changing hydraulic filters and other system components. Cleaning hydraulic reservoir. Performing preventive maintenance on hydraulic systems. Changing strainers on hydraulic pumps. Adding filtered fluids to hydraulic systems. Identifying potential problems on hydraulic systems. Changing hydraulic hoses, fittings or tubing. (The service provider to note that these elements can be separated out and treated individually depending on the urgency)		Galileo															
		Socage															
		Knuckle															
		Amco Veba															
		Bonfiglio															
		Fassi															
		Hiab															
		Palfinger															
		Pesci															
		PM															
	Spartan																
	Skyjack Tail Lift																

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TENDER NO:

(13) ADDENDUM R TECHNICAL SKILLS MATRIX

PAGE 3

URGENCY: 1 (Lowest) - 5(Highest)							
LEGEND: A = Adequate, G = Good, RET = Requires external training, RIT = Requires in-house training, P = Poor, NE = Needs exposure							
LIFTING MACHINE MAINTENANCE	PRODUCT	URGENCY	NAME	NAME	NAME	NAME	NAME
GENERAL ENGINEERING							
General fabrication, fitting and repair of the following using appropriate metal working tools :-							
Mild steel structural components	General	5					
Stainless steel structural components		3					
Aluminium structural components		3					
Proficiency in the use of a plasma cutter		5					
Proficiency in the use of OEM recommended fasteners and torquing		5					
WELDING	PRODUCT	URGENCY	NAME	NAME	NAME	NAME	NAME
Proficiency in the following welding methods :-							
Gas brazing	General	5					
Manual arc (Stick welding)		5					
MIG welding (Metal inert gas)		5					
TIG welding (Tungsten inert gas)		5					
AUTHORISED:							

22.11.1

TENDER NO:

(13) ADDENDUM R TECHNICAL SKILLS MATRIX

PAGE 4

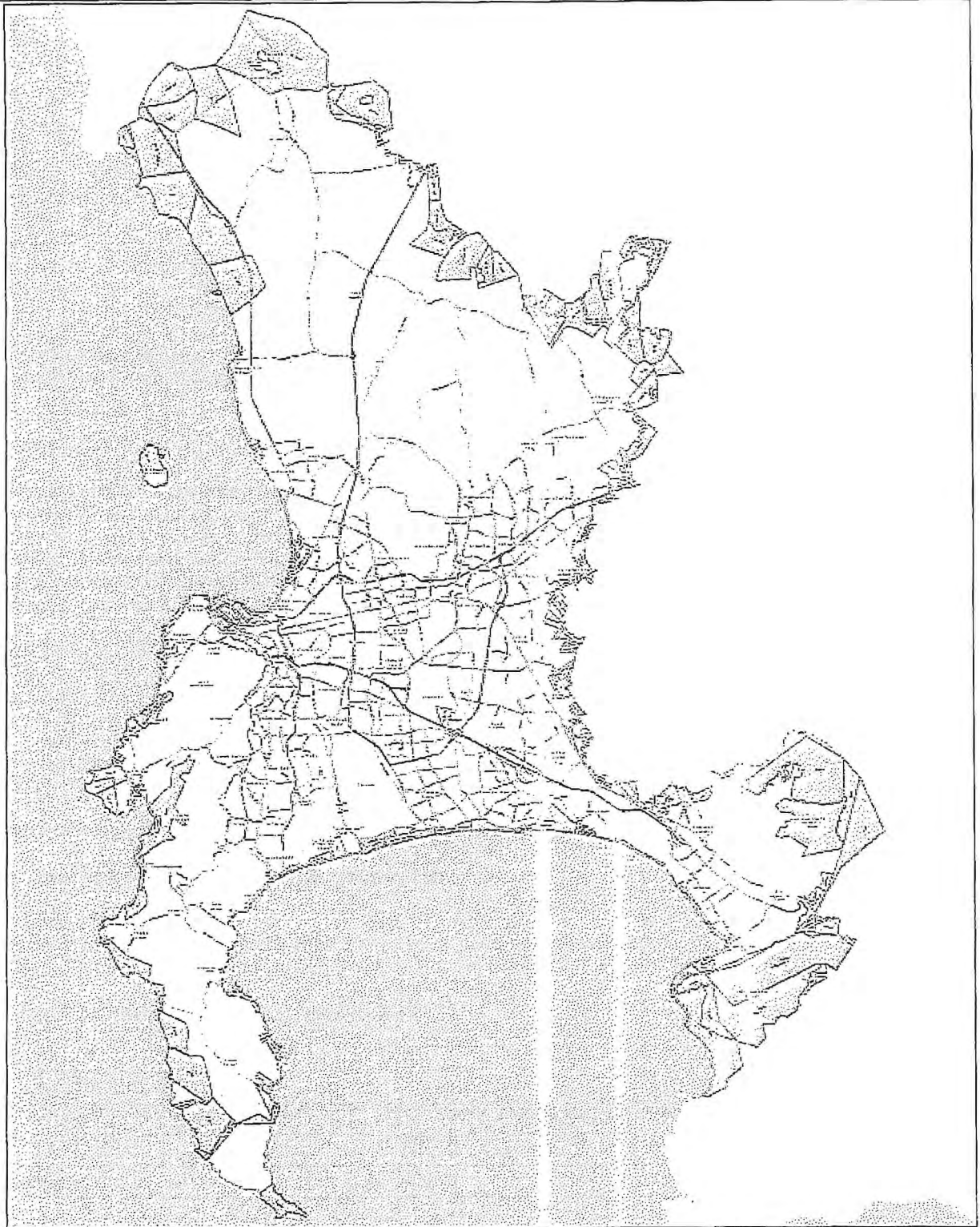
LEGEND:

A = Adequate, G = Good, RET = Requires external training, RIT = Requires in-house training, P = Poor, NE = Needs exposure

LIFTING MACHINE MAINTENANCE		PRODUCT	URGENCY	NAME	NAME	NAME	NAME
CORROSION PROTECTION							
KNOWLEDGE Abrasive blast cleaning, preparation of substrates for painting, spray paint application techniques (conventional spray, airless spray), brush and roller application. Knowledge of paint types (single packs, twin packs epoxies hardener activated) and solvents. BASIC DUTIES The protection of all steelwork after repairs using industry standard preparation and priming methods and proper application of propriety primers and finish coats as listed above.		General	5	NET	NET NE	NET NE	NET NE
ENGINEERING STANDARDS AND CODES OF PRACTICE		PRODUCT	URGENCY	NAME	NAME	NAME	NAME
Technical staff proficiency in the use and interpretation of OEM and local and international generally accepted maintenance and servicing standards, schematic diagrams e.g. hydraulic circuits. Electronic circuits for diagnostic procedures.		General	5	G	NET	NET	NET
TRAINING MATRIX The needs identified in the above needs assessment matrix is to be transferred to the training matrix where the external courses can be planned as well as the in house mentorship and training can be scheduled.							

01.11.22

ADDENDUM S: GEOGRAPHICAL BOUNDARY OF THE CITY OF CAPE TOWN



 CITY OF CAPE TOWN INKHOKA EKURHULENI KHAULI EKURHULENI	THIS MAP WAS COMPILED BY: CITY MAPS ANDERSON & SONS (Pty) Ltd Contact: Mr. Andrew Anderson Tel: 021 462 2111 Fax: 021 462 2112 E-mail: anderson@citymaps.co.za www.citymaps.co.za	Legend - Thick black line: City Boundary - Thin black line: Primary Roads - Dashed black line: Secondary Roads - Thin grey line: Tertiary Roads - Thin black line: City Boundary	 0 1000 2000 3000 4000 m 1:50 000 Scale of map: 1:50 000 Datum: 1984 AD Projection: UTM Units: Metres	CITY OF CAPE TOWN
--	--	--	---	---------------------------------

3 TRADE NAMES OR PROPRIETARY PRODUCTS

Bid specifications may not make any reference to any particular trade mark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words "or equivalent".

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT'

4. EMPLOYMENT OF SECURITY PERSONNEL

All security staff employed by the supplier on behalf of the CCT or at any CCT property must be registered with Private Security Industry Regulatory Authority (PSiRA). Proof of such registration must be made available to the CCT's agent upon request.

5. FORMS FOR CONTRACT ADMINISTRATION

The supplier shall complete, sign and submit with each invoice, the following:

- a) Monthly Project Labour Report (Annex 3).
- b) B-BBEE Sub-Contract Expenditure Report (Annex 4).
- c) Joint Venture Expenditure Report (Annex 5).

The Monthly Project Labour Report must include details of all labour (including that of sub-contractors) that are South African citizens earning less than R350.00 per day, as adjusted from time to time (excluding any benefits), who are employed on a temporary or contract basis on this contract in the month in question.

In addition to the Monthly Project Labour Report the Supplier shall simultaneously furnish the CCT's Agent with copies of the employment contracts entered into with such labour, together with certified copies of identification documents, proof of attendance in the form of attendance register or timesheets as well as evidence of payments to such labour in the form of copies of payslips or payroll runs. 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 and proof of such acknowledgement shall be furnished to the CCT's Agent.

The Monthly Project Labour Reports shall be completed and submitted in accordance with the instructions therein.

The **B-BBEE Sub-Contract Expenditure Report** is required for monitoring the supplier's compliance with the sub-contracting conditions of the **Preference Schedule**.

The Joint Venture Expenditure Report is required for monitoring the joint venture's/consortium/partnership compliance with the percentage contributions of the partners as tendered, where the joint venture/consortium/partnership has been awarded preference points in respect of its consolidated B-BBEE scorecard.

(14.1) MONTHLY PROJECT LABOUR REPORT (EXAMPLE)

ANNEX 1

CITY OF CAPE TOWN MONTHLY PROJECT LABOUR REPORT



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Instructions for completing and submitting forms

General

- 1 The Monthly Project Labour Reports must be completed in full, using typed, proper case characters; alternatively, should a computer not be available, handwritten in black ink.
- 2 Incomplete / Incorrect / Illegible forms will not be accepted.
- 3 Any conditions relating to targeted labour stipulated in the Contract (in the case of contracted out services or works) shall apply to the completion and submission of these forms.
- 4 This document is available in Microsoft Excel format upon request from the City's EPWP office, tel 021 400 9406, email EPWPLR@capetown.gov.za.

Project Details

- 5 If a field is not applicable insert the letters: NA
- 6 Only the Project Number supplied by the Corporate EPWP Office must be inserted. The Project Number can be obtained from the Coordinator or Project Manager or from the e-mail address in point 4 above.
- 7 On completion of the contract or works project the anticipated end date must be updated to reflect the actual end date.

Beneficiary Details and Work Information

- 8 Care must be taken to ensure that beneficiary details correspond accurately with the beneficiary's ID document.

- 9 A new beneficiary is one in respect of which a new employment contract is signed in the current month. A certified ID copy must accompany this labour report on submission.
- 10 Was the beneficiary sourced from the City's job seeker database?
- 11 The contract end date as stated in the beneficiary's employment contract.
- 12 Where a beneficiary has not worked in a particular month, the beneficiary's name shall not be reflected on this form at all for the month in question.
- 13 Training will be recorded separately from normal working days and together shall not exceed the maximum of 23 days per month
- 14 Workers earning more than the maximum daily rate (currently R450 excluding any benefits) shall not be reflected on this form at all.
- 15 Submission of Forms
Signed hardcopy forms must be scanned and submitted to the City's project manager in electronic (pdf) format, together with the completed form in Microsoft Excel format.
- 16 Scanned copies of all applicable supporting documentation must be submitted along with each monthly project labour report. Copies of employment contracts and ID documents are only required in respect of new beneficiaries.
- 17 If a computer is not available hardcopy forms and supporting documentation will be accepted.

PROJECT DETAILS

Numbers in cells below e.g (6) refer to the relevant instruction above for completing and submitting forms

CONTRACT OR WORKS		EPWP SUPPLIED										
PROJECT NAME: (6)		PROJECT NUMBER: (6)										
DIRECTORATE:		DEPARTMENT:										
CONTRACTOR OR VENDOR NAME:		CONTRACTOR OR VENDOR										
CONTACT PERSON:		E-MAIL ADDRESS:										
PROJECT LABOUR REPORT CURRENT MONTH (mark with "X")		CONTRACTOR OR VENDOR TEL. NUMBER:										
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR

ACTUAL START DATE (yyyy/mm/dd)												ANTICIPATED / ACTUAL END DATE (yyyy/mm/dd)												(7)	
TOTAL PROJECT EXPENDITURE / VALUE OF WORK DONE TO-DATE (INCLUDING ALL COSTS, BUT EXCLUDING VAT)																									
R																									

TENDER NO:

MONTHLY PROJECT LABOUR REPORT

BENEFICIARY DETAILS AND WORK INFORMATION

CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CONTRACT OR WORKS PROJECT NUMBER:		Year		Month		Sheet of						
		1		(11)	(12)	(13)	(14)					
No.	(6) First name	(8) Surname	(8) ID number	(9) New Beneficiary (Y/N)	Gender (M/F)	Disabled (Y/N)	(10) Job seeker database (Y/N)	Contract start date (DDMMYY)	Contract end date (DDMMYY)	No. days worked this month (excl. training)	Training days	Rate of pay per day (R - c)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
												0 R

Declared by Contractor or Vendor to be true and correct:	Name	Signature
	Date	

Received by Employer's Agent / Representative:	Name	Signature
	Date	

(14.2) BBEE SUB-CONTRACT EXPENDITURE REPORT (PRO FORMA)TENDER NO. AND
DESCRIPTION: _____

SUPPLIER: _____

B-BBEE SUB-CONTRACT EXPENDITURE REPORTRand Value of the contract (as defined
in
Schedule 4: Preference Schedule)
(P*)

R

B-BBEE Status Level of Prime Supplier

Name of Sub-contractor (list all)	B-BBEE Status Level of supplier ¹	Total value of Sub-contract (excl. VAT) ¹	Value of Sub- contract work to date (excl. VAT) ¹	Value of Sub- contract work to Sub-contractors with a lower B-BBEE Status Level than supplier
Sub-contractor A		R	R	R
Sub-contractor B		R	R	R
Sub-contractor C		R	R	R

¹Documentary evidence to be
provided

Total: R

Expressed as
a percentage
of P*

%

SignaturesDeclared by
supplier to be
true and
correct: _____

Date: _____

Verified by
CCT Project
Manager: _____

Date: _____

24

TENDER NO:

**(14.3) PARTNERSHIP/ JOINT VENTURE (JV) / CONSORTIUM/
EXPENDITURE REPORT (PRO FORMA)**

TENDER NO. AND
DESCRIPTION:

SUPPLIER:

PARTNERSHIP/ JOINT VENTURE (JV)/ CONSORTIUM EXPENDITURE REPORT

Rand value of the contract (as defined in Schedule 4: Preference Schedule) (P*)	R	B-BBEE Status Level of Partnership/ Joint Venture (JV)/ Consortium	
--	---	---	--

Name of partners to the Partnership/ JV / Consortium (list all)	B-BBEE Status Level of each partner at contract award	Percentage contribution of each partner as per the Partnership/ JV/ Consortium Agreement ¹	Total value of partner's contribution (excl. VAT) ¹ B = A% x P*	Value of partner's contribution to date (excl. VAT) ¹ C	Value of partner's contribution as a percentage of the work executed to date D = C/P*x100
		A			
Partner A		%	R	R	%
Partner B		%	R	R	%
Partner C		%	R	R	%

¹Documentary evidence to be provided

Signatures

Declared by
supplier to be
true and
correct:

Date: _____

Verified by
CCT Project
Manager:

Date: _____

PART 6: OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

(11) OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

AGREEMENT MADE AND ENTERED INTO BETWEEN THE CITY OF CAPE TOWN (HEREINAFTER CALLED THE "CCT") AND

(Supplier/Mandatory/Company/CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.

I, _____, representing _____

_____ as an employer in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (OHSA) and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COIDA ACT Registration Number: _____

OR Compensation Insurer: _____

Policy No: _____

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHSA and the Regulations and to charge him/her with the duty of ensuring that the provisions of OHSA and Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the Occupational Health and Safety Specifications contained in this tender and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan submitted and approved in terms thereof.

Signed at Bellville on the 29 day of April 2021

Witness

Signed at Bellville on the 11 day of November 2022

Witness

for and on behalf of
City of Cape Town

01.11.22

PART 7: SUPPORTING SCHEDULES

Schedule 8: Contract Price Adjustment and/or Rate of Exchange Variation

8 PRICING INSTRUCTIONS:

- 8.1 The Contract Price Adjustment mechanism and/or provisions relating to Rate of Exchange Variation, contained in this schedule is compulsory and binding on all tenderers.
- 8.2 Failure to complete this schedule or any part thereof may result in the tender offer being declared non-responsive.
- 8.3 Service Providers are not permitted to amend, vary, alter or delete this schedule or any part thereof unless otherwise stated in this schedule, failing which the tender offer shall be declared non-responsive.
- 8.4 Service Providers are not permitted to offer firm prices except as provided for in the Price Schedule, and if the tenderer offers firm prices in contravention of this clause the tender offer shall be declared non-responsive.
- 8.5 The annual cost price adjustment shall be based on the South African Consumer Price Index (CPI) for all Prices submitted in the Pricing Table as per the Pricing Instructions.

8.6 CALCULATION OF ADJUSTMENT

PRICE SUBMITTED AS PER THE PRICING TABLE

$$P_{\text{New}} = P_{\text{base}} * \text{CPI}_2 / \text{CPI}_1$$

Where P_{new} = Adjusted Rate

P_{base} = Base line Price

CPI_1 = Consumer Price Index (CPI) at commencement of period under review

CPI_2 = Consumer Price Index (CPI) at year end of period under review

8.7 CLAIMS

1st Year: 12 months from date of commencement of contract
Firm – No request for price increases shall be entertained.

2nd Year: Subject to the Consumer Price Index

The base month for the price adjustment shall be the month of commencement of the 1st year and the end date shall be the 12th month of the 1st year.

3rd Year: Subject to the Consumer Price Index

The base month for the price adjustment shall be the month of commencement of the 2nd year and the end date shall be the 12th month of the 2nd year.

8.8 THE SERVICE PROVIDERS SHALL NOTE OF THE FOLLOWING:

- 8.8.1 Service Providers shall make the application for contract price adjustment prior to the date upon which the price adjustment would become effective.
- 8.8.2 The effective date of any price increases granted will be the date on which the abovementioned documentation is submitted or, by agreement between the Service Provider and the CCT, a subsequent date on which the price increase will be effective.
- 8.8.3
- 8.8.4 In instances where the Service Providers price claimed is less than entitled, the lesser price will be accepted.
- 8.8.5 Orders placed prior to the effective date of any price increase shall be placed at the previously agreed price, not the claimed adjusted price.
- 8.8.6 All purchase orders issued subsequent to the effective date of the contract price adjustment will be generated at the approved adjusted contract price.
- 8.8.7 The City of Cape Town will consider the proposed contract price adjustment and based on the documentary evidence, the City of Cape Town may approve the adjustment.
- 8.8.8 A letter authorising the price adjustment will be issued to the Service Provider.

8.9 PRICE VARIATION CLAIMS

- 8.9.1 All requests for variation in the contract price submitted to Technical.Enquiries@capetown.gov.za and copied to : CPA.Request@capetown.gov.za along with the supporting documents.
- 8.9.2 When submitting a claim for contract price adjustment the Service Provider shall indicate the actual amount claimed for each item.
- 8.9.3 A mere notification of a claim for contract price adjustment without stating the new price claimed for each item, shall not be regarded as a valid claim.