NKANGALA DISTRICT MUNICIPALITY

# DEPARTMENT OF SOCIAL SERVICES

PROJECT **7051/11:** DEVELOPMENT OF OCCUPATIONAL HEALTH AND SAFETY POLICY FOR NKANGALA DISTRICT MUNICIPALITY

NKANGALA DISTRICT MUNICIPALITY hereby invites quotations from suitably qualified service providers for the Development of an Occupational Health and Safety policy designed for the Nkangala District Municipality workplace in terms of the Occupational Health and Safety Act 85 of 1993.

Quotations may only be submitted on the quotation document issued. Copies of the quotation document will be available at Nkangala District Municipality Office Building at reception.

Quotations, clearly marked **"Project No: 7051/11 Development of an Occupational Health and Safety policy for the Nkangala District Municipality"** must be submitted to, Office C93, Nkangala District Municipality, 2A Walter Sisulu Street, Middelburg, Mpumalanga, or faxed to **086 536 0368 or emailed to Ndlovutf@nkangaladm.org.za** not later than **12h00 on 29 April 2011.**

**GENERAL:**

- Service providers not registered on council's database to submit a completed application form prior to submitting the quotation.
- Quotations shall remain valid for a period of 90 days from closing date, no late, faxed or e mailed quotations will be accepted

For enquiries, please contact Ms Tshabalala at 013 249 2016/8 or Mrs. Trudie v Niekerk, SCM Office at 013 249 2123 during office hours, Monday to Friday between 07H30-13H00 and 13H45-16H15.

Quotations will be evaluated in terms of the Supply Chain Management policy of the Nkangala District Municipality (www.nkangaladm.org.za). The lowest quotation will not necessarily be accepted and the right to accept the whole or part of any quotation or not to consider any quotation not suitably endorsed is fully reserved by Nkangala District Municipality.

**TC MAKOLA – MUNICIPAL MANAGER**
**NKANGALA DISTRICT MUNICIPALITY**

# NKANGALA DISTRICT MUNICIPALITY

## QUOTATION DOCUMENT

**Project No: 7051/11**

## DEVELOPMENT OF OCCUPATIONAL HEALTH AND SAFETY POLICY FOR NKANGALA DISTRICT MUNICIPALITY

**Name of Entity** _____

**Price( Excl VAT)** _____

| **Prepared & Issued By:** | **Enquiries :** |
|---|---|
| Supply Chain Management Unit<br>Nkangala District Municipality<br>2A Walter Sisulu Street<br>**MIDDELBURG**<br>1050<br>Tel: 013-249 2105<br>Fax: 013-249 2087 | Social Services Department<br>Nkangala District Municipality<br>2A Walter Sisulu Street<br>**MIDDELBURG**<br>1050<br>Tel: 013-249 2016/8<br>Fax: 013-249 2136<br>**Ms E. K Tshabalala** |

SUBMISSION DETAILS

| | |
|---|---|
| **OFFICE NO C93** | NKANGALA DISTRICT MUNICIPALITY<br>2A WALTER SISULU STREET, GROUND FLOOR<br>MIDDELBURG(MPUMALANGA) |
| **CLOSING DATE AND TIME** | **29 April 2011 at 12h00** |

## NKANGALA DISTRICT MUNICIPALITY

**PROJECT NO:** 7051/11

# DEVELOPMENT OF OCCUPATIONAL HEALTH AND SAFETY POLICY FOR NKANGALA DISTRICT MUNICIPALITY

## CONTENTS


**1. Procedures**

1.1 Notice and invitation to Quote

1.2 Instructions

**2. Returnable Documents**

2.1 List of returnable documents

**3. Agreements**

3.1 Form of Offer

**4. Bill of quantities**

**5. Scope of Work**

NKANGALA DISTRICT MUNICIPALITY

# DEPARTMENT OF SOCIAL SERVICES

## PROJECT 7051/11: DEVELOPMENT OF OCCUPATIONAL HEALTH AND SAFETY POLICY FOR NKANGALA DISTRICT MUNICIPALITY

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**TC MAKOLA – MUNICIPAL MANAGER**
**NKANGALA DISTRICT MUNICIPALITY**

| **INSTRUCTIONS TO QUOTATION:** | |
|---|---|
| 1. | Failure to complete all returnable schedules and signing thereof will result in an automatic disqualification. |
| 2. | Proposals and any other supporting documents must be attached to the back of this quotation document. |
| 3. | No quotation document will be considered unless submitted on Council's Official quotation Document |
| 4. | A quotation document submitted by a registered company may not be considered unless accompanied by a resolution of a Board of Directors of the Company authorizing the person to sign the quotation document on behalf of the Company. |
| 5 | Quotations received after the closing date and time shall not be considered. |
| 6. | The Council retains the right to call for any additional information that may deem necessary |
| 7. | The Council will not be held responsible for any expenses incurred by the company in preparing and submitting the quotations. |
| 8. | If quoting as a Joint Venture, the Joint Venture Agreement must be submitted with the quotation documents detailing the split of responsibilities in terms of the tender specifications, i.e. percentage of work to be done by each partner. |
| 9. | Check the quotation documents on receipt for completeness and notify the employer of any discrepancy or omission. |
| 10 | Treat as confidential all matters arising in connection with the quotation. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a quotation offer in response to the invitation. |
| 11 | Obtain, as necessary for submitting a quotation, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the quotation documents by reference |
| 12 | Pricing the tender<br>State the rates and prices in Rand. |
| 13 | Quotation communicated on paper shall be submitted as an original. |
| 14 | Quotations completed shall be submitted to Office C93, Nkangala district municipality, 2A Walter Sisulu Street, Middelburg <u>or</u> by fax to **086 536 0368 <u>or</u> emailed to <u>Ndlovutf@nkangaladm.org.za</u> by no later than 12H00 on the 29 April 2011** clearly marked with the relevant Project number and / or project description, to Office C 93 Social Services second floor Nkangala District Municipality 2A Walter Sisulu Street, Middelburg.<br><u>No telephonic quotations will be accepted.</u> |
| 15 | Accept that quotations, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive |
| 16 | The quotation validity period is 90 Days. |

| | |
|---|---|
| 17 | The company quoting, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the Labour Intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements. |
| 18 | **The following is required to be submit with the quotation:**<br>**(1) a Tax Clearance Certificate issued by the South African Revenue Services; (upon acceptance the original must be submitted)**<br>**(2) A copy of the Company / CC Registration. In case of Joint Venture –both companies / cc to submit registration documentation.**<br>**(3) In case of Joint Venture – the Joint Venture Agreement.**<br>**(4) Duly Signed and dated copy of Authority of Signatory on company Letterhead.** |
| 19 | **Evaluation of Quotations**<br>Notice is drawn to the fact that the awarding of this quotation will be in terms of the Supply Chain Management Policy of the Nkangala District Municipality. |
| 20 | 80 potential points for price<br>10 potential points for 50% or more equity owned by Historically Disadvantaged Individuals<br>5 potential points for equity owned by women<br>5 potential points for being situated within the council's area of jurisdiction |
| 21 | The number of paper copies of the signed contract to be provided by the Employer is one. |
| 22 | The additional conditions of quotation are:<br><br>1 Nkangala District Municipality may also request that the company quoting provide written evidence that his financial, labour and resources are adequate for carrying out the project.<br>2 The Nkangala District Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any entity quoting. The entity quoting shall provide all reasonable assistance in such investigations.<br>3 The Nkangala District Municipality reserves the right to appoint a different Contractor for each project. The entity quoting shall be required to complete the form of offer.<br>4 That the issuing by the contractor of cessions is expressly prohibited except if and when prior written approval of the Nkangala District Municipality under the signature of the Municipal Manager for the issue of a cession has been requested and obtained.<br>5 That the Council reserves the right not to appoint contractor whose contract was terminated due to non-performance by this Council in the past 12 months. |

# NKANGALA DISTRICT MUNICIPALITY

PROJECT NO: 7051/11

**DEVELOPMENT OF OCCUPATIONAL HEALTH AND SAFETY POLICY FOR NKANGALA DISTRICT MUNICIPALITY**

## T2.1 LIST OF RETURNABLE DOCUMENTS

The following returnable Schedules MUST be completed:

**Returnable Schedules required for evaluation purposes**

| | |
|---|---|
| Form A | DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES |
| Form B | OWNERSHIP OF THE TENDERER'S ENTITY |
| Form C | DECLARATION OF INTEREST |
| Form D | CERTIFICATE OF INDEPENDENT BID DETERMINATION |
| Form E | DECLARATION OF MUNICIPAL ACCOUNT |
| Form F | SCHEDULE OF PREVIOUS EXPERIENCE |
| Form G | SCHEDULE OF PROPOSED SUB- CONTRACTORS |

## FORM A: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Standard Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-

a. abused the institution's supply chain management system;
b. committed fraud or any other improper conduct in relation to such system; or
c. failed to perform on any previous contract.

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

| Item | Question | Yes | No |
|---|---|---|---|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?<br>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied). | Yes ☐ | No ☐ |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br>**To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.** | Yes ☐ | No ☐ |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes ☐ | No ☐ |
| 4.3.1 | If so, furnish particulars: | | |

| | | | |
|---|---|---|---|
| 4.4 | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes ☐ | No ☐ |
| 4.4.1 | If so, furnish particulars: | | |

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME)……**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

| | |
|---|---|
| **……..** | **…….** |
| **Signature** | **Date** |
| **…….** | **…….** |
| **Position** | **Name** |

## FORM B: OWNERSHIP OF THE TENDERER'S ENTITY

1 State whether, a company, a partnership, a person or a closed corporation by making an X in the appropriate space.

| Company | | Partner-ship | | Person | | Closed Corporation | |
|---|---|---|---|---|---|---|---|

(Make an X in the appropriate space)

2 **Information to be provided**

2.1 **IF A COMPANY:**

(a) Affix a certified copy of the Certificate of Incorporation and on the following page

(b) List the Directors and each Director's date of appointment

| **Director** | **Date Appointment** |
|---|---|
| | |
| | |
| | |
| | |

***(Attach copies of ID'S of the Directors)***

(c) **List the Shareholders**

| **Name** | **% Share** | **Male/Female** | **HDI (Yes/No)** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

***Attach Copies of ID'S of Shareholders***

(d) List all companies of which your Company is a shareholder

_____

_____

_____

_____

_____

.....

2.2 **IF A PARTNERSHIP:**

(a) List the partners and state each partner's share in the partnership

| Name | % Share | Male/Female | HDI (Yes/No) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

***(Attach Copies of ID'S of Members of the Partnership)***

2.3 **IF A PERSON:**

(a) Provide the full name and qualifications of the person

| Name | % Share | Male/Female | HDI (Yes/No) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

2.4 **IF A CLOSED CORPORATION:**

(a) Affix a certified copy of the CK 2 Form on the following Page.

(b) List the members and state each member's share in the closed corporation

| Name | % Share | Male/Female | HDI (Yes/No) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

***(Attach Copies OF ID'S of Members of the CC***

2.5 **LOCALITY** (Address of Entity)

Name : …… Date: ……

Signature : ……...

Full name of signatory: ……

## ATTACH THE FOLLOWING DOCUMENTS HERETO

1. **For Closed Corporations**

   CK1 or CK2 as applicable (Founding Statement)

2. **For Companies**

   Shareholders register

3. **For Joint Venture Agreements**

   Copy of the Joint Venture Agreement between all the parties, as well as the documents in (1) or (2) of each Joint Venture member.

4. **Tax Clearance Certificate issued by the South African revenue Service on acceptance the original will be required**

5. **Duly Signed and dated of Authority of Signatory on company Letterhead, on acceptance the original will be required**

## FORM C: DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

   - the bidder is employed by the state; and/or

   - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative

_____

2.2 Identity Number

_____

2.3 Position occupied in the Company (director, shareholder etc)

_____

2.4 Company Registration Number

_____

2.5 Tax Reference Number

_____

2.6 VAT Registration Number

_____

* "State" means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament

2.7 Are you or any person connected with the bidder presently employed by the state?

| **YES** | | **NO** | |
|---|---|---|---|

If so, furnish the following particulars

2.7.1 Name of person / director / shareholder/ member:

_____

2.7.2 Name of state institution to which the person is connected

_____

2.7.3 Position occupied in the state institution

_____

2.7.4 Any other particulars

_____

2.8 Did you or your spouse, or any of the company's directors / shareholders / members or their spouses conduct business with the state in the previous twelve months?

| **YES** | | **NO** | |
|---|---|---|---|

If so, furnish particulars:

_____

_____

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

| **YES** | | **NO** | |
|---|---|---|---|

If so, furnish particulars.

_____

_____

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

| YES | | NO | |
|---|---|---|---|

If so, furnish particulars

_____

_____

2.11 Do you or any of the directors /shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

| YES | | NO | |
|---|---|---|---|

If so, furnish particulars

_____

_____

DECLARATION

I, THE UNDERSIGNED (NAME)……

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……

Signature Date

…… ……

Position Name

# FORM D: CERTIFICATE OF INDEPENDENT BID DETERMINATION

This Standard Bidding Document (SBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

**[1] Includes price quotations, advertised competitive bids, limited bids and proposals.**

**[2] Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by**:**

_____

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect**:**

I certify, on behalf of**:**_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

    (a) has been requested to submit a bid in response to this bid invitation;

    (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

    (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[3] will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   (a) prices;
   (b) geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

**[3] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

| | |
|---|---|
| …… | …… |
| Signature | Date |
| …… | …… |
| Position | Name of Bidder |

## FORM E: MUNICIPAL UTILITY ACCOUNT

### DECLARATION BY THE TENDERER

I the undersigned _____, has been duly

authorized to sign all documents with the Tender for Contract Number _____on behalf of

_____ hereby make a declaration as follows:
(referred to herein as "the Bidder")

1. I declare that the bidder and /or any of its director(s) / member(s) does not owe the municipality, or any other municipality and/or municipal entity any amount which is in arrears in respect of any municipal rates and taxes or municipal service charges.

2. I understand and accept that in the event that this declaration is proved to be false, the bid shall be rejected forthwith. All other rights of the municipality (including but not limited to the right to claim damages where applicable) shall remain reserved in full.

SIGNED ON BEHALF OF THE COMPANY _____

IN HIS CAPACITY AS _____

DATE _____

FULL NAMES OF SIGNATORY _____

## FORM F: SCHEDULE OF PREVIOUS EXPERIENCE

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work. **This information is material to the award of the Contract.**

| Description | Value (R) VAT excluded | Period work executed | Reference | | |
|---|---|---|---|---|---|
| | | | Name | Organization | Tel no |
| | | | | | |
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## FORM G: SCHEDULE OF PROPOSED SUB-CONSULTANT

| NAME OF SUB-CONSULTANT | FULL DESCRIPTION OF WORK TO BE PERFORMED BY SUB-CONSULTANT |
|---|---|
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# FORM OF OFFER

**OFFER**

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

**DEVELOPMENT OF OCCUPATIONAL HEALTH AND SAFETY POLICY FOR NKANGALA DISTRICT MUNICIPALITY**

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

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

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS**

……..

……. Rand (in words); R …… (In figures).

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

Signature(s)_____

Name(s) _____

Capacity_____

For the tenderer_____

(Name and address of organisation)

Name & Signature
Of Witness _____ _____

Name Date

# SCOPE OF WORK

**Scope of work**

1. A site investigation to determine the health and safety gaps that are presented at the workplace whether through the physical structural design and or as a result of the work requirements. The deliverable of this exercise would culminate into a gap analysis and recommendations to improving the situation.
2. Development of an Occupational Health and Safety Policy for the Nkangala District Municipality building situated in 2A Walter Sisulu Street, Middleburg. The policy should provide for:

    2.1 A statement of intent, objectives and commitment of the Employer towards the safety of personnel and or the visitors. The policy should further spell out the health and safety targets.
    2.2 Outline the roles and responsibilities of various role players.
    2.3 An outlined process to be followed in alerting employees of an emergency and outline the requirements in preventing injuries.
    2.4 Identify escape routes in cases of emergencies.
    2.5 Provide a standard approach of recording workplace incidents.
    2.6 Provide for an arrangement of Health and Safety at the workplace.
    2.7 Further provide for a checklist of standard operations to be followed.
    2.8 The policy development should take into consideration the legal responsibilities bestowed upon Employers by the OHS Act of 1993.