

ROYAL BAFOKENG ADMINISTRATION (RBA)

REQUEST FOR QUOTATIONS (RFQ) FOR THE APPOINTMENT OF A CONTRACTOR FOR THE GENERAL CONSTRUCTION IN THE ARCHIVES VAULT

RFQ REFERENCE:

RBA/ARCHIVES VAULT GENERAL CONSTRUCTION/2026/RFQ018

08 October 2026

Name of Bidder: _____

Address of Bidder: _____

Contact Number: _____

Total of the Prices Exclusive of Value Added Tax: _____

SECTION A: NOTES TO BIDDERS

Introduction

The Royal Bafokeng Civic Centre, pictured in Figure 1, below, is located in Phokeng, North West province and serves as the administrative centre for the Royal Bafokeng Nation. One of the departments within Royal Bafokeng Administration (RBA) is the Archives and Records Department, which is mandated to preserve and protect important records pertaining to the social, cultural and business interests of the Royal Bafokeng Nation. It is intended that the archival material is to be secured in a Vault, containing several rooms with appropriate storage to facilitate long term storage and preservation of the material.

As part of the project to upgrade the Archive Vault, several construction activities are required.

The purpose of this document is to define the Scope of Work that the Bidder is expected to complete.



Figure 1: Royal Bafokeng Civic Centre - Site Location

Site visit and Tender clarification session: 5th October 2026 at 10h00

Reference Documents

This Scope of Work is intended to be read in conjunction with the following documents:

- RBA252004_CV - C Ground Floor
- 260001-00-AR-0001-01-DAL-0.6_CIVIC CENTRE ARCHIVES CIVIL WORKS (G.C)
- BCC001 - Standard Operating Procedure (Bafokeng Civic Centre) JANUARY 2026

Definitions

- Client - Royal Bafokeng Administration

- Consultant - VLA Projects
- Bidder - Contractor bidding on the Scope of Work as described in this document

Battery Limits

Refer to the drawing 260001-00-AR-0001-01-DAL-0.6_CIVIC CENTRE ARCHIVES CIVIL WORKS (G.C)

The main areas in which work is to be conducted include the Civic Centre Archive Vault and the Basement Parking Area. Secondary areas where work is expected to take place include the Female W.C. and Duct on the northern side as well as the Cleaning Office and Storage Room adjacent the Basement Parking Area entrance on the southern side.

Site Information

With reference to 260001-00-AR-0001-01-DAL-0.6_CIVIC CENTRE ARCHIVES CIVIL WORKS (G.C) as presented in the following points are to be noted for the Bidder's information:

Access to Site

Access to the site is described in *BCC001 - Standard Operating Procedure (Bafokeng Civic Centre) JANUARY 2026* with specific reference in Section 12 of that document to Contractor Access.

Access to the working area will initially be via the Archive emergency exit door, located on the southern side of the Civic Centre building adjacent to the Basement Parking Area access road. Once the secondary emergency exit door, as described in this document, has been installed, this will form the new primary working access.

Laydown & Storage Area

Space will be provided for the laydown and storage of equipment in the Basement Parking area behind the Archives. This area is access controlled and monitored by building security 24 hours a day. Provision will be made for individual Contractors to each have their own area. It will be the responsibility of the Bidder to provide lockable storage containers/cabinets for tools and equipment, if they require them, to be placed in the allocated area of the Basement Parking for the duration of the project. The Client is not liable for any damages or losses.

Should the Bidder require additional laydown or storage space, they may request as much from the Client who will advise on available alternative locations.

Utilities

Provision will be made for 220V electrical supply. The Bidder will be responsible for providing their own extension leads which must be in good working order and meet the safety requirements as detailed in this document.

Ablution Facilities

Contractors will have access to ablution facilities inside the basement area of the Civic Centre. It is expected that reasonable efforts will be made to maintain a clean and presentable corridor between the working area and the ablution facilities.

Tearoom Facilities

Contractors will be permitted to make use of an RBA supplied tearoom facility for the purpose of food and beverage preparation only. It is expected that reasonable efforts will be made to maintain a clean and hygienic environment.

Waste Disposal

The bidder will dispose of waste generated during demolition and installation activities. No material may be removed from the site without the expressed permission of the Client. The Client shall provide a waste skip, which will be located near the Archive emergency exit door on the southern side of the building for easy and convenient access.

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1. BACKGROUND

The Royal Bafokeng Administration (RBA), through its Archives and Records Department, is responsible for safeguarding records of significant social, cultural, historical, legal, and business value to the Royal Bafokeng Nation. These records are housed within the Archive Vault located at the Royal Bafokeng Civic Centre in Phokeng.

As part of its commitment to preserving and protecting these records, RBA has identified the need to upgrade and reconfigure the existing Archive Vault facility. The current layout and infrastructure require improvements to enhance fire safety, access control, operational efficiency, and long-term preservation capabilities. The proposed works include the rerouting of existing services, removal of selected shelving and racking units, installation of new doorways and fire-rated doors, and associated building modifications.

To implement these improvements, RBA intends to appoint a suitably qualified and experienced contractor to execute the required construction works in accordance with the approved drawings, specifications, and applicable health and safety legislation.

2. PURPOSE

The purpose of this project is to appoint a competent contractor to undertake the construction, refurbishment, and alteration works required for the upgrade of the Archive Vault at the Royal Bafokeng Administration Civic Centre. The project will enhance the functionality, accessibility, fire protection, and security of the facility while supporting the effective management and preservation of archival records.

3. STRATEGIC OBJECTIVES

The strategic objective of the project is to establish a secure, compliant, and fit-for-purpose archival storage environment that protects the documentary heritage of the Royal Bafokeng Nation through improved infrastructure, fire protection, access control, and operational efficiency, while ensuring compliance with applicable health, safety, and building standards.

4. SCOPE OF WORK

The successful contractor will be responsible for carrying out the general construction works required to upgrade the Archive Vault at the Royal Bafokeng Administration (RBA) Civic Centre in Phokeng. The works include the following:

4.1. Toilet Vent Re-Routing

- a) Isolate, remove and re-route the existing sewer vent pipe currently passing through the Archive Vault.
- b) Route the new vent pipe through the basement parking area and connect to the existing toilet vent system.
- c) Complete all associated plumbing, supports and reinstatement works.



Figure 2: Photos of toilet vent pipe to be removed and re-routed

The vent pipe is to be rerouted around the Vault, through the basement parking area and connected to the existing basement area toilet vent pipe, as detailed in Error! Reference source not found.

4.2. Dismantling and Removal of Existing Storage Units

- a) Dismantle and remove:
 - i. 2 rolling rack units.
 - ii. 1 static shelving unit.
- b) Store all removed units in a location designated by RBA for possible future re-use.
- c) Shorten existing floor rails to eliminate trip hazards and accommodate new doorway installations.



Figure 3: Rolling rack unit to be dismantled in the “History Archives” room. Rails to be shortened visible on the floor.



Figure 4: Rolling rack to be dismantled in the “Archives” room. Rails to be shortened visible on the floor. New doorway indicated by the red box.

The units are to be dismantled and stored, as instructed by the Client, in such a way that they may be reassembled in future should the Client require. The floor mounted rails for the rolling rack units will also need to be shortened to remove the possibility of there being a tripping hazard in the path of the new internal doorways.



Figure 5: Shelving unit to be dismantled in “General Archives” room. New doorway indicated by the red box.

4.3. Installation of New Internal Doorways and Doors (D1)

- a) Cut and form new internal openings.
- b) Supply and install mild steel door frames.
- c) Supply and install new hollow-core internal doors.
- d) Match existing finishes and ironmongery.
- e) Provide both left-hand and right-hand swing configurations as indicated on drawings.

The Bidder will cut and install new internal doors and doorways at the locations marked as “D1” and marked-up in **red** on the drawing in Error! Reference source not found.. Frames are to be 52 x 25 x 1.6mm mild steel, painted to match existing frames in the Vault. Hinge sides to be noted when placing the frames (one LH and one RH). Doors are to be standard hollow-core internal doors with ironmongery to match existing doors. Refer to the Door Schedule on the drawing.

4.4. Installation of New Access Control Fire Door (D2)

- a) Construct a new brick and mortar partition wall.
- b) Supply and install a Class B 120-minute fire-rated door with viewing panel.
- c) Provide push-to-open emergency exit hardware.
- d) Install self-closing mechanisms.
- e) Skim and paint all new wall surfaces to match existing finishes.

The Bidder will erect a new brick and mortar partition with a new fire door for access control and fire containment at the location marked “D2” on the drawing in Error! Reference source not found..

The wall is to be skimmed and painted to match the existing finish inside the Vault. The frame is to be a LH, 52 x 25 x 1.6mm mild steel frame, painted to match existing frames. The door is to be a Class B 120-minute fire door with a viewing panel. Refer to the Door Schedule on the drawing.

As this door will function as both a containment door as well as an emergency exit door in the case of a fire in the Vault, the door is to be fitted with a Push-to-open latch system on the inside of the door as well as a self-closing device to ensure the door closes once personnel have evacuated and maintain the integrity of the containment perimeter.

4.5. Installation of New Emergency Exit Fire Door (D3)

- a) Cut and prepare the new opening.
- b) Supply and install a Class D 120-minute fire-rated emergency exit door.
- c) Provide fire-rated ironmongery.
- d) Install push-to-open emergency hardware and self-closing mechanism.
- e) Ensure compliance with fire safety requirements.

The Bidder will cut and install a new emergency exit fire door at the location marked as “D3” on the drawing in Error! Reference source not found.. The frame is to be a RH, 52 x 25 x 1.6mm mild steel frame, painted to match existing frames. The door is to be a Class D 120-minute fire door. Refer to the Door Schedule on the drawing.

As this door will function as both a containment door as well as an emergency exit door in the case of a fire in the Vault, the door is to be fitted with a Push-to-open latch system on the inside of the door as well as a self-closing device to ensure the door closes once personnel have evacuated and maintain the integrity of the containment perimeter.

4.6. Modification of Existing Doorway (D4)

- a) Remove the existing door and door frame.
- b) Enlarge the doorway opening as indicated on the drawings.
- c) Install a new painted mild steel frame.
- d) No door leaf is required for this opening.

The Bidder will remove and enlarge the door and doorway, respectively, at the location marked as “D4” on the drawing in Error! Reference source not found.. The frame is to be 52 x 25 x 1.6mm mild steel, painted to match existing frames. No doors are to be fitted to this frame.

4.7. General Contractor Responsibilities

The contractor shall also:

- a) Provide all labour, materials, tools and equipment.
- b) Dispose of demolition and construction waste.
- c) Protect existing facilities from damage.
- d) Comply with all RBA Health and Safety requirements.
- e) Provide a Health and Safety Plan before commencing work.
- f) Maintain good housekeeping throughout the project.
- g) Complete all works in accordance with the issued drawings and specifications.

Deliverables

Upon completion, the Archive Vault shall have:

- a) Re-routed toilet ventilation services.
- b) New internal access doorways.
- c) New fire-rated access control and emergency exit doors.
- d) Modified doorway openings.
- e) Removed and safely stored archive racking and shelving systems.
- f) A fully compliant and operational archive storage environment.

5. MANDATORY RETURNABLE DOCUMENTS

Bidders must submit the following documents, **failure to submit the requested documents may result in disqualification:**

- a) Company Profile.
- b) CIPC Registration (COR14.3).
- c) Certified and Valid BBBEE Certificate or Sworn Affidavit (Certification not older than 3 Months).
- d) RBED Support Letter (Not older than 2 months from closing date).
- e) ID Copies of Company Directors.
- f) Valid Tax Clearance Certificate with PIN.
- g) Valid CIDB Grade 3GB or higher.
- h) COIDA Letter of Good Standing.
- i) Public Liability Insurance (Minimum R5 Million).
- j) SABCCA (South African Building Contractor and Civils Association).
- k) NHBRC (National Home Builders Registration Council).
- l) Audited financial statements for the past 2 years.
- m) Proof of Banking Details (Not older than 3 Months).
- n) Proof of previous similar related projects completed in the past 5 years (Minimum 3 projects) Reference Letters/Letters of Appointment/Purchase Orders/Completion Certificates, etc. are to be provided as proof.
- o) Detailed project methodology.
- p) Company Organogram.
- q) Completed Bill of Quantities (BoQ) on template provided.
- r) Quality control plan / processes / procedures.
- s) Preliminary Level 2 project schedule in MS Projects showing major activities and their associated durations.
- t) CV's and qualifications of key personnel:
 - i. Project Manager
 - ii. Site Agent / Supervisor.

6. TIMELINES

Timelines	Dates
Advertisement	9 th October 2026
Compulsory Briefing Session	14 th October 2026 at 10h00
Clarification Queries	16 th October 2026 at 10h00
Closing Date	23 rd October 2026 at 12h00

7. FUNCTIONALITY EVALUATION

Only Tenderers that obtain a minimum score of **70 points out of a possible 100** in terms of the defined functionality criteria will proceed to the next stage of the evaluation. Points will be allocated for previous experience, key staff, technical methodology and understanding of scope, reference review, and registration with professional registration and compliance.

Responsive tenders will be evaluated in terms of Method 2 of the CIDB evaluation criteria as follows:

Price – 90

The following formula will be used to calculate points for price:

$$PS = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps=Points scored for comparative price of tender or offer under consideration

Pt= Comparative price of tender or offer under consideration

Pm= Comparative price of lowest acceptable tender or offer

Preference – 10

BBBEE Status Level	Number of Points
1	10
2	9
BBBEE Status Level	Number of Points
3	8
4	5
5	4
6	3
7	2
8	1
Non-Compliant Contributor	0

No.	Evaluation Criterion	Requirement	Scoring	Max Points
1.	Relevant Previous Project Experience	Successful completion of construction, refurbishment, or building alteration projects within the last 5 years. Supporting evidence must include appointment letters, purchase orders, completion certificates, or client reference letters. Projects must be similar in nature, complexity, and technical requirements.	Project Value: > R3,000,000 = 30 Points > R2,500,000 to R3,000,000 = 24 Points > R2,000,000 to R2,500,000 = 18 Points > R1,500,000 to R2,000,000 = 12 Points > R1,000,000 to R1,500,000 = 6 Points ≤ R1,000,000 / No qualifying evidence = 0 Points	30
2.	Key Personnel: Project Manager	CV, qualifications, and relevant experience in construction, refurbishment, or building alteration projects.	>10 years = 15 Points 8-10 years = 10 Points 5-<8 years = 5 Points <5 years = 0 Points	15
3.	Key Personnel: Site Agent	CV, qualifications, and relevant experience in construction, refurbishment, or building alteration projects.	>10 years = 15 Points 8-10 years = 10 Points 5-<8 years = 5 Points <5 years = 0 Points	15
4.	Technical Methodology: Understanding of Project Requirements	Demonstrated understanding of the Archive Vault Upgrade scope, constraints, risks, and objectives.	- Comprehensive understanding = 8 Points - Good understanding = 6 Points - Adequate understanding = 4 Points - Limited understanding = 2 Points - No understanding = 0 Points	8

5.	Technical Methodology: Project Methodology & Implementation Approach	Detailed methodology covering mobilisation, execution, testing, commissioning, and handover.	• Comprehensive = 12 Points • Good = 10 Points • Acceptable = 8 Points • Basic = 6 Points • Poor = 4 Points • Very limited = 2 Points • None = 0 Points	12
6.	Technical Capability & Construction Approach	Technical approach, methods, materials, equipment, and interfaces.	• Detailed and technically sound = 5 Points • Adequate = 3 Points • Limited = 1 Points • None = 0 Points	5
7.	Project Management & Risk Mitigation	Project controls, resources, programme, quality, HSE, communication, and risk management.	• Comprehensive plan = 5 Points • Adequate plan = 3 Points • Limited plan = 1 Points • None = 0 Points	5
8.	Client References & Past Performance	Contactable references for similar projects completed within the last 5 years.	• 5 or more references = 5 Points • 4 references = 4 Points • 3 references = 3 Points • 2 references = 2 Points • 1 reference = 1 Points • None = 0 Points	5
9.	Registration and Compliance	Evidence of applicable industry registration, statutory compliance, insurance, and professional registration required for the project.	• Valid CIDB Contractor Grading Designation of Grade 3GB or higher – 3 Points • Valid NHBRC registration certificate – 1 Points • Valid membership certificate for SABCCA (South African Building Contractors and Civil Engineering Association) – 1 Points	5

8. FORM OF CONTRACT

The successful bidder will be required to enter into a Service Level Agreement (SLA) with RBA. The SLA will be prepared and issued by RBA and will outline the detailed service standards, performance indicators, reporting requirements, and contractual obligations applicable to the services. Bidders should note that acceptance of the appointment will be subject to agreement to the terms and conditions contained in the SLA as prepared by RBA.

9. BID PRICE VALIDITY

The RFQ Bid Price shall be valid for a period of **Ninety (90) days** after the RFQ closing date. The **RBA** reserves the right to accept any quotation or multiple quotations. The lowest priced bids may not necessarily be accepted. The RBA also reserves the right to change the bid requirements as they see fit during the bidding process.

10. BID PRICING SCHEDULE (BILL OF QUANTITIES)

The Pricing Schedule shall have all items properly priced. If any items in the Schedule are not priced, it shall be deemed that either no costs are involved or the costs are covered in other prices elsewhere.

All unit rates and prices must be “fixed” and will not be adjusted for any reason whatsoever.

11. NON-COLLUSIVE RFQ BID

A non-collusive RFQ process refers to a bidding process in which the bidders independently prepare and submit their bids without any form of collaboration, agreement, or communication with other bidders or competitors. The primary goal of a non-collusive RFQ process is to ensure a fair and competitive bidding process by preventing practices like price-fixing, bid-rigging or market division, which could undermine competition and lead to inflated prices or unfair advantages.

In a non-collusive RFQ process, each bidder must:

- a) Prepare their bid independently, without consulting or sharing information with other potential bidders.
- b) Avoid any agreements or arrangements with bidders or competitors that could influence the outcome of the RFQ.
- c) Submit a genuine bid that reflects their own pricing, capabilities, strategy, etc.

This RFQ document includes a non-collusion declaration that bidders must sign, affirming that they have not engaged in any collusive practices in the compilation of their bid. This declaration is a legal commitment to fair competition, and breaching such a declaration may result in disqualification from the specific RFQ process, disqualification from future RFQ processes, legal penalties levied against a bidder and other similar serious implications. The declaration can be found in Error! Reference source not found. on page 22 of this document.

12. PRE-ORDERING

Bidders are hereby informed that the RBA will not accept any financial liability whatsoever should the Bidder(s) or prospective Bidder(s) commit or execute any work or place orders on their supplier(s) and/or sub-Service Provider(s) prior to receiving the written official letter of appointment or Purchase Order.

13. RBA HEALTH AND SAFETY SPECIFICATION TO BE APPLICABLE

To ensure full compliance with the Health and Safety matters the bidder must sign the Health and Safety Specification included herein acknowledging that they have read, understood and accept their responsibilities regarding health and safety in the possible execution of the contract in accordance with the Occupational Health and Safety Act No. 85 of 1993 in South Africa.

SECTION B - RETURNABLE DOCUMENTS

RETURNABLE DOCUMENTS WITH RFQ SUBMISSION TO BE FILLED OUT IN FULL

1. RFQ Offer Form
2. General Company Information
3. Previous Experience with Similar Projects
4. Non- Collusive Declaration

14. RFQ FORM (OFFER BY BIDDER)

IMPORTANT NOTE:

This RFQ Form (Offer by Bidder) MUST be completed and signed by all bidders.

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

ARCHIVES VAULT GENERAL CONSTRUCTION for appointment of a suitable contractor.

The Bidder has examined all documents included and referenced in this RFQ Document, and by submitting this Offer has accepted all the terms and conditions contained in this RFQ Document.

By the representative of the Bidder, deemed to be duly authorised, signing this RFQ Offer Form, the Bidder offers to perform all the obligations and liabilities under this RFQ and for the price as set out below:

Having examined the RFQ documents for the execution of the above-mentioned Works,

I/We

(Name of Company)

offer to execute and complete such works in conformity with the RFQ documents for the sum (Including Value Added Tax) of:

R for the first 12-month (1 year) period,

(In words:)

.....)

or such other sum as may be ascertained in accordance with the terms of the RFQ Document.

I/We agree to abide by this RFQ Sum for a period of 30 (thirty) days from the date fixed for delivery of this RFQ and confirm that it shall remain binding upon me/us and may be accepted at any time before the expiration of that period.

I/We agree that the Employer reserves the right to reject any RFQ in favour of another, accept discrete portions of RFQ submissions received, or not to accept any RFQ submission received, without being obliged to give reasons.

I/We understand that the Employer is not bound to accept the lowest or any RFQ submission they may receive and is not obliged to give reasons, all as stated in this RFQ document.

I/We understand that we may be required to provide RFQ Clarification material and that we may also be required to provide further information necessary for you to finalise the evaluation of any RFQ submission received.

I/We warrant that the undersigned has the necessary power and authority to bind the Bidder to this RFQ offer and that the necessary Board Resolution or equivalent document is in place.

Yours faithfully,

Person's Name (Capitals): _____

Signature: _____

Designation: _____

Date: _____



ROYAL BAFOKENG ADMINISTRATION

P.O Box 1, Phokeng, 0335, Republic of South Africa

1 Direpotsane Street, Phokeng, 0335

Telephone: +27 (14) 566 1200

Email: info@bafokeng.com

Website: www.bafokeng.com

On behalf of (Company): _____

Physical Address: _____

Telephone No.: _____ Telefax No.: _____

15. GENERAL COMPANY INFORMATION

Name of Firm (Firm or lead partner)	
Head Office Address:	
Postal Address:	
Telephone No:	
Fax No:	
Email Address:	
Place of incorporation/registration:	Year of incorporation/registration:
Company Registration number:	VAT Registration number:
Company tax registration number:	Employees PAYE registration number:
Annual Turnover (excluding VAT) per financial year: 2025 : 2024 : 2023 :	

Signature of Bidder: _____

16. PREVIOUS EXPERIENCE WITH SIMILAR PROJECTS

The bidder is required to provide proven experience of previous projects of a similar nature and complexity to the contract under consideration and completed by the bidder in the last five years.

Reference Letters/Letters of Appointment/Completion Certificates, etc. are to be provided as proof.
 People recorded as references will be contacted by the Employer.

PROVEN EXPERIENCE WITH SIMILAR PROJECTS – SHEET 1

1.	Name of Contract:
	Location:
	Value of projects completed for this Employer in the last five years (Rands Excl. VAT)
2.	Contract Duration (Start date and Completion date):
3.	Name of Employer:
4.	Employer's representative:
	Employer's Telephone No:
	Employer's Mobile No.:
	Employer's E-mail Address:

PROVEN EXPERIENCE WITH SIMILAR PROJECTS – SHEET 2

1.	Name of Contract:
	Location:

	Value of projects completed for this Employer in the last five years (Rands Excl. VAT)
2.	Contract Duration (Start date and Completion date):
3.	Name of Employer:
4.	Employer's representative: Employer's Telephone No: Employer's Mobile No.: Employer's E-mail Address:

PROVEN EXPERIENCE WITH SIMILAR PROJECTS – SHEET 3

1.	Name of Contract:
	Location:
	Value of projects completed for this Employer in the last five years (Rands Excl. VAT)
2.	Contract Duration (Start date and Completion date):
3.	Name of Employer:
4.	Employer's representative: Employer's Telephone No:

	Employer's Mobile No.: Employer's E-mail Address:
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PROVEN EXPERIENCE WITH SIMILAR PROJECTS – SHEET 4

1.	Name of Contract:
	Location:
	Value of projects completed for this Employer in the last five years (Rands Excl. VAT)
2.	Contract Duration (Start date and Completion date):
3.	Name of Employer:
4.	Employer's representative: Employer's Telephone No: Employer's Mobile No.: Employer's E-mail Address:

17. NON-COLLUSION DECLARATION

To ensure full compliance, the bidder must provide the following declaration, duly completed on the bidder's company letterhead and signed by an authorised representative:

We, the undersigned, do hereby make the following declarations with respect to our RFQ submission for **Royal Bafokeng Administration (RBA)**:

1. Independent Preparation

We declare that our RFQ submission has been prepared independently and without any form of communication, consultation, or arrangement with any competitor or other party, except where such communication is expressly allowed by the bidding authority. This ensures that our RFQ submission is made in accordance with a fair and competitive process.

2. No Collusion or Corrupt Practices

We affirm that we have not entered into any agreement or understanding with any other bidder, competitor, or third party regarding:

- Prices to be quoted
- Conditions to be applied
- The intention to submit or withdraw a RFQ
- Any other matter that would constitute anti-competitive conduct under the **Competition Act 89 of 1998** or any other relevant South African law.

3. Compliance with the Competition Act

We recognize that any act of collusion, price-fixing, bid-rigging, or any other anti-competitive behaviour is a contravention of the **Competition Act 89 of 1998**, and such actions are punishable under South African law. We understand that engaging in such practices could lead to severe penalties, including fines, imprisonment, and disqualification from the RFQ process.

4. Genuine Submission

Our RFQ is a bona fide offer, made in good faith, and reflects our independent pricing, terms, and conditions. It is not intended to manipulate the outcome of the RFQ process in any way that is detrimental to the principles of fair competition.

5. Legal Implications

We acknowledge that any false declaration or breach of this non-collusion agreement may result in:

- Immediate disqualification from the RFQ process
- Reporting to the **Competition Commission of South Africa** and other relevant authorities
- Legal action being taken against our company, its directors, and employees.

6. Binding Commitment

We understand that this declaration is legally binding and that any breach may have significant legal consequences under South African law.

We certify that the information provided in this declaration is true and accurate to the best of our knowledge and belief.

Signature: _____



ROYAL BAFOKENG ADMINISTRATION

P.O Box 1, Phokeng, 0335, Republic of South Africa

1 Direpotsane Street, Phokeng, 0335

Telephone: +27 (14) 566 1200

Email: info@bafokeng.com

Website: www.bafokeng.com

Name: _____

Position: _____

Company Name: _____

Date: _____

18. SECTION C - HEALTH AND SAFETY SPECIFICATION

(Last page to be signed)

This Policy serves as a guideline of minimum requirements to be adhered to and does not supersede any Act.

Please implement this Policy in conjunction with: -

- (a) The Occupational Health and Safety Act with special reference to the Construction Regulations and,
- (b) The Compensation for Occupational Injuries and Disease Act.

1. Before commencing with work

- (a) Contractors must be in the possession of a letter of Good Standing with the Compensation Commissioner
- (b) Contractors must submit their Health and Safety Plan to the Principal Agent/RBA for approval.
- (c) All statutory appointments shall be in place, i.e.
 - (i) Construction Supervision
 - (ii) Health and Safety Representatives (1 per 50 employees)
 - (iii) Trained First Aiders (1 per 50 employees)
 - (iv) Safety Officer (at least SAMTRAC and 2 years construction experience)
- (d) Risk Assessments related to the work are to be submitted (initial forecast) by the Contractors
- (e) Certificates of medical fitness of operators are to be submitted by the Contractors
- (f) Copies of forms for disciplinary action to be submitted by the Contractors
- (g) Copy of Notification of Construction Work (Construction Reg 3) to be made available to the necessary Department

2. Risk Assessments

- (a) Risk Assessments must be carried out before any activity begins on site.
- (b) The intent is to eliminate risks and therefore ensure a safe and healthy work environment.
- (c) The following guidelines are to be followed whilst assessing risks:
 - each activity to be listed
 - specific identified hazards are listed against each activity
 - the magnitude of each hazard is rated as low, medium or high
 - all known documentary and supervisory controls are listed, e.g. what Safe Work Procedures exist for scaffolds and ladders.
 - the relevance, effectiveness and sufficiency of these controls are assessed
 - in the event of deficient controls for the particular activity, actions to be taken will be recorded and Safe Work Procedures drawn up

- persons responsible for implementing and supervising the task are to be nominated and assigned
- names of employees who have received instruction on the work content and the sequence of the activities listed in the risk assessment are to be recorded
- the responsibility for a proper risk assessment and the implementation thereof remains at all times with the Contractor.

2.1 Definitions (to be used in Assessing Risks)

- Activity, in a singular operation which has to be undertaken in a predetermined order of priority. A series of such operation constitute the assembly of a larger unit or working component. The simpler task is considered to be an activity and must be seen as an
- operation with inherent hazards.
- Frequency is the estimated number of times an event may occur.
- Hazard is the potential to cause harm to a person (illness or injury), damage to equipment or waste of materials.
- Planned Job Observation is an independent observation made during the planned period in which the task is being executed.
- Risk is the probability of an unplanned event occurring within a certain time period as a result of the existence of a hazardous condition or situation
- Severity is the anticipated extent or damage that may occur as a result of an unplanned event.

3. Site Establishment and Related Requirements

3.1 Allocation of Space

The Principal Agent shall allocate a suitable area near the construction site for the erection of offices, stores, ablution facilities etc.

3.2 Site offices

- Offices etc must be of an acceptable design, of sound construction and be maintained in good condition for the duration of the contract
- Offices must be clearly marked to indicate occupancy and function
- Areas around offices must be kept clear of combustibles and refuse at all times

3.3 Stores

Equipment, materials and tool stores must be ergonomically designed to facilitate the efficient packing and retrieval of items and to conform to the following minimum requirements: -

- Suitable shelving for the storage of light equipment and consumables.
- Robust racks for suspending wire rope, chairs and nylon slings (colour coding chart for all slings to be prominently

displayed)

- Suitable rack for suspending chain blocks, tritons, and coffin chairs etc.
- Vertical partitions for storing of cutting and grinding discs.
- Provide a separate partitioned area for damaged equipment to be send away for repair and label accordingly.
- Making provision for numbering portable electrical and other equipment to correspond to their numbers on register – this facilitates during Safety Audits and inspection by the Department of Labour.
- All containers must be clearly marked e.g. drinking water, thinners etc.

3.4 Workshops

Workshops for site fabrication, assembly, pre-painting must comply to the Occupational Health and Safety Act with regards to construction, noise, lighting, ventilation, fire precautions, housekeeping etc.

3.5 Changing Facilities

When required by the Principal Agent, a separate changing facility must be provided for workers.

Storerooms must not be used as change rooms. Lockers for storing personal belongings must be made available. Material, tools or other goods not related to the use of a change-room must be stored separately.

3.6 Ablution Facilities

Separate toilet and washing facilities must be provided for female staff employed on a site and appropriate notices affixed at the entrances of these areas.

Sanitary facilities must comply with the Occupational Health and Safety Act. Generally, where chemical toilets are used it must be provided in the ratio of 1 toilet per 20 people. Toilets must be cleaned and pumped out/ and disinfected weekly. Toilet paper must be made available to all employees.

Washing facilities must include:

- hand wash basins
- adequate supply of running water
- degreasing and toilet soap
- disposable paper towels
- proper drainage

If the water supply is not obtained from the supply system of a local authority, it must comply with Facility Regulation 7.

External water taps must be provided with drainage and symbolic signs indicating “Drinking Water”.
 “No Drinking” signs must be placed where applicable.

3.7 Eating Facilities

The contractor must provide a suitable under-cover area equipped with seating for employees to have their meals. This facility may be in an area as agreed by the RBA and Principal Agent.

3.8 Lighting

Artificial illumination levels as stated in ER3 of the OHS Act for various work environments are the absolute minimum necessary to ensure the safety of the workers. When required the Contractor must provide sufficient lighting to meet these specifications.

3.9 Ventilation

The OHS Act, Facilities Regulation, provide minimum airflow requirements for persons performing different activities. Approved extraction equipment must be provided for welding, sand blasting etc in confined areas.

It is important to note that general ventilation is not an adequate alternative for the control of impurities at the source that must be achieved by local exhaust ventilation.

3.10 Fire Protection

The Contractor must provide their Site Establishments with suitable Fire Extinguishing Equipment.

Site offices must be equipped with one (1) 4.5 kg DCP extinguisher at each entrance door. Similarly, for stores one (1) 4.5 kg DCP at each entrance.

Portable fire extinguishers are to be mounted on a standard chevron background with the relevant symbolic signs indicating their position erected above them.

Details of Fire Extinguishers must be entered in a register which makes provision for the recording of inspections and repairs and the signature of the person appointed to carry out such inspections.

Inspections on a visual and physical basis are to be conducted monthly.

3.11 Emergencies/First Aid

3.11.1 First Aid Boxes

First Aid Boxes are to be provided at 1 first aid box per 100 employees and be placed under the control of a qualified First Aider. The boxes are to be stocked as per the minimum requirements as the OHS Act. Records are to be kept in an appropriate register of all treatment done.

3.11.2 Emergency Numbers

Lists with Emergency Numbers are to be posted at phones and in every office.

3.12 Access to Site/Construction Areas

The Contractor shall provide professionally designed and built access stair ways, where necessary, for safe access by their workers to any level of the construction work and shall maintain it in a good, safe condition for the duration of the contract.

3.13 Stacking and Storage

The Contractor must arrange for the delivery of his materials in such a manner as to avoid the necessity of having to store materials for a long length of time. A Risk Assessment to identify the hazards associated with the loading and offloading of various materials must be prepared and submitted to ensure that the correct handling equipment is available to perform the work safely.

Safe and neat stacking is required in terms of General Safety regulation 8 of the OHS Act.

3.14 Scrap and Refuse Removal

The Contractor must set up a practical system for the regular removal from site of all rubble, steel, timber scrap and general refuse.

Refuse bins to the specification given below must be supplied and distributed around the construction area.

The specification for refuse bins is as follows: -

- Bin size – 210 litres
- Painted blue
- Fitted with symbolic “Refuse” sign

Dumping will only be allowed in an area indicated by the Principal Agent.

In cases of poor housekeeping and undue accumulation of refuse/scrap, the RBA reserves the right to call a general work stoppage until the contractor has cleaned the areas he is responsible for.

3.15 Drains

Storm water and other drains are not to be used for the disposal of fuels, oils, chemicals and other waste matter. Catch pit covers shall be maintained in position.

3.16 Fire Hydrants

Under no circumstances must water from hydrants be used for any purpose than for fighting fires. Clear access to the hydrants must be maintained.

3.17 Clear Access

Roadways, walkways etc must be maintained in a good condition and kept clear of any obstructive material and equipment.

Entrances to stands during road construction must be maintained for the use of the inhabitants.

3.18 Contractor Safety Manual

Contractors must submit their corporate safety manual for scrutiny by the Projects Safety Department.

3.19 Health and Safety Representatives and Meetings

Every Contract with more than 20 employees shall appoint 1 Safety Representative from the workplace for every 50 employees.

The Contractor's Site Manager will facilitate the establishment of a Health and Safety Committee for that particular project. A monthly inspection will be held by the Safety Representative. Committee meetings will be held monthly and minutes of such meetings will be submitted to the RBA Safety Department.

3.20 Hours of work

Contractors must comply strictly with the requirements of the Basic Condition of Employment Act with regards to the number of hours worked per week by their employees.

3.21 Man-hour returns

Contractors must submit on the 3rd working day of each month the number of employees and the hours worked per contract.

4. Inspection of Plant and Equipment

All Contractors plant, equipment, vehicles are to comply with requests and may be subjected to adhoc inspections by the RBA Safety Department to ensure that legal requirements are met.

4.1 Inspection Registers

It is the Contractor's responsibility to ensure that details of all items intended for use on a site are entered in a relevant Inspection Register.

The initial inspection of equipment is to be carried out by the Contractors competent person.

The Contractor is to maintain the equipment in a good condition and according to legal requirements.

4.2 Licenses, Certificates and other Documentations

No equipment will be used on site unless current documentation is available for inspection e.g.

- Lifting Gear Test Certificates
- Compressor Test Certificates
- Drivers' licenses
- Vehicle Licenses etc

4.3 Rejection of Equipment

Any item of equipment not meeting the required standard will not be permitted for use on any construction site until the deficiencies noted have been rectified to the satisfaction of the RBA Safety Department.

4.4 Standard Registers

The Contractor will be required to: -

- set up an initial set of registers
- complete the registers for all equipment to be used on site

- Maintain a complete and comprehensive history of the equipment in these registers.

5. Personal Protective Equipment (PPE) and Related Safety Requirements

5.1 The following minimum requirements must be provided for and always adhered to: -

Only SABS approved PPE is to be used

(a) Eye Protection

- Welding - welding hood
- Grinding - full face visor
- Cutting - full face visor

(b) Additional PPE

- Welding - Spats, apron, respirator
- Grinding - spats and apron
- Gas cutting - spats and apron
- Boots - if there is a risk of foot injuries
- Gumboots - for wet conditions
- Ear plugs - noise areas exceeding 85 dB
- Applicable gloves to be worn for all hand operations

5.2 Issue, Replacement and Control of PPE

A dedicated person must

- (i) Control the issue and replacement of equipment
- (ii) Keep an up-to-date register, with signatures of the recipients, as proof of having been issued with such equipment
- (iii) All required PPE is to be made available free of charge to employees

5.3 Requirements for off Loading Vehicles

Drivers and/or Assistants required to assist during the loading of vehicles must be provided with the following minimum PPE

- Hard hat
- Safety boots
- Gloves
- Eye protection

5.4 Elevated work

Employees working in an elevated position shall be attached to a structure at all times

- (a) A parachute hup harness with shock absorber is to be used for all elevated work
- (b) All tools in an elevated position must be attached to lanyards and attached to the person or structure
- (c) Equipment in elevated positions must be tied back to the structure

- (d) No loose lying items will be allowed in elevated positions

5.5 Openings/Barricading

All openings/ trenches/excavations shall be barricaded.

Symbolic safety signs are to be displayed

Handrailing shall be installed where openings in floors, staircases exist

6. Scaffolding

Proper scaffolding must be provided for working in elevated positions. This is to comply with the OHS Act.

Make-shift access arrangements, such as timber planks across 220 litre drums are not acceptable.

Specific attention must be given regarding compliance to the following: -

- Bracing of scaffolds
- Access ladders
- Scaffold planks
- Securing of the planks
- Boards to be fitted
- Condition of the planks – discard when broken or cracked
- Nomination and appointment in writing of a competent person for the supervision of the erection, maintenance and dismantling of scaffolding.
- Symbolic signs displayed depicting as applicable; safe to use or not safe to use.

Ladders must be provided for safe access to working platforms.

7. Main Cages/Cherry Picker

Main Cages must comply with the requirements of OHS Act.

No user of machinery shall require or permit any person to be moved or supported by means of lifting machine fitted with a cradle unless approved for that purpose by an inspector.

A certificate of approval from the Inspector of the Department of Labour shall be submitted to the RBA before such equipment is used.

8. Builders Hoist

These Hoists shall comply with the OHS Act

9. Tools and Equipment

9.1 Lifting Equipment

Lifting equipment shall comply with the safety factor as stipulated in the OHS Act.

All items shall be clearly marked with: -

- a unique number for identification and maintenance purposes.
- the safe working load shall be displayed
- all hooks to be fitted with a safety catch
- storage of equipment shall be approved by the Principal Agent

9.2 Hand Tools

The contractor shall carry out regular inspections to ensure that all hand tools are in a safe working condition.

Homemade and/or sub- standard tools will be confiscated and stored until the end of the project.

9.3 Explosive Powered Tools

The Principal Agent shall be advised before explosive powered tools are used on site.

No contractor shall use or permit any person to use an explosive powered tool unless: -

- It is provided with a protective guard around the muzzle end, which effectively confines any flying fragments or particles;
- The firing mechanism is so designed that the explosive powered tool will not function unless
 - it is held against the surface with a force of at least twice its weight; and
 - the angle of inclination of the barrel to the work surface is not more than 15 degrees from a right angle (90 degrees)

Provided that the provisions of this regulation shall not apply to explosive powered tools in which the energy of the cartridge is transmitted to the bolts, nails or similar relevant objects by means of an intermediate piston which has a limited distance of travel.

The user of an explosive powered tool shall ensure that: -

- only cartridges suited for the explosive powered tool and the worked to be performed are used;
- the explosive powered tool is cleaned and examined daily before use and as often as may be necessary for its safe operation by a competent person who has been appointed;
- that the safety devices are in proper working order prior to use;
- when not in use, the explosive powered tool and the cartridges are locked up in a safe place, which is inaccessible to unauthorized persons;
- the explosive powered tool is not stored in a loaded condition;
- a warning notice is displayed in a conspicuous manner wherever the explosive powered tool is used;
- the issuing and collection of cartridges and nails or studs is: -
 - i. controlled and done in writing by a person having been appointed in writing; and
 - ii. recorded in a register and that the recipient has accordingly signed for the receipt thereof as well as the returning of any spoil and unspent cartridges;

- no contractor shall permit or require any person to use an explosive powered tool unless such person has been: -
 - i. provided with the user's suitable protective equipment; and
 - ii. Trained in the operation, maintenance and use of such a tool.

9.4 Portable Electrical Equipment

The Contractor must ensure that all portable electrical equipment has been approved by a competent person before use on site and has: -

- been tagged/identified with a unique number
- been entered into a register
- a planned maintenance programme for such equipment for inspection at regular intervals.

9.5 Pedestal Mounted Grinding Machines

- Grinding wheels must be mounted according to manufacturer specifications;
- The manufacturer speed of the spindle (rpm) shall be displayed on the machine;
- Guards shall be fitted to the machine;
- The distance between the work risk and the grinding face of the wheel shall not exceed 3 mm;
- Notices that the use of eye protection is mandatory shall be posted.

9.6 Portable Angle Grinders

- The spindle must be clearly indicated
- No disc with a rated speed less than the Grinder Spindle Speed shall be used
- The correct disc i.e. Grinding or Cutting shall be used for grinding or cutting activities

9.7 Welding Machines

Welding machines shall be marked and entered into a Register for maintenance purposes. Frequent inspections shall be carried out on these machines.

9.8 Electrical Distribution Boards

- All DB's shall be numbered, registered and inspected by a competent person on a regular basis.
- All DB's shall be fitted with earth leakage protection.
- Sensitivity tests shall be regularly conducted and findings recorded
- DB's shall have no open conductors or places where accidental electrical contact is possible.

9.9 Machine Guarding

Machines which are inadequately guarded in terms of the OHS Act shall not be permitted on a construction site.

9.10 Ladders

Ladders must be conspicuously numbered, details entered in a Ladder Register, regular inspected and signed by the appointed competent person.

Ladders must conform to the specification of the OHS Act.

9.11 Truck Mounted/Mobile Cranes

Road worthiness – lights, indicators, reverse alarm etc must be in a good working condition. A fire Extinguisher must be fitted.

All operators/drivers shall be in the possession of:

- a valid medical certificate
- a valid driver's licence.

The truck mounted/mobile cranes shall have:

- Three monthly inspection records
- Twelve monthly load test report
- Rope Test Certificate
- Hooks popped marked and recorded
- Load indicator
- Load limiting device
- Safe working load clearly displayed on boom

9.12 Heavy vehicles/Construction vehicles

- Operators must be in possession of an authorization for operating the vehicles
- Road worthiness of the vehicles is non-negotiable
- Inspection records shall be available
- Vehicles must be fitted with reverse hooters and fire extinguishers.

9.13 Compressors

The following requirements are applicable: -

- Registers and checklists must be kept updated and available on site
- Stationery compressors must be re-tested after each repositioning
- The use of compressed air for blowing dust from clothing is forbidden
- Permission must be obtained from the Principal Agent for the blowing of debris and any other similar application

- Before re-fuelling mobile equipment must be switched off
- Adhere to the following before use: -
 - i. data plate displayed
 - ii. valid test certificate
 - iii. gauge in working condition
 - iv. safety valve fitted, locked/sealed

9.14 LPG Gas Storage

Storage facilities for oxygen, acetylene, argon nitrogen and liquid petroleum should comply with the following: -

- a steel framed structure, effectively earth bonded;
- fully enclosed with a minimum of 12-gauge mesh fencing
- IBR roof covering
- lockable gates
- to be positioned 10 m away from any building
- partitions to be provided for full and empty cylinders
- signs reading EMPTY and FULL to be erected
- 2 X 4.5 kg DPC extinguishers to be mounted
- the following signs to be fitted outside the storage facility
 - i. no smoking signs
 - ii. symbolic fire extinguisher sign
 - iii. no naked flame signs

Gas cylinders to be

- stored separately for each type of gas
- individually secured with chains
- stored upright position and attached to a steel rack
- gas cylinder trolleys to be provided for moving gas cylinders around the site.

10. Hazardous substances

10.1 Control

Material safety data sheets are to be available on site and should reflect the following: -

- Product and manufacturer
- Chemical composition

- Hazard identification
- First aid measures
- Firefighting measures
- Accidental release measures
- Handling and storage
- Personal protective equipment required
- Physical properties
- Stability and reactivity

10.2 Storage and handling

To be stored separately in a dedicated store according to the specifications of the manufacturer. All users to receive training and records of such training to be kept.

10.3 Warning signs

- All containers to be clearly labelled
- If a storeroom is provided the door shall be marked "Hazards substances"

10.4 Disposal

No hazardous substances shall be discharged into any drain without the approval of the Construction Manager.

11. Fire-fighting and training

The Contractor is to ensure that there are persons available who know how to handle a Fire extinguisher.

All fire extinguishers shall be: -

- conspicuously numbered
- entered on a register
- serviced annually

12. Underground services

No digging, trenching, drilling or any other excavation work may commence without the permission of the Principal Agent. Underground services must be exposed by hand.

13. Overhead services

Before any work is undertaken in the vicinity of overhead lines a formal inspection shall be conducted.

Permission for the use of earthmoving machines, mobile cranes etc shall be granted by the Principal Agent.

The Contractor shall ensure at all times that no contact with overhead lines will take place during construction activities.

14. **Excavation guidelines**

As a general guideline, protection against the collapse of walls in any excavation exceeding 1.5 m shall be by any of the following methods:

-

- adequate shoring and bracing
- batter back the sides to below the angle of repose of the soil (an angle of 45 degrees is recommended)
- soil to be removed 2 metres away from the excavation

Protection of excavations shall be a solid physical barrier. Entrances to stands in the villages shall be maintained.

Adequate signs shall be displayed at all access areas to the site.

19. CONTRACTOR'S HEALTH AND SAFETY DECLARATION

In terms of Clause 4(4) of the OHSA 1993 Construction Regulations 2014 (referred to as "the Regulations" hereafter), a Contractor may only be appointed to perform construction work if the Employer is satisfied that the Contractor has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act No 85 of 1993 and the OHSA 1993 Construction Regulations 2014.

To that effect a person duly authorised by the bidder must complete and sign the declaration hereafter in detail.

DECLARATION BY BIDDER:

- 19.1. I the undersigned hereby accept and confirm to adhere to all the requirements and specifications outlined in the Health and Safety Specifications.
- 19.2. I hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and the OHSA 1993 Construction Regulations 2014.
- 19.3. I hereby declare that my company / enterprise has the competence and the necessary resources to safely carry out the construction work under this contract in compliance with the Construction Regulations and the Employer's Health and Safety Specifications.
- 19.4. I hereby undertake, if my RFQ is accepted, to provide a sufficiently documented Health and Safety Plan in accordance with Regulation 5(1) of the Construction Regulations, approved by the Employer or his representative, before I will be allowed to commence with construction work under the contract. I hereby agree that my company/enterprise will not have a claim for compensation for delay or extension of time because of my failure to obtain the necessary approval for the said safety plan.
- 19.5. I confirm that copies of my company's approved Health and Safety Plan, the Employer's Safety Specifications as well as the OHSA 1993 Construction Regulations 2014 will be provided on site and will at all times be available for inspection by the Contractor's personnel, the Employer's personnel, the Principal Agent, visitors, and officials and inspectors of the Department of Labour.
- 19.6. I hereby confirm that adequate provision has been made in my bid rates and prices in the bill of quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHSA 1993 Construction Regulations 2014, including the cost for specific items that may be scheduled in the bill of quantities.
- 19.7. I hereby confirm that I will be liable for any penalties that may be applied by the Employer in terms of the said Regulations for failure on my part to comply with the provisions of the Act and the Regulations as set out in Regulation 30 of the Regulations.
- 19.8. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer will mean that I am unable to comply with the requirements of the OHSA 1993 Construction Regulations 2014 and accept that my RFQ will be prejudiced and may be rejected at the discretion of the Employer.
- 19.9. I am aware of the fact that, should I be awarded the contract, I must submit the notification required in terms of Regulation 3 of the OHSA 1993 Construction Regulations 2014 before I will be allowed to proceed with any work under the contract.
- 19.10. I am aware of the fact that, should I be awarded the contract, and a special visit is required by the safety consultant due to a safety incident incurred, this will be for the contractor's account.
- 19.11. I am aware of the fact that no personnel may sleep on the site.

SIGNATURE OF BIDDER: _____

SECTION D – ADDENDUMS

1. Addendum A – Archive Vault & Basement Layout with Door Schedule