

INVITATION TO BID

BID NO:

UMALUSI (16-17) T0001

BID DESCRIPTION:

**PROVISION OF TURNKEY SERVICES FOR REFURBISHMENT OF BUILDING AT 41
GENERAL VAN REYNEVELD STREET, PERSEQOUR TECHNOPARK, PRETORIA**

Closing date: 13 January 2017 at 12:00

There will be a compulsory briefing session for this bid

Date: 25 November 2016 at 12:00

NB. On the last page of this document the bidder needs to declare and indicate that they have read and understood the document in full.

Faxed, emailed bids will not be accepted, only hand delivered and couriered original proposals will be accepted.

Whilst all reasonable steps are taken to ensure the accuracy and integrity of the information contained herein, Umalusi accepts no liability or responsibility whatsoever if the information is, for whatsoever reason, incorrect and Umalusi reserves its right to amend any incorrect information.

37 General van Ryneveld Street, Persequor Technopark, Pretoria, South Africa
PostNet Suite 102, Private Bag X1, Queenswood, 0121, Pretoria, South Africa Tel: +27 (12) 349 1510 Fax: +27 (12) 349 1511

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE UMALUSI COUNCIL

BID NUMBER: **UMALUSI (16-17) T0001**
CLOSING TIME: **12:00**

CLOSING DATE: **13 JANUARY 2017**

DESCRIPTION: **PROVISION OF TURNKEY SERVICES FOR REFURBISHMENT OF BUILDING AT 41 GENERAL VAN REYNEVELD STREET, PERSEQOUR TECHNOPARK, PRETORIA**

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

DEPOSITED IN THE BID BOX SITUATED AT: **Umalusi Council 37 General Van Reyneveld Street, Persequor Techno Park Pretoria, Gauteng Province, South Africa.**

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open from 07:30 – 16:00 (Monday to Friday)

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....TELEPHONE CODE.....NUMBER.....

CELLPHONE

NUMBER.....

FACSIMILENUMBER.....CODE
.....

E-MAIL
ADDRESS.....
.

VAT REGISTRATION
NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)
YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)
YES or NO

IF YES, BY WHOM WAS THE CERTIFICATE ISSUED?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT
(CCA).....
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM
(SANAS); OR
A REGISTERED AUDITOR
.....

[TICK APPLICABLE BOX]

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO
QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?
YES or NO [IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER
.....

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

TOTAL BID PRICE.....TOTAL NUMBER OF ITEMS OFFERED.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Umalusi Council

Contact Person: Supply Chain Management Office

Tel: (012)349 1510 Extension 354

E-mail address: tenders@umalusi.org.za

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: UMALUSI (16-17) T0001
Closing Time 12:00	Closing date: 13 JANUARY 2017

OFFER TO BE VALID FOR **180** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-	Required by:	
-	At:	
-	Brand and model	
-	Country of origin	
-	Does the offer comply with the specification(s)?		*YES/NO
-	If not compliant to specification(s), indicate deviation(s)	
-	Period required for delivery	*Delivery: Firm/not firm
-	Delivery basis	

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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 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, trustee, shareholder²):

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if

applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"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"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder

YES / NO

presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain

YES / NO

the appropriate authority to undertake remunerative work outside employment in the public sector?

2.7.2.1 If yes, did you attach proof of such authority to the bid

YES / NO

document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....
.....

2.8 Did you or your spouse, or any of the company's directors /
YES / NO
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 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

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder,
YES/NO
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members
YES/NO
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTION	10
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** 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;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

90/10

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

5.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.

5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-

contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: =..... (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME.

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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9. DECLARATION WITH REGARD TO COMPANY/FIRM

- 9.1 Name of company/firm:

- 9.2 VAT registration number:

- 9.3 Company registration number:

- 9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:
.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>
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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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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. disregards 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 consortium³ 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

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping
and countervailing
duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

WRITTEN AGREEMENT ON OCCUPATIONAL HEALTH AND SAFETY ENTERED INTO AND BETWEEN

Umalusi

(Hereinafter referred to as The Institution)

AND

(Hereinafter referred to as The Contractor)

Company Registration Number: _____

Company VAT No: _____

Agreement number:

1. The Contractor warrants that all his and his Sub-Contractor's workmen are covered in terms of the Compensation for Occupational Injuries and Diseases Act 1993, which cover shall remain in force whilst any such workman is present on the Institution's premises.
2. The Contractor warrants that he is in possession of the following insurance cover which shall remain in force whilst he and/or his Sub-Contractor and/or his employees are present on the company's premises or which shall remain in force for the duration of his contractual relationship with the Institution, whichever period is the longest.
 - a. Insurance covering his liability to any employees, his own or Sub-Contractor's, whose earnings are in excess of earnings as defined in the Compensation for Occupational Injuries and Diseases Act 1993.
 - b. Public liability insurance cover.
 - c. Any other insurance cover that will adequately make provision for any possible losses and/or claims arising from his and/or his Sub-Contractors and/or his employees' acts and/or omissions on the Institution's premises.
3. The Contractor undertakes to ensure that he and/or his Sub-Contractors and/or their respective employees will at all times comply with the following conditions:
 - a. All work performed on the Institution's premises must be performed under the close supervision of the Contractor's employees who are trained to understand the hazards associated with any work that the Contractor performs on the stated premises.

- b. The Contractor shall assume the responsibility in terms of Section 16(1) of the Occupational Health and Safety Act. If the Contractor delegates any duty in terms of Section 16(2), a copy of such written delegation shall immediately be forwarded to the Institution.
 - c. The Contractor shall ensure that he familiarizes himself with the requirement of the Occupational Health and Safety Act and that he, his employees and any Sub-Contractor comply with them.
 - d. The Contractor shall appoint competent employees who shall be trained on any Occupational Health and Safety aspect pertinent to them or to the work that is to be performed.
 - e. Discipline regarding Occupational Health and Safety shall be strictly enforced.
 - f. Personal Protective Equipment shall be issued as required and worn at all material times.
 - g. Safe work practices shall be enforced and all employees shall be made conversant with the contents of these practices.
 - h. No unsafe equipment/machinery and/or articles shall be used on the Institution's premises.
 - i. All incidents referred to in the Occupational Health and Safety Act shall be reported by the Contractor to the Department of Labour as well as to the Institution. The Company shall further be provided with copies of any written documentation relating to any incident.
 - j. The Institution hereby obtains an interest in the issue of any formal inquiry conducted in terms of Section 32 of the Occupational Health and Safety Act into any incident involving a Contractor and/or his employees and/or his Sub-Contractor.
No use shall be made of any Institution machinery, article, substance, or personal protective equipment without written approval.
 - k. Work for which the issuing of a permit is required shall not be performed prior to the obtaining of a duly completed and approved permit.
 - l. No alcohol or other intoxicating substance shall be allowed on the Institution's premises. Anyone suspected to be under the influence of alcohol or any other intoxicating substance shall not be allowed on the premises.
 - m. Full participation shall be given if and when Institution employees inquire into Occupational Health and Safety issues.
4. The Contractor confirms that he has been informed that he must report to the Institution's management (in writing) anything that he deems to be unhealthy and/or unsafe. He has versed his employees and/or Sub-Contractors in this regard.

5. The Contractor warrants that he shall not endanger the health and safety of the Institution's employees in any way whilst performing any work on the company premises.

Thus signed at _____ (town/city) on this _____ day of _____ 2016

On behalf of The Contractor, namely, (full, registered name of company):

Signature/s by proxy: <i>(of the person/s authorised to sign)</i>	Name of signatory	Capacity of signatory
1.		
2.		

Signature/s of Institution representative:	Name of signatory	Capacity of signatory
1.		
2.		

Signatures of witnesses:	Name of signatory	ID number
1.		
2.		

SPECIFICATION DOCUMENT

BID NO: UMALUSI (16-17) T0001

BID DESCRIPTION: PROVISION OF TURNKEY SERVICES FOR
REFURBISHMENT OF NEW OFFICE SPACE
(BUILDING LOCATED ON 41 GENERAL VAN
RYNEVELD STREET, PERSEQUOR TECHNOPARK,
PRETORIA

Closing date: 13 January 2017 at 12:00

There will be a compulsory briefing session held.

Date: 25 November 2016 at 12:00

NB. On the last page of this document the bidder needs to declare and indicate that they have read and understood the document in full.

Faxed, emailed bids will not be accepted, only hand delivered and couriered original proposals will be accepted.

INTRODUCTION

Umalusi is a Schedule 3A Public Entity that sets and monitors standards for general and further education and training in South Africa in accordance with the National Qualifications Framework Act No 67 of 2008 and the General and Further Education and Training Quality Assurance Act No 58 of 2001. The Council is tasked with the development and management of a sub-framework of qualifications for general and further education and training and for the attendant quality assurance. More information can be obtained from www.umalusi.org.za

1. PURPOSE

Umalusi has acquired a new building at 41 General Van Ryneveld Street, Persekor Techno park, Pretoria, Gauteng Province, South Africa and therefore requires an appropriately experienced, qualified, professional, innovative, quality driven and expert company to offer turnkey services for refurbishment of new office space and conference facilities.

- These services should include design, construction, furniture supply, installation and fittings of all relevant equipment, project management, physical office relocation and all other related services in the first building.
- The appointed service provider should offer flexible and client orientated turnkey services to ensure the success of the project.
- The appointed service provider will be required to coordinate the entire office relocation and interior design project and ensure that the project is carried out economically, effectively and efficiently.
- The appointed service provider will be required to work closely with Umalusi's internal project team and hold meetings at appropriate times to solicit Umalusi inputs
- The appointed service provider will be required to develop a server room as suggested by the attached generic server room document.
- Other requirements for Information and communication environment are as follows:

- NB: What is important is that the network cabling must be labelled and documented with all the necessary drawings etc.

Network equipment required for 41 Genl van Ryneveld Street	
Item	Quantity
Fibre capable switch	2
4-way fibre optic cable between buildings (use 2 channels)	1
Telkom connectivity cable to PABX (if we do not go for VOIP)	1
Cisco 29 series router	1
Dell 48 port 10 GB POE Switches (Old Server Room)	15
Dell 48 port 10 GB POE Switches (New Server room: Depending on office layout)	Estimated 5
Sufficient brush panels and patch panels (2 per switch)	Estimated 10
Cat6E/7 Network points - cabling into the offices (capable of VOIP) - 2 per office (Depending on office layout)	
Red plug plus white plug in each office (Depending on office layout)	
Dell 43U cabinet (1 m depth) with sufficient power-block	4
Dell KVM rack mount pull out tray	1
Cable cabinets (between the 4 cabinets)	3
Ubiquiti Unify AC Pro (Wi-Fi) plus installation (Depending on office layout)	10
Avtech Room Alert 32W Monitor - Environmental monitoring tool (New and Old Server Room)	2
Tile lifter for raised floor	2
Move and installation of high-availability servers between the buildings	
Sufficient red plugs connected to UPS for server room	15
Internet connectivity/management solution including internet content management for conferencing centre	1
Decide on network topology (distributed cable vs fibre and drop points)	
CCTV coverage of all entrances plus server rooms (Depending on office layout)	
Access control system to server room as well as technicians' offices (Depending on office layout)	
Include the items on the server room design document (e.g. air conditioners etc.)	Refer to feasibility server room report

- The new office environment should complement Umalusi's corporate image.

- The Umalusi staff complement that will move it will be based on the office layout and the floor plan based on the alignment to any standard reference used.
- The appointed service provider will be required to coordinate the entire process of establishing a fully functional convention center will all hardware, furniture and necessary technologies.
- The service provider will be required to install elevators at 37 and 41 to ensure compliance for disability access

2. BID DOCUMENT

Bid documents are available on the website (www.umalusi.org.za) at no cost. Bidders are advised not to ask an Umalusi staff member to download the bid documentation from the website on their behalf. Serious action will be taken against the staff member and the offending supplier may be disqualified from doing business with Umalusi in future.

3. VALIDITY PERIOD

The proposal submitted by the supplier must be valid for a period of 180 days from the closing date for the submission of proposals.

4. ENQUIRIES

All enquiries regarding this bid must be directed to the Supply Chain Management Office:

E-mail address: tenders@umalusi.org.za

Telephone numbers: (012) 349 1510 Extension 354

Bid related enquiries will close on 06 January 2017

5. BRIEFING SESSION

Compulsory briefing session: 25 November 2016

Address: 37 General Van Reyneveld Street, Persequor TechnoPark, Pretoria, Gauteng Province, South Africa.

Time: 12:00 till 14:00

NB: A maximum of two people per company will be allowed

6. SUBMISSION OF PROPOSALS

Proposals must be submitted in three (3) sealed envelopes clearly marked with the tender number, description and address together with a soft copy on a disk (CD) or memory stick. The first envelope must contain the originals of the bid proposal, the second envelope a copy of the original and the third envelope must contain the itemised quotation and all must be deposited in the tender box situated at the reception of Umalusi Council at the following address:

37 General Van Ryneveld Street, Persequor TechnoPark Pretoria, Gauteng Province, South Africa. Bidders must submit their proposals at the above address on/ before the closing date 13 January 2017 at 12:00. Office hours are between 07:30 and 16:00.

N.B Please note that Umalusi offices will be closed from 24 December 2016 until 02 January 2016 and bidders will not have access to the tender box

7. PRICING

- A firm ZAR pricing schedule as per SBD 3.1. The quoted price must include all taxes, delivery DPP (Delivery Duty Paid), installation and commissioning of the equipment.
- The quoted price must be valid for a period of 180 days from the closing date of the bid.
- The final price must be inclusive of VAT.
- No advance payments will be made in respect of this bid. Payments shall be made in terms of the deliverables as agreed upon and shall be made strict in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).
- Invoice will only be accepted after successful completion and signing off of each deliverable.
- Where applicable suppliers may submit a payment schedule.
- Payment will be made within 30 days after receipt of the final Original Tax Invoice(s).
- All tender submissions are subject to the Government Procurement General Conditions of Contract.

8. EVALUATION PROCESS

Aim of Evaluation

To ensure that all bids/ proposals received are afforded the opportunity to compete equally and enable Umalusi a chance to evaluate the bid received in a fair and unbiased manner as per the pre-determined evaluation criteria.

Evaluation Criteria

The evaluation criteria as set out hereunder will assist Umalusi to ensure conformity to all tender requirements. The Umalusi evaluation team shall use the evaluation criteria, applicable values and/or minimum qualifying scores for functionality as indicated in the bid specification document.

The following are the stages that will be used to evaluate all bid/s received:

9. MANDATORY/ LEGISLATIVE REQUIREMENTS

This stage checks and validates the bidders' compliance to the legal requirements to conduct business in South Africa, as well as to the industry requirement for the supply of goods and services.

NB: No points will be allocated to this stage; however, bidders' that do not comply with the pre-qualification requirements below will be disqualified and will not advance to the next stage of evaluation.

Pre-Qualification Requirements		Check list ✓ Tick each box
SBD 1:	Completed, attached and signed	
SBD 3.1:	Completed, attached and signed	

SBD 4:	Completed, attached and signed	
SBD 6.1:	Completed, attached and signed	
SBD 8:	Completed, attached and signed	
SBD 9:	Completed, attached and signed	
Specification document	Completed, attached and signed	
Valid tax status on Central Supplier Database		
Valid B-BBEE on Central Supplier Database		
Central Supplier Database report		
Registered on the Central Supplier Database of National Treasury. (For registration information, go to https://secure.csd.gov.za/)		

Note: Some requirements may not be applicable to International suppliers/ bidders and only those suppliers/ bidders will be exempted from these mandatory/ legislative requirements. All SBDs must be submitted (signed) noting where it is not applicable.

If any specific SBD is not submitted, documentary proof clearly stating the reason must be attached.

10. COMPULSORY REQUIREMENTS

Please complete the table below by indicating "yes" or "no" to confirm whether this requirement is met and provide explanations/ comments to support your answers. Supporting documentation or evidence should be attached to this document.

NB: Bids that score NO for any items in the compulsory technical specification section will be disqualified and will not advance to the next stage of evaluation.

DESCRIPTION	YES	NO	COMMENTS
10.1 GENERIC PRIMARY REQUIREMENTS			
The company has to have expertise and knowledge in construction to be able to provide construction services, internally and externally.			
The company has to provide furniture design and supply services.			
The company should have project management expertise and develop a project management framework.			
The company has to ensure that macro and micro office relocation and execution of the interior design project plans			
The company has to ensure that the relocation and execution of the interior design project plans and progress reports are provided			

regularly to the client.			
The company has to offer physical move services to relocate all the relevant Umalusi's goods and furniture.			
The company has to offer all turnkey services related to this project.			
10.2 ONSITE ACTIVITIES			
The company should monitor onsite activities and report to the client on agreed time lines and provide written reports.			
The company has to ensure that no construction work takes place post the relocation process.			
10.3 INTERIOR DESIGN AND DECOR			
The company has to ensure that all the relevant			

and critical aspects of office interior design and décor is done according to the space planning, design and décor specifications			
10.4 PROCUREMENT			
The company should place all orders and coordinate deliveries with various contractors and suppliers during the project.			
The company has to provide a list of the sub-contractors intended to be utilised for assisting with specified activities. The following details must be provided: <ul style="list-style-type: none"> • Name of company • Company registration Number • Service to be provided. 			
Value-adds: The company should indicate details of how they intend to go beyond the minimum bid specifications and			

propose a CMS that makes for enhanced compliance monitoring. Bidders are encouraged to use their experience from similar projects to identify gaps not envisaged in the bid.			
10.5 PHYSICAL MOVE			
The company has to move all Umalusi's goods etc.			
The company should provide door to door office relocation services			
The company has to ensure that all goods are labelled, for easy reference, and placed in the appropriate workstations as well as ensuring that all administrative issues are performed prior to and on the day(s) of the relocation.			
The company should ensure that all electrical appliances and gadgets are installed and that,			

all equipment is functional prior to the physical relocation taking place.			
The company should coordinate and ensure that equipment to be moved is in line with the current Umalusi lease requirements with regards to copiers etc			
The company should ensure that the signage is in line with Umalusi's corporate identity.			
The company has to assist the Umalusi to maximize and ensure public visibility through the second building and adequate branding.			
10.6 BUDGET			
The company has to provide a preliminary budget for the entire project which includes finishes (items, price,			

finishes) Services (items, price, finishes), Workstations and training furniture (items, price, finishes), Special areas furniture (items, price, finishes), Other (items, price, finishes).			
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11. COMPULSORY TECHNICAL REQUIREMENTS

Please complete the table below by indicating “yes” or “no” to confirm whether this requirement is met and provide explanations/ comments to support your answers.

NB: Bids that score NO for any items in the compulsory technical specification section will be disqualified and will not advance to the next stage of evaluation

COMPULSORY TECHNICAL REQUIREMENTS	YES	NO	PROVIDE DOCUMENTATION
The bidder should have an active Construction Industry Development Board (CIDB) grading of 6GB or higher			
The bidder confirms that the submission conforms to the compulsory technical specifications, (Annexure A,B)			
One set (two years) recent Audited Financial Statements or financial			

statements signed by the Accounting Officer for Close Corporations.			
On-site training at Umalusi must be provided after successful commissioning to a minimum of two (2) trainees (specify details of training to be provided)			
A minimum of one year warranty and service for the equipment supplied is required			
Valid Workmen's Compensation/ Letter of Good Standing			
Public Liability			
Proof of Quality Standard (E.g. ISO 9001)			
Include Board resolution for delegation of authority. i.e The following proof MUST be produced: Proof that the person who signed the proposal has the authority to do so.			

12. FUNCTIONALITY

The evaluation criteria for functionality aim to assess the bidder's capability, reliability and ability to execute and maintain a bid and/ or contract. The minimum number of points that bidders' have to obtain in order to progress to the next stage of evaluation is **80**.

NB: Bids that scored less than 80 on functionality will be disqualified and will not progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA	ALLOCATED POINTS
<p>Methodology of implementing the project</p> <p>The bidder must propose a project plan which will detail the activities, schedules, cost and procurement plan of executing the project (reference to the specification document and the requirement to conform to all the specifications)</p> <p>A detailed execution plan supplied = 40 points A detailed execution plan not supplied = 0 points</p>	40
<p>Qualifications and experience of key project team</p> <p>Project Manager</p> <p>CV with minimum experience of 10 years and a minimum relevant qualification at NQF level 6 attached = 5 points CV and/or qualification not attached or not met = 0 points</p> <p>Project Engineer</p> <p>CV with minimum experience of 10 years and a minimum relevant qualification at NQF level 6 attached = 5 points CV and/or qualification not attached or not met = 0 points</p> <p>Safety Officer</p> <p>CV with minimum experience of 10 years and a minimum relevant qualification at NQF level 6 attached = 5 points CV and/or qualification not attached or not met = 0 points</p>	15
<p>Locality</p> <p>Location of Business</p> <p>Within Gauteng Metropolitan Region = 10 Points Outside Gauteng Metropolitan Region = 5 Points</p>	10

FUNCTIONALITY CRITERIA	ALLOCATED POINTS
<p>Replacement parts</p> <p>The Contractor shall guarantee that replacement parts are available for at least 5 years after installation</p> <p>4 - years or more replacement parts guarantee granted = 10 points</p> <p>2-3 years replacement parts guarantee granted = 5 points</p> <p>Less than 2 years replacement parts granted = 0 points</p>	10
<p>Turnaround response time</p> <p>A competent technician must be available to assist Umalusi personnel with all technical queries within a reasonable timeframe. Please provide the name and contact details of the specialist.</p> <p>Response turnaround time within 24 hours = 10 points</p> <p>Response turnaround time within 48 hours = 5 points</p> <p>More than 48 hours response turnaround = 0 points</p>	10
<p>References</p> <p>A proven track record substantiated by reference to entities for which similar services have been provided for during the past five (5) years. This shall include the following information for each project undertaken:</p> <p>a) Entity name;</p> <p>b) Contact name and telephone number;</p> <p>c) Date when service was rendered;</p> <p>d) Description of service;</p> <p>e) Duration of project; and</p> <p>f) Contract price.</p> <p>Three contactable positive references supplied = 15 points</p> <p>Three contactable positive references supplied = 10 points</p> <p>No list attached or fewer than two references = 0 points</p>	15
Total	100

To enable the Umalusi to score the functionality, kindly complete the below table and attach proof where applicable.

Description	Action required	Comments
Methodology of implementing the project	Please attach proposal	
Qualification and experience of key personnel	Attach CVs and qualifications	
Locality	Please attach proof of residence (e.g. Utility bill or lease agreement)	
Replacement parts	Please provide commitment letter on the Company's letter head	
A competent technician must be available to assist the Umalusi personnel with all electrical queries reasonable timeframe. Please provide the name and contact details of the specialist.	Please provide the name and contact details of the specialist and State Response Time	
References	Provide list of contactable references with the required details as per the attached questioner	

13. PRESENTATIONS

Bidders that met the requirements of the previous stages will be evaluated further with a presentation that they will be required to provide at Umalusi's

offices. The threshold for this will be 80 points and bidders will be provided with the scoring criteria at this point.

14. PRICE AND B-BBEE POINTS

Bidders that met the requirements of the previous stages will be evaluated further in accordance with the 90/10 preferential points system. The 90 points will be allocated for price whilst, 10 points will be allocated for B-BBEE both totalling 100 points.

The below formula will be used in calculating points scored for the Preference points system.

Step 1: Calculation of points for price

The contract value for this bid is estimated to above R1 000 000.00 therefore the 90/10 preference points system will be used.

Points awarded for price

The following formula would be applied:

$$Ps = 90 \times [1 - ((Pt - Pmin) / Pmin)]$$

Where

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

Pt = Comparative price of bid or offer under consideration

Pmin = Comparative price of lowest acceptable bid or offer.

Step 2: Points allocated for B-BBEE status level of contributor

A maximum of 10 points will be awarded for B-BBEE Status Level 1 of Contributor.

B-BBEE Status Level Of Contributor	Number of Points
1	10
2	9
3	8

4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Note: Both points will be added together to obtain a final score out of 100 points in total.

15. NOTES TO BIDDERS

This section outlines basic requirements that must be met. Failure to accept these conditions or part thereof may result in your proposal being excluded from the evaluation process.

- Proposal documents should be submitted to Umalusi.
- Proposals shall be submitted in English.
- Umalusi will not be liable to reimburse any costs incurred by the bidder during the proposal process.
- Evaluation of proposals will be carried out by Umalusi. The Bid Evaluation Committee will, if necessary, contact bidders to seek clarification on any aspect of the proposals.
- The tender and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the tender.
- Suppliers must sign the register at the reception when the proposal is submitted.
- All bidders are bound by a confidentiality agreement preventing the unauthorized disclosure of any information regarding Umalusi or any of its activities to any other organisation or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of the accounting authority or the delegate.
- Copyright of all documentation relating to this assignment belongs to Umalusi. The successful bidders may not disclose any information,

documentation or products to other clients without the written approval of the accounting authority or the delegate.

- The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the contractor that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, Umalusi I must be given immediate written notice to this effect. Umalusi reserves the right to implement remedies as provided for in the GCC.
- Umalusi reserves the right to conduct physical evaluations on short-listed tenders. The purpose of the visits would be to verify the contents of the submitted tenders by means of demonstration and to evaluate bidder's capability to meet the requirements specified in this document and supporting documents.
- Umalusi has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.
- All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.
- A Safety Plan will be required from the winning bidder.

16. DISCLAIMER

Umalusi reserves the right not to appoint a service provider. Umalusi reserves the right to:

- Conduct due diligence prior to award.
- Award the contract or any part thereof to one or more service providers.
- Reject all bids.
- Decline to consider any bids that do not conform to any aspect of the bidding process.

- Request further information from any service provider after the closing date, for clarification purposes.

17. DECLARATION

I, the undersigned (full name)

.....

Certify that the information provided is true and correct, and understood the above document in full.

SIGNATURE

DATE

DRAFT FEASIBILITY REPORT

on the EPS System

for the

M, E & F INSTALLATIONS

at

**41 General van Ryneveld Road,
Persequor Park**

for

UMALUSI



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1. EXECUTIVE SUMMARY

Upon instruction from the CEO to investigate the feasibility of providing an EPS (Emergency Power System) to 41 General van Ryneveld Road, we have been approached by Ebriem Fillis, Assistant Manager: Supply Chain Management and Assets, to conduct an inspection and provide a report on same.

Our brief includes the provision of a generator as well as recommendation on a secondary server room to be housed at the abovementioned site.

Current Tenants in Building consists of:

IS (Internet Solutions) Have own generator (60kVA)
Smith & Nephew Have own generator (20kVA)
Global Cleaning Services
Forensic Technology
Required Load

2. INTRODUCTION

The site was visited on 2 and 15 March 2016. It is noted that we did not obtain access to IS office space in Block B, 1st Floor. It needs to be emphasised that the total requirements and operating loads of IS need to be investigated through meeting with their technical department on site, in order to be on target with the load calculations of the site.

This report serves to provide the feasibility and impact for the provision of generator power in order to cater for power outages to the building.

Our aim is to cater for a green building design philosophy in order to be environmentally friendly as far as possible.

The following design benchmark documents will serve as reference:

- SANS 10400 Part XA (Building Code)
- Electrical compliance to SANS 10142
- Mechanical compliance to SANS 10400 part O
- Fire compliance to SANS 10400 part T
- The City of Tshwane's requirements regarding the Registration for the Installation of a Generator.



The following aspects are excluded from the Scope:

- Upgrade to building internal layout as per general enquiry.
- Telkom and DFA connectivity (will have their own Routers and their own room)
(provide wireways/sleeves only)
- Architectural / Space Planning work
- Any tenant negotiations pertaining to tenant requirements/approvals – to be done via First Property Trust (FPT)



2.1 PROJECT SCOPE

The below list provides an abbreviated scope and handover items:

- Site investigation and team briefing for report
- Discussions with FPT regarding tenant utility connections and consumption
- Obtain & confirm Architectural drawings and layouts
- Green initiative regarding proposed solution to be implemented
- Heat load calculations on new Server/UPS room(s)
- Electrical load calculations for tenants and building
- Fire code compliance study and recommendations
- Recommendation/selection on new diesel generator to be used
- Recommendation/selection of UPS for new second Server Room
- Provision of generic server room specification
- Provision of high level cost estimate for implementation of generator and UPS
- Meeting with Client to discuss abovementioned feasibility report

3. ELECTRICAL

3.1 Load Calculations

3.1.1 Existing Connection

Currently there is an existing a LV (Low Voltage) connection of 350A (241kVA). It is connected to a fuse holder which is exposed and therefore poses a potentially dangerous shock risk.

The LV connection is fed from a 500kVA mini-sub across the road in General van Ryneveld Road.

3.1.2 Load calculations on entire building

Our benchmark is to allow the latest SANS 204 calculations to determine the maximum recommended building load.

Block A	760m ²
Block B	914m ²
Block C	848m ²

TOTAL BUILDING	2,522m ²
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From SANS10400-XA, according the geographical location of the site, the building climatic zone is classified as Zone 2. The purpose of the building is classified as Class G1 – Offices.

This allows a maximum connection of 75VA/m² and maximum energy consumption of 190kWh/m² per annum.



This means that the total site load should not exceed a maximum of 189kVA (274A) and the annual power consumption should not exceed 479,180 kWh. (Average of 39,931kWh per month). The current average energy usage is plus/minus 20,000kWh per month.

The site currently has a 350A connection; which is deemed to be more than sufficient capacity for the site.

We also need to advise that the Internet Solutions area operates as a small data centre and therefore a higher connection is justified.

3.1.3 *Methodology of proposed generator*

Our instruction was that the entire building be backed up by generator power. Based on the present connection (350A), the closest generator size is 250kVA.

3.2 **Utilities Power Consumption**

Our reference is First Property Trust electricity consumption documents provided for the last three months.

3.3 **Power Distribution (Cabling Reticulation)**

The proposed generator methodology (backing up entire building) is the most cost-effective since the existing cable feed to the building will be interrupted via a new automatic change-over system; thus no separate generator feed cables back and forth to new dedicated DB sections.

3.3.1 *Cable reticulation consideration:*

It needs to be noted that the area demarcated for the generator has recently been excavated for the installation of fibre optic services, which is still clearly visible.

The contractor will need to use extreme caution when excavating for the new generator.

There also appears to be some existing underground services (fire water etc.) for which the utmost caution must be taken when excavating so as not to damage existing services.

3.4 **Proposed Generation – Emergency Standby Power Supply (EPS)**

3.4.1 *Generator Location*

A suitable space outside the building has been identified, as close as possible to the main electricity supply point.

A concrete slab with bund will need to be constructed for the proposed generator set, so as to contain any diesel spillage that may occur in order to prevent any harm to the environment.



3.4.2 *Installation Considerations*

- The generator must be enclosed in a sound attenuated enclosure and the area around the generator must be secured displaying the necessary statutory safety signage.
- The generator must be placed in an area where it will not interfere with the operation of the occupants of the building. (The positioning of the installation must be agreed up front).
- The exhaust must be directed away from the building and any fresh air fans or air conditioning systems. (The exhaust must be fitted with a silencer and it must also be lagged if against building).
- An Electrical Certificate of Compliance must be issued on completion of the installation and a wiring line diagram must be displayed in the generator panel. (Copy of certificate must be forwarded to Consultant; original to be presented to Landlord).
- The installation must be signed off by the electrical Consultant responsible for the design and installation. (Consultants registration number must be quoted on the document).
- The required statutory fire safety equipment must be placed at the generator to ensure fire compliance.
- Due to the distance of the proposed generator from both the building and the site boundary, the installation will not need to be signed off by the local fire department.
- Due to the diesel tank not exceeding 1000 Lt, the fire department would not need to be informed and the necessary approval need not be obtained from the fire department.

3.5 **Proposed Space for New UPS**

3.5.1 *New UPS Room – Ground Floor*

The proposed new UPS room has been identified as an existing store room below the proposed new Server Room in Block B (refer to drawing 16_13/E/E/200 Rev A).

Although tight, we believe that it can work with a small, modern UPS footprint.

3.5.2 *Input / Output Board for UPS and Batteries*

A new input/output DB will be provided in the proposed UPS room.

For more critical installations, a separate battery room is preferred, but due to the nature of this installation, and the limited space available, the batteries will be installed inside the proposed UPS room on a battery stand.

It is preferable for the batteries to operate in a temperature of 22 to 25°C – this prolongs the battery lifespan.



3.5.3 *Proposed performance specification for new UPS's*

It is recommended that a high-efficiency, high power factor, latest technology UPS machine be installed for Umalusi's second Server Room in Block B of 41 Genl. Van Rynveld.

For smaller server rooms, the trend nowadays is to design these rooms at 1,500W/m². The new server room area is 20.8m² (excludes equipment cage) x 1,500W/m² = 31.2kW. For battery charging, add 10% = 34.4kW. It is common practice not to exceed 80% of UPS machine's capacity = 42.96kW. Assume worst case power factor of 0.8, the machine's capacity is 53.7kVA. The nearest common size is 60kVA and it is therefore anticipated that a 60kVA unit will be utilised.

Globally, the shift is from SLA (sealed lead acid) to Lithium ion and Lithium FEPO4 chemistries (also with Elon Musk's announcement of his Tesla Giga-factory). Closer to the time, battery types will be revisited.

3.6 **Server Room Earthing**

3.6.1 *1 Ohm earth bar*

A one ohm earth bar would be recommended for the new server room.

Building earth and server room earth need to be bonded together, as well as cabinets connected to this earth, such that they are all on the same equipotential earth.

3.6.2 *TVSS (transient voltage surge suppression)*

Server room TVSS needs to be implemented. This will be installed in the input/output panel.

3.7 **Ancillary Electrical Equipment**

3.7.1 *HVAC Power*

Additional cabling to the new UPS, and new air-conditioning units would be required.

3.7.2 *Security Power Requirements*

A new power point will be required for the access control at the new server room, which will also supply power to the new CCTV camera outside the server room.



3.7.3 *Conduits and Wireways*

Adequate conduits and wireways to accommodate the new layout will be provided and are included.

3.7.4 *Telecommunication Cables/Sleeves*

Additional sleeves and manholes would be required for the fibre optic link between the existing server room in 37 Genl Van Ryneveld and the proposed second server room in 41 37 Genl Van Ryneveld. The proposed route has been indicated on the site plan.



3.8 Energy Efficiency Initiative

As members of the Green Building Council, all efforts will be made to ensure that equipment and methodology for this project will be energy efficient, i.e. occupancy sensors for lighting, inverter type air-conditioning units, LED lighting etc.



4. MECHANICAL

4.1 Summary of Applicable Standards

The following standards were referenced in the feasibility study. The standard, its requirements and a statement of compliance/non-compliance is provided below.

4.2. Summary of Design Input

4.2.1 Outdoor design conditions

Altitude	1,359m above sea level
Latitude	25°44'34.32" South
Longitude	28°16'22.96" East
Maximum design dry-bulb temperature	31.7°C
Corresponding wet-bulb temperature	20.6°C
Minimum design dry-bulb temperature	3.9°C
Daily temperature swing	9.8°C

4.2.2 Indoor design conditions

	Comfort Standards
Indoor temperatures	24°C maximum in summer 21° C minimum in winter
Indoor relative humidity	Wet media provided in primary AHU 30% minimum in winter and 50% in summer
Noise level	Average NC45
Filtration standards:	Only filter media
Redundancy/Standby	Two units operated as Duty and Standby
Operating hours	24 hours



4.2.3 Fresh Air requirements

As per new SANS 10400 Part O, requiring the higher of 7.5l/s/person or 2 ACH. Not applicable to the plant rooms.

4.2.4 SANS 10400 Part XA on Mechanical Installation

Criteria	Requirement	Statement of Compliance
Requirement to comply	The buildings (G1) and extensions to office buildings for which plans and specifications have to be submitted have to comply with regulation XA.	In terms of extension/alteration to the building (only two staircases) there should be no need to comply with SANS 10400 XA.

4.2.5 Provision

Criteria	Requirement	Statement of Compliance
UPS Room Area	A minimal quantity of fresh air will be provided, as required.	Compliant.
Battery Rooms	Not applicable. Batteries installed in UPS room.	It has been assumed that VRLA batteries will be used.
Server Room Area	A minimal quantity of fresh air will be provided, as required. This is a machine room and therefore not permanently inhabited by people.	Compliant.
24-hour loads(Rerver Room)	24 hour AC units with remote alarm (Compliant.



4.2.6 Cooling

A summary of cooling loads for the areas in question is given below:

41 General van Ryneveld Road AC Unit Summary				
Location	Item	Unit	Quantity	Total Cooling
Ground Floor				
UPS Room	Required Load	kW	1	3.36
	2 x units run as duty and standby			
First Floor				
Server Room	Required Load	kW	1	8.0
	2 x units run as duty and standby			

Note: it is assumed that there will be a maximum electrical load of 2kW per rack in the Server Room x 4 racks = 8kW = 27,297BTU. Nearest available size = 32,000BTU.

4.2.7 Electrical Requirements

Power points will be provided for the new air-conditioning units, which will take the form of isolators at the outdoor units.



5. FIRE

5.1 Introduction

The Fire services were inspected by Mr Johan Joubert, and his requirements to meet the building code are detailed hereunder, taking into account that the building's original rational fire design and fire plans are assumed to have been previously approved.

5.2 Design Philosophy

a) Legal Framework

In terms of Legislation the building must comply with the National Building Regulations Act 103, of 1977. The application of the National Building Regulations SABS 0400 applied at that stage.

The latest Promulgated issue of The Application of National Building Regulations is SANS 10400 issued in 2011 which is applicable to all new buildings and renovations after 2011.

b) Applicable Code of Practice

New building applications to the Local Authority are subject to SANS 10400, 2011. Buildings built prior to 2011 do still comply under SABS 0400 if it remained unchanged.

Building changes and alterations undertaken for buildings must comply with SANS 10400: 2011 however it is obvious that not all buildings built prior to 2011 can be altered to comply fully with new Codes. These isolated non compliances can be addressed under Rational Fire Design to meet the intent of SANS 10400, 2011.

The existing 41 General van Ryneveld Road building is subject to compliance with SABS 0400.

5.3 Minimum Compliance

a) SANS 10400 (SABS 0400)

We propose that the existing building firstly be measured against the building regulation to establish compliance with "minimum requirement" as per SANS 10400 (SABS 0400).

- Where an escape route is in one direction, such as into the staircase lobbies doors must open in the direction of escape.
- The population of Block A on the First Floor must be limited to less than 25 people in order to maintain compliance, as there is only one escape stair available for escape from this area. If the population is more than 25 people a second staircase from this area will be required.



- It must be ensured that locking devices approved by the local authority be fitted to the access doors to the escape routes referred to. Thumb-turn locks or magnetic locks with overriding green break-glasses will be acceptable.
 - Fire signage must be updated and additional fire signage will be required to suit new layouts.
- b) Fire and smoke spread
- The installation and alterations to services that will take place might require the reinstatement of fire stopping seals.

5.4 Fire Plan Approval

When internal changes and alterations are made the Fire Plans must be updated and re-submitted to the fire department for approval.

As more internal changes are foreseen, it is imperative that these new layouts be submitted to the fire department for approval. On the completion of the proposed work the fire department need to inspect the premises and issue a new fire clearance certificate.

ANNEXURE A – GENERIC SERVER ROOM SPEC

Please refer to separate PDF document.

Generic Specifications
For
Server Rooms

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1. MECHANICAL, ELECTRICAL AND FIRE SPECIFICATION SUMMARY

SITE



Page 1

DESCRIPTION	YES	NO	QTY
Access Floor			
Type of Ceiling:			
Suspended			
Plaster Board			
Wall:			
Brick			
Dry wall (2h fire rated)			
Door:			
Bitcon (2h fire rated)			
Type of AC:			
Chilled water			
Under ceiling inverter split			
Mid-wall inverter split			
Auto restart of split units			
Automatic changeover with trip alarm on split units			
Fresh Air system:			
Tap off existing building system (Requires fire damper)			
Independent system (on outside wall)			
Electrical:			
UPS (Inside rack)			
Diesel generator			
Fed from building generator			
Normal room power:			
Outlets in room from existing building			
Normal room lights:			
Fittings in room from existing building			
PDU's:			
Inside room on shunt trip			
Dual outlets to racks:			
16 Amp single phase			
32 Amp single phase			
32 Amp three phase			
RPO:			
Entire Room			
UPS only			



DESCRIPTION	YES	NO	QTY
Monitoring System:			
Room temperature			
AC units trip			
UPS common fault			
Power interruption			
Under floor water detection			
fire panel interface			
Gas suppression discharge			
Access door intrusion detection			
Fire:			
Fire detection:			
Addressable panel			
Conventional panel			
Independent:			
Connected to existing building panel			
HSSD:			
Above racks			
Under floor			
Gas fire suppression (Double knock):			
Nozzles below ceiling			
Nozzles under floor			
Nozzles in ceiling			
Type of Gas (novac)			
Gas/smoke extraction required			
AC unit interface			
Fresh air interface			
Fire stopping:			
Walls			
Ceilings			
Floor			
Room integrity test:			
Room pressurization (leak test)			



2. MECHANICAL (HVAC)

2.1 General

This document covers the design criteria and general requirements for air-conditioning of Server and Comms Rooms.

Temperature and Humidity Conditions

Server Room Air-conditioning

	COMFORT STANDARDS
Indoor temperatures	21±1°C
Indoor relative humidity	40-60%
Fresh/Outside air	1ACH(Air change per hour)
Noise level	NC50
Filtration standards: -Efficiency	35-40%
-Arrestance	95%
Emergency power supply	On emergency/generator power
Redundancy/Standby	N+1
Operating hours	24 Hours

Comms Rooms Air-conditioning

	COMFORT STANDARDS
Indoor temperatures	21±1°C
Indoor relative humidity	Uncontrolled, typically between 30% and 60% in air-conditioned areas
Fresh/Outside air	1ACH(Air change per hour)
Noise level	NC50
Filtration standards: -Efficiency	35-40%
-Arrestance	95%
Emergency power supply	On emergency/generator power
Redundancy/Standby	N+1
Operating hours	24 Hours



For external design conditions refer to the Addendum 1.

However in each case the designer is to check the local design conditions, and if greater, apply these together with appropriate winter design conditions and suitable internal design conditions.

For the purpose of sizing any heat rejection equipment (air cool chillers, cooling towers, dry coolers, condensing units, etc.) an external air condition of 32°C db should be taken and this may need to be increased to 34/35°C if in a restricted or constrained compound location. Appropriate wet bulb condition (20/21°C) to be taken for evaporative cooling equipment.

2.2 Ventilation Rate

Nominal 1 air change per hour fresh air, filtered as indicated above for Server and Comms Rooms.

All other areas 10 l/s/person fresh air as a central design parameter, accepting that some areas may end up lower than this, but the reduction should not result in less than 7,5 l/s/person.

Load Densities for Heat Rejection

Lighting	-	Refer to Addendum 2 for specifics
Solar gain	-	As required
Equipment	-	Refer to Addendum 2 & 3

For each project, verify equipment loads for Server and Comms Rooms

The HVAC systems shall provide comfort conditions under various patterns of usage. These shall contain sufficient flexibility and redundancy to enable population and equipment variances to be catered for to suit particular Server and Comms Rooms IT loads.

The systems shall be energy conscious during both normal and out of hours working and shall have an economic operational life. This system shall also comply with the accepted guidelines to safeguard against Legionella contamination and other health related criteria, together with statutory or governmental directions and the avoidance of deleterious materials.

Critical and essential equipment areas and locations shall be supported from independent HVAC plant providing equipment and system redundancy.

Internal temperatures shall be as listed in the accompanying table (Temperature and humidity conditions, Addendum 3) unless governed by local legislation.



Air movement should be maximum of 0.25m/s at 1800mm above finished floor level, unless legislation calls for a lower air velocity. Ductwork systems are to be cleaned prior to commissioning.

In order to provide control of the environment, combines with energy efficient operation to achieve the stated conditions, a control and monitoring system shall be installed.

A primary function of the system is to provide early warning alarms for all critical systems, both to locations within the building and also to remote locations outside of normal working hours.

2.3 Acoustics

The internal acoustic environment must be compatible with the functional requirements of the various spaces.

Due regard to the attenuation and vibration isolation of mechanical noise with regard to air-conditioning plant and subsequent performance of such plant shall be incorporated within the design. The indicated noise criteria shall be the maximum level. (Addendum 3)

2.4 Server Room Air-conditioning

Supplementary 24 hour air-conditioning will be provided for the Server Room and IT Room with close controlled conditioned air supplied to the floor void and distributed via the IT cabinets and equipment, through adjustable transfer grills. Particular attention to detail shall be afforded to the design of the air distribution and static pressure within the floor void to eliminate the effects of plumbing and dead spot areas. The air distribution system shall be dynamically controlled to eliminate areas of high heat density whilst maintaining constant temperatures throughout the Server Room. A full computational fluid dynamics study shall be employed at the design stage to predict the effects of changing heat loads and high density areas and thus control the rate of heat rejection required to achieve the design criteria throughout.

The principle of hot and cold aisles shall be preferred and designed accordingly, however this will largely depend upon the type of preferred equipment cabinets selected by IT and the relevant method of air flow through the cabinets, i.e. front to back or bottom to top. Due consideration and agreement to this issue shall be given by the designer in conjunction with IT at an early stage in the design process.

Consideration shall be given to provide two separate independent cooling circuits with separate coils in each CRAC (down blow unit) each circuit shall be run from different ends of the technical space for diverse routing. Consideration shall be given to 3 N^o fans in the CRACs and, preferably, these are to be inverter driven. As a minimum one of the fans is to be served from an independent mechanical



services supply system, the other two fans acting as duty/standby are to be generator backed. Pumps shall also be provided with duty and standby plus one further pump for additional resilience.

The air-conditioning plant and equipment for the Server and Comms Rooms areas shall be located off floor and within a self-contained accessible service corridor/area, sealed from moisture from work areas, to permit disturbance free monitoring, maintenance and repairs. Floor void pressurisation shall achieve at least 20Pa. It is expected that attenuation will be required to the CRAC units, which shall be considered and established at an early stage.

The air-conditioning plant and auxiliary equipment (pumps, condensers, etc) serving the server room are to be of "N+1" configuration with diversely routed pipe work reticulation and backed by emergency generator system to ensure continuous operation. Buffer vessels shall be installed in the distribution system to provide chilled water where appropriate, for a period of time to cover mains electrical failures. Reclaim tanks shall also be provided where necessary. For some installations it may be necessary to provide connections for a mobile chiller unit in an emergency.

If the system relies on evaporative cooling towers for heat rejection a 12hour supply of raw water storage shall be supplied in the event of water mains failure. A preferred option, subject to spatial constraints, would be packaged air cooled chillers.

The environmental conditions in all areas shall be controlled via a Building Energy management System appropriately zoned and sensors shall be tamperproof where openly mounted and otherwise within the return air paths at high level.

Stand-alone air humidifiers shall be employed located in the designated plant areas providing moisture injection directly to the Server Room air space, to maintain RH at within design criteria levels.

Dx down blow split package units may also be considered with an N+1 configuration complete with humidity control.

2.5 Comms Air-conditioning

These equipment rooms are generally treated to Server Room standards but may not incorporate gaseous fire protection. They will include Vesda, together with general smoke detection, and down blow air-conditioning units, including humidification, in an N+1 configuration. Fresh air will be supplied generally from the local office system.

Critical Comms Rooms without raised false floors may be air-conditioned with under ceiling, mid-wall or free standing split package units with an N+1 configuration. The position of the evaporators in relation with the racks is critical to prevent condensate



water dripping on the racks. **These units would be the most likely option followed.**

Smaller non-critical rooms may be air-conditioned with multiple split package air-conditioning units of which each unit will provide at least 50% of the cooling capacity where an N+1 configuration is not required by the client.

2.6 Cooling Systems

2.6.1 Supplementary Cooling Systems

A 24hour supplementary cooling system shall be provided to supply conditioned air to the business critical areas; Server Room, Comms Room and UPS Room.

Due to the critical nature of the system the cooling plant is normally separate from the base building plant, which may be the responsibility of the landlord and not operate on 24hrs/day.

If the main plant is configured as an N+1 system and operated by Johnson Controls, supplementary cooling can be a sub-circuit of the main building system, but separated by a plate heat exchanger. If the system relies on evaporative cooling towers for heat rejection, 12hrs raw water storage shall be provided to maintain supply in the event of mains water supply failure.

If separate chillers are installed the plant shall be configured in an N+1 configuration.

The designer shall consider the merits of providing a dry (above dew point) chilled water system to avoid the production of condensation, which in itself could be a risk in terms of leakage and/or increased maintenance/health risks. Where the primary chilled water system is not to be used the system shall operate at sensible cooling temperatures of, say, 11°C supply 16°C return or as applicable to the local environment to avoid latent cooling.

A chilled water storage “buffer” vessel shall be installed in the distribution system. This unit provides a reservoir for chilled water to critical areas following an electrical power failure and before the supplementary chilled water plant has been restarted.

All chilled water distribution pipe reticulation shall be pressure tested and pipes and valves labelled, thermally insulated and vapour sealed.



2.6.2 Dx Systems

Dx type air-conditioning units in N+1 configuration shall be considered for critical areas as an alternative to a separate chiller plant.

The Dx systems shall be of the split type package units with R410 gas and inverter compressors to reduce energy consumption.

A run/trip auto change-over control system shall be provided to automatically switch over to the redundant unit when one of the active units trip. A signal shall be provided to the forewarn system to notify the technical team of the trip. The above system shall be designed to, on a weekly base, alternate the active and redundant units.



ADDENDUM 1

Pretoria

The proposed design weather parameters are as follows:

Altitude	1400m above sea level
Latitude°C South
Longitude°C East
Maximum design dry-bulb temperature	31.7°C
Corresponding wet-bulb temperature	17.8°C
Minimum design dry-bulb temperature	3.9°C
Daily temperature swing	9.8°C

ADDENDUM 2

Generic Load Criteria

AREA / SERVICE	ELECTRICAL EQUIPMENT SPEC	UPS REQUIREMENTS	EPS REQUIREMENT (AS APPLICABLE)	COMMENTS
Data Centre	1000W/m ² Power			
15w/m ² lighting(400Lux)	100% Power	100% All services	Emergency lighting required in addition to statutory requirements	
Comms Room	Assume 300+W/m ² power			
15W/m ² lighting (400Lux)	100% Power	100% All services	Emergency lighting required in addition to statutory requirements	
UPS Room	UPS & support plant, etc.	100% Lighting	100% All services	Delay battery recharge
Plant Rooms	To be agreed (TBA)	Critical controls	Selected lighting & power	
BMS System	TBA	100%	100%	



ADDENDUM 3

Environment/Mechanical Services Criteria

AREA/ SERVICE	ROOM TEMPERATURE AND HUMIDITY	VENTILATION	MECHANICAL EQUIPMENT	COMMENTS
Data Centre	21°C ±1.5°C Summer/Winter RH50% ±10%	Pressurised to 15Pa Filtration EU8 Smoke/gas extract – 3 Ach/hr	Down flow ACU's +20% Local control	NC55 for unoccupied room NC45 occupied room Alarms to 24hr environment control monitoring
Comms Room	21°C ±1.5°C Summer/Winter RH50% ±10%	Filtration EU6	Down flow ACU Local control	NC45 Alarms to 24hr environment control monitoring
UPS Room	21°C ±1.5°C Summer/Winter RH50% ±10%	Pressurised to 10Pa Filtration EU6 Smoke/gas extract – 3 Ach/hr	ACU's N+1 Local control	NC60 Alarms to 24hr environment control monitoring
Generator Room	22°C ±2°C	Filtration EU4 Ventilation system capable of low and high volume flow rates Smoke/gas exhaust	Heating, anti- condensation/fros t protection Dedicated ventilation	75dB(A) max. External noise levels in accordance with local regulations



3. ELECTRICAL

3.1 Power Utility (50Hz)

3.1.1 Server systems need to operate from standard SA voltages.

The supply voltage must not vary beyond the limits specified in the Eskom standards 400V \pm 10%.

All equipment to be installed must be in the limits:

(a) Three phase 415V nominal: 360V to 440V RMS

The value of any of the three phase to phase voltages shall not differ by more than 2.5% from the arithmetic average of the three voltages. All three phase to phase voltages shall be within +6% - 15% of nominal limits.

3.1.2 Single phase 240V nominal: 209V to 254V RMS

Transient voltage conditions must not exceed +15% or -18% of the nominal voltage. Transients within these limits must return to within the steady state tolerance voltages within 0.5 seconds.

The maximum harmonic content of the source voltage must not exceed 5% at the final power distribution unit within the server room.

3.1.3 50Hz frequency should be within the limits: 49.5 Hz to 50.5Hz.

Any deviation from these limits may result in system errors for older types of equipment (if any).

3.1.4 It is recommended that a voltage and frequency monitoring device is installed to give an alarm to the operating staff if the power supply tolerances are exceeded.

3.1.5 Alarm circuits must not disconnect power supplies to the equipment systems.

3.1.6 No power factor correction equipment will be provided in the server rooms, as we assume that this was addressed by the landlord.

3.1.7. Dedicated power cable feeds to each server room system should be provided.



3.2 Definitions

- PDU - Power Distribution Unit (PDU) is an electrical distribution board, which supplies power via circuit breakers or fuses to the outlet connection point adjacent to the server.
- Power cord - Power cable from client's machine.
- EPO - Emergency power off (EPO).

3.3 Server Room Loads

Server room loads (provided by Client)

- (a) 4 rack scenario

3.4 Load considerations

Equipment to be installed should be de-rated to 80% of nominal kVA capacity. i.e. circuit breaker feeds, UPS and generators

UPS calculations should be converted to KW ratings.

Building wiring shall incorporate a minimum full size neutral.

3.5 Power distribution unit (PDU)

The power distribution unit (PDU) should comply with SANS 1619. The following design features should be considered where applicable.

- 3.5.1 Fuses for low usage circuits up to 30 amps single phase, or moulded case circuit breakers (MCCBs) are preferred for circuits to service all 3 phase circuits above 30amps.
- 3.5.2 All PDUs should be designed to provide continuous operation with a frequency of 5 year maintenance frequency or more, it should be designed to accommodate maintenance by thermography.
- 3.5.3 Allow safe change and addition of circuits with the board live, by using standard interchangeable plug in components, all live parts should be shrouded.(Live Working is not acceptable).



- 3.5.4 The numbers of connections in each circuit should be kept to a minimum.
- 3.5.5 All connections should be visible, accessible and shrouded.
- 3.5.6 Vision / access panels for easy operation and performance monitoring using thermography / temperature sensing techniques.
- 3.5.7 Outgoing circuit isolation.
- 3.5.8 Voltmeter for phases and neutral.
- 3.5.9 Each incoming supply to have an ammeter for phases and neutral.
- 3.5.10 EPO system will only be applicable to the UPS (uninterrupted power supply) unit.

Note: Some server rooms may differ as applicable in certain areas.

A dedicated electrical service is required direct from the building incoming LV distribution to the PDU. No other equipment should be connected to this supply.

Three phase power cables to server PDU's require three-phase conductors, a full size neutral, and an insulated high integrity protective earth conductor, sized in accordance with SANS0142-1.

Each outgoing power supply in the PDU shall have circuit protection and isolation.

For three phase circuits, the circuit protection should interrupt all three phases simultaneously.

Fuse protection may be considered for single phase circuits an alternative to circuit breakers, (Generally MCB circuits do not comply with Change on line requirements i.e. they usually require live working).

Circuit breakers (MCCBS) must be used where single phasing could result in damage or safety hazard.

For single phase circuits < 32A the protection should be by Red Spot fuses or Miniature circuit breakers (MCBs) which are "change on-line" without danger.

Air conditioning plant and convenience outlets, lighting etc., must be powered from the normal building distribution network and not from the server power supply board. (At least two of these convenience outlets are needed in each server room)



3.6 Power Distribution

3.6.1 Cables

A radial cable system must be provided from the PDU and should follow defined escape routes and room perimeters, keeping server areas clear for signal and interconnecting cables. The under floor connection point (socket or link box) should be located within 1.8m of the server power entry point. The requirements are:

3.6.1.1 16A single phase sockets shall be used for Dual Power supplies below the floor.

Where 16A outlets are required above the floor it will be fed from an industrial socket mounted on trunking (P8000).

3.6.1.2 16A single phase.

Cable size to be 4sqmm 3c XLPE/SWA/LSF terminated in a 16A industrial socket outlet. (CEE Form type)

3.6.1.3 16A to 32A single-phase.

Cable size to be 6sqmm 3c XLPE/SWA/LSF terminated in a 32A industrial socket outlet. (CEE Form type).

3.6.1.4 16A three phase.

Cable size to be 4sqmm 5c XLPE/SWA/LSF terminated in a 16A industrial socket outlet. (CEE Form type).

3.6.1.5 16A to 32A three phase.

Cable size to be 6sqmm 5c XLPE/SWA/LSF terminated in a 32A industrial socket outlet. (CEE Form type).

3.6.1.6 32A to 63A three phase.

Cable size to be 10sqmm 5c XLPE/SWA/LSF terminated in a 63A industrial socket outlet. (CEE Form type).

3.6.1.7 If new systems be provided a direct connection from the PDU to the server unit shall be sized in accordance to their requirements.



For three phase installations 5 core XLPE/SWA/LSF cable shall be used. One conductor shall be used as a high integrity duplicate earth from the PDU to the socket outlet.

Single phase supplies should use 3 core screened cable (SWA).

Earthing requirements are the same as the 3 phase supplies.

3.6.2 Socket Outlets in Server Room space (for testing equipment)

These shall be located above the raised floor and supplied from the building services supply and positioned on columns or walls.

DP equipment or small UPS modules must not be connected to the outlets
In any circumstances

3.7 Protection / Earth Leakage on circuit Energisation

3.7.1. Circuit protection

The input power circuit in server devices can produce peak magnetising currents in excess of 300A, decaying to the normal running current in 6 to 8 cycles.

Experience shows that spurious tripping is more likely on branch circuits where miniature circuit breakers of 30 Amps or less are used. For these applications it is recommended that circuit breakers with an instantaneous trip characteristic similar to BS3871 type 4 are selected. On the rare occasions where building supply characteristics still cause spurious tripping problems the advice of the circuit breaker suppliers should be sought.

Moulded case circuit breakers (MCCB's) have different characteristics to miniature circuit breakers (MCB's) and are less likely to be affected by inrush magnetising currents. Where appropriate MCCB's may be considered.

3.8 EPO Systems

Emergency power off (EPO) circuit should be provided in all server rooms to disconnect electrical power for the purpose of

- Life Safety of any personnel in the machine room.

The following standards shall apply:

- (i) Emergency power off (EPO) switches are required near each major exit in electronic server / data processing equipment rooms and server areas. Operation of the EPO must disconnect power to all equipment (except lighting) and electrical outlets within the room. EPOs shall be readily accessible, and located or protected to prevent accidental contact.



- (ii) The type of EPO system, e.g. under voltage or shunt trip etc, shall be determined by an assessment of the inherent risks of the area/ operation in question, set against the suitability of the desired system.

Fail safe (under voltage) systems are preferable, but discretion is given where alternatives are desired, and suitable assessments are in place. OHSD must be informed when these alternatives are being considered. Design of these systems should consider the business risk and where possible avoid unnecessary activation by mains failure or voltage deviations.

- (iii) EPO buttons will be Red in colour and appropriately identified.

Adequate warning signage at the button and for identifying position in the room should be provided.

- (iv) EPO's must be shrouded to prevent accidental operation, but activation should effectively be achieved by single action. Also protection of pipework that may serve this equipment should be adequately protected to avoid accidental damage by movement of server room hardware.

- (v) EPOs shall be regularly tested to ensure that they correctly isolate power. The maximum period between any two consecutive tests shall be no greater than 12 months. Records of testing shall be maintained.

- (vi) EPO systems must not be disabled without the concurrence of OHSD of the client. In emergency situations where OHSD cannot be contacted, and where system faults significantly affect business continuity, EPOs may be disabled subject to the following conditions:-

- A risk assessment must be conducted to identify the potential safety exposures and alternative safe working arrangements must be implemented and documented.
- The senior person or authorised deputy responsible for the area must be informed prior to disablement.
- Persons entering or working in the area must be fully apprised of the new working arrangements.
- Client's OHSD must be informed as soon as practicable.

- (vii) Requests for deviations to the above standards must be made in writing to OHSD and approval or otherwise will be forwarded to the Client department/manager.

- 3.8.1 EPO circuit requirements shall only isolate the UPS system:



3.9 Earthing / Bonding / Lightning Protection

3.9.1 General

Earthing shall be to the current edition of the current SANS62305-1 wiring regulations as a minimum requirement, but where equipment is fed from 2 supplies then a separate Copper Power Cable shall be installed to allow the safe removal of cables.

The size of this conductor is to be sized assuming this is the only earth path.

This is generally a half size of the phase conductor, but installation design may vary this size within the SANS wiring regulations

This is specified with the assumption that the Client's systems do not require special / separate earth electrodes.

Special circumstances such as data security screening may require unique solutions.

3.9.2 Services

Earthing of all incoming services (ie water and signal wiring) and internal mechanical building services to the main electrical intake earth, must be provided.

3.9.3 Telecommunications

A conductor of minimum size 6 mm², insulated, should be installed to the intake frame room for the bonding of telecommunication services. This should be checked for each particular installation. Connection at the frame shall be labelled "Safety Electrical Earth Do Not Remove".

Data equipment in the TP room shall be bonded to the power supply board earth. Data distribution panels shall be bonded locally to the earthing system.

3.9.4 Cables

Earth conductors should be an integral part of the cable which they protect. If a separate earth conductor is run outside the cable, it must be insulated and physically attached (tied) to the cable, throughout its length.

A separate dedicated insulated high integrity protective earth conductor in addition to the cable screen should be provided from the main building earth point to the power distribution unit (PDU). This earth conductor should be part of the multicore power cable. If this is not possible a full size insulated earth cable should be strapped to the power cable.



The dedicated insulated earth conductor must only be connected to the power supply board earth bar which must be bonded to the PDU enclosure.

Insulated earth conductors must connect each socket outlet earth terminal directly to the earth bus bar within the PDU.

Looping earth conductors between socket outlet earth terminals and back to the PDU is not acceptable.

3.9.5 Power Cords

Generally, each of the power cords is equipped with a screening braid. Where a screening braid pig-tail is provided from the cable, it must be connected to the link box earth terminal with the machine ground wire. If for any reason the original power cord termination is removed, the screening braid(s) should be connected as follows:

3.9.6 Lightning protection

SANS62305-4 requires cross bonding between lightning earth rods and the main building earth bar.

Lightning conductors should not be run inside buildings.

Outside communications / data cabling including overhead and underground installation should be provided with surge arresters at each end where they enter the building.

3.10 Energy Conservation

Provision for energy conservation should include load shedding of lighting services during unoccupied / non-operational periods.

Any control system proposed must default to the ON mode for personnel safety. Minimum patrol lighting must be maintained at all times.

The provision for switching off, unnecessary sensible coolers, is to be included in system design.

Low energy motors, variable speed drives, low loss transformers and energy efficient cooling should be considered.



3.11 Lighting

3.11.1 Server Room

A minimum uniform illuminance level of 500 lux with a uniformity ratio of 0.9 measured at desk level should be achieved with the server equipment in place. Levels directly below luminaires will be higher but should not exceed 800 lux. These levels are necessary to enable service engineers to see components and colours of electronic circuitry clearly.

Servers and IT equipment can range from 1.8 to 2.5m in height and with narrow service clearances it is essential that a good overhead lighting system is provided.

The design should provide good vertical illumination by careful selection of light fittings.

High efficiency luminaires should be used with T5 lamps halophosphate tubes.

Lighting provided for security and emergency lighting shall not be switched.

Emergency lighting shall be provided for escape purposes.

Easily accessible test facilities shall be provided for the emergency lighting circuits without affecting the normal lighting installation.

3.12 Data Cabling Provision

The data and power compartments are to be mechanically and electrically separated from each other.

The total system is to comply with ANSI/EIA/TIA 568-A specification and any other Business specifications.

3.13 UPS System

The UPS System must be a double conversion online system. UPS system would be standalone rack mounted. In order for to increase the overall power and battery output, the system needs to be fully modular. The Batteries need to be hot swappable with allowed front access in order to replace/maintain faulty units. Maximum allowance must be 4U for battery extension. SNMP/Modbus network interface cards needs to be provided in order to provide web based environmental monitoring. The battery autonomy needs to be at least 10min.



4. FIRE

4.1 Summary

Fire compartments are a critical factor to minimize potential losses and to ensure that fire suppression systems can operate affectively.

Early warning and intervention is associated with the risk presented and therefore the need for not only point detection but HSSD.

The following equipment and systems will be provided:

- Addressable Fire Detection.
- Break Glass Units and evacuation alarm.
- HSSD Fire Detection to Sever Room.
- Existing 30 m Fire Reels and CO² portable handheld fire extinguishers.
- Innergen Automatic Fire Suppression System to Lan/Server Room.(Only Applicable in Johannesburg and Pretoria sites)
- Statutory fire and directional signage.
- Evacuation plan and floor diagrams displayed.

4.2 Description of Buildings

The building is constructed with steel reinforced concrete structure with brick and mortar under various types of roofs (site specific)

Internal partitioning to be lightweight structure and non-combustible with the Lan/Server enclosure 120minute fire rated.

4.3 Design Philosophy

Legal Framework

In terms of Legislation the building must comply with the National Building Regulations Act 103, of 1977. The building will be submitted and approved by the Local Authority under Rational Fire Design there by complying with the National Building Regulations.

4.4 Design Approaches

Legal Compliance

This document is drafted in terms of Section T1(2)(a) of the National Building Regulations and Building Standards Act (Act 103 of 1977) as an alternative compliance with the Deemed-to-Satisfy Rules of the SANS 10400 Code of Practise.



4.5 Requirements for submission

Regulation A19 requires that:

'Where in terms of these regulations a rational design for. . . any fire protection system is to be submitted to the local authority, the owner of any building shall, except where not so required by the local authority, appoint and retain any person who is a professional engineer or other approved competent person undertake responsibility for each such design, and also for inspection, during construction, of such. . . fire protection system. . . ,as the case may be.'

4.6 Derivation of Brief

The proposed LAN/Server will require a fire protection design which will ensure that the building is designed as well as equipped with fire protection systems in line with modern standards and trends associated with similar buildings. The Fire Protection Design should also be Future Proof avoiding obsolete systems and keeping future expansion in mind.

“Green Approach” to be applied without compromise to levels of protection and with feasibility in mind and therefore new and innovative systems must be considered.

4.7 Design Criteria

Occupation Classification

G1 Offices

D4 Plant Rooms

4.8 Life Risk and Population Density

Population in the Server Room/s will not exceed 25 persons in total. Adequate early warning fire detection which will alert occupants as well as functional escape route design will assist in managing Life Risk.

Other design features include the fire compartmentation, first aid fire equipment and Emergency Evacuation Planning.

4.9 Compliance with codes and standards

Building to comply with National building Regulations under Rational Fire Design.



4.10 Passive Fire Protection Measures

4.10.1 Fire Escape Stairs

We assume that all existing, stairway components do comply with NBR.

4.10.2 Emergency Locking Devices

Server Room exit doors will be fitted with approved locking devices on all doors fitted with access controls will be equipped with manual override devices.

4.10.3 Statutory Emergency Signage

All statutory emergency signs to be photo luminescent type and fitted to aluminium frames. Signs to comply with SANS 1186 part 1 and 5 signage will indicate escape routes and fire fighting equipment.

4.11 Spread of Fire

4.11.1 Division Area

Maximum fire divisions are well under the maximum as per National Building Regulations. However, further subdivisions are provided to further minimise the risk of extensive fire losses and to accommodate the Automatic Fire Protection Systems.

4.11.2 Horizontal Fire Spread

Horizontal Fire Spread in order to control a fire spread from room to room full height walls will be required. In the case of suspended ceilings further precautions need to be taken to insure that gas suppression product is contained within room.

4.11.3 Structural Stability

Minimum 120 minute rated fire rating will be provided which exceeds the minimum requirements as per the National Building Regulations.

4.12 Automatic Active Fire Protection

4.12.1 Sprinkler System

No Sprinkler Protection is envisaged for these server rooms.

4.12.2 Gas Suppression (if applicable)



Gas Suppression has traditionally used FM 200 (HFC-227ea) as extinguishing medium. However, due to the products Global Warming potential of 100-years and long atmospheric life time alternative products are now used. This is also considering the fact that we are installing a relatively large installation and we need to consider the life expectancy of the installation.

Argonite or ProInert (IG-55) and Novec 1230 (FK-5-1-12) is now more commonly used as medium for Gas Suppression System.

In this development Novec 1230 will be used as Automatic Gaseous Suppression.

Design, fabrication, and installation of system and its components shall be in compliance with requirements and recommendations of ANSI/NFPA 2001 and Fire Engineers Design.

4.13 Manual Fire Protection

4.13.1 Manual Fire Protection

Manual Fire Fighting Equipment for Occupant Use

4.13.2 Hose Reels 30 meter fire hose reels will be provided to cover each part of the floor area with at least one nozzle.

4.13.3 Fire Extinguishers

Carbon Dioxide type Fire extinguishers will be specified as other extinguishing mediums are harmful to sensitive equipment.

4.14 Manual Fire Fighting Equipment for Fire Department Use

We assume that the existing buildings have adequate provisions

4.15 Fire Panel

The following panels were reviewed:

- Aritech
- Ziton
- Technoswitch
- Edwards
- Bosch



Technoswitch (or equal and approved) was chosen as the preferred panel for the following reasons:

- Fully compliant
- National footprint
- Higher technical specifications
- Full integration into existing field devices
- Competitive pricing

4.16 Field Devices

Apollo (optical) or similar to be used:

4.17 High Sensitivity Smoke Detection Systems (HSSD) (if applicable)

Server Rooms.

The system also needs to be connected to any other available monitoring device in the building. System will sample air and scan for traces of products of combustion or over-heating.

4.18 Smoke Ventilation

4.18.1 Breathing kits

Escape Breathing Apparatus with 10 minute duration to be provided and installed in strategic positions. Four units are placed inside the building and two units are placed at the energy centre.

4.18.2 No dedicated smoke ventilation system is required.

4.19 Fire Safety Related Work to Be Executed By Other Disciplines

Emergency Lighting

Minimum 120 minutes duration required for emergency lighting at minimum 50 Lux.

FOOK FACTOR CC TAKE NO RESPONSIBILITY FOR ANY EXISTING STRUCTURES ON THE PROPERTY.
 ALL EXISTING & FUTURE OWNERS OF THIS PROPERTY INDEMNIFY THE DRAUGHTSMAN & ARCHITECT PROFESSIONALLY FOR ANY CLAIMS THAT MIGHT ARISE FROM UNSOUND EXISTING STRUCTURES.
 ALL WORK TO COMPLY WITH SANS 0400 & LOCAL CITY COUNCIL BY-LAWS.
 FOOK FACTOR ARE TO BE NOTIFIED OF ANY VARIATIONS.
 EACH CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING THE STRUCTURAL STABILITY OF ALL COMPONENTS OF HIS WORK AND ASCERTAIN THAT THE MAIN STRUCTURE IS CAPABLE OF SUPPORTING ALL LOADS APPLIED THERETO.

AREA SCHEDULE:

GROUND FLOOR:	1218m ²
FIRST FLOOR:	1205m ²
TOTAL AREA OF BUILDING:	2423m ²

REVISION RECORD

NO:	DESCRIPTION	DATE
1	M2 AREA LABELS	30/07/2014
2	SANITARY ANNOTATIONS	07/08/2014
3	ROOM DIMENSIONS	24/11/2014

COUNCIL SUBMISSION



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DRAWN BY: Y JANSEN
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DATE:

DATE DRAWN: 16/07/2014

ORIGINAL DESIGN BY:
 BOOGERTMAN KRIGE BIGNAUT ARCHITECTS
 T: 012 43 7394/5
 DATE DRAWN: 7/01/1991
 DATE APPROVED BY COUNCIL: 15/02/1991

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PROJECT NAME:

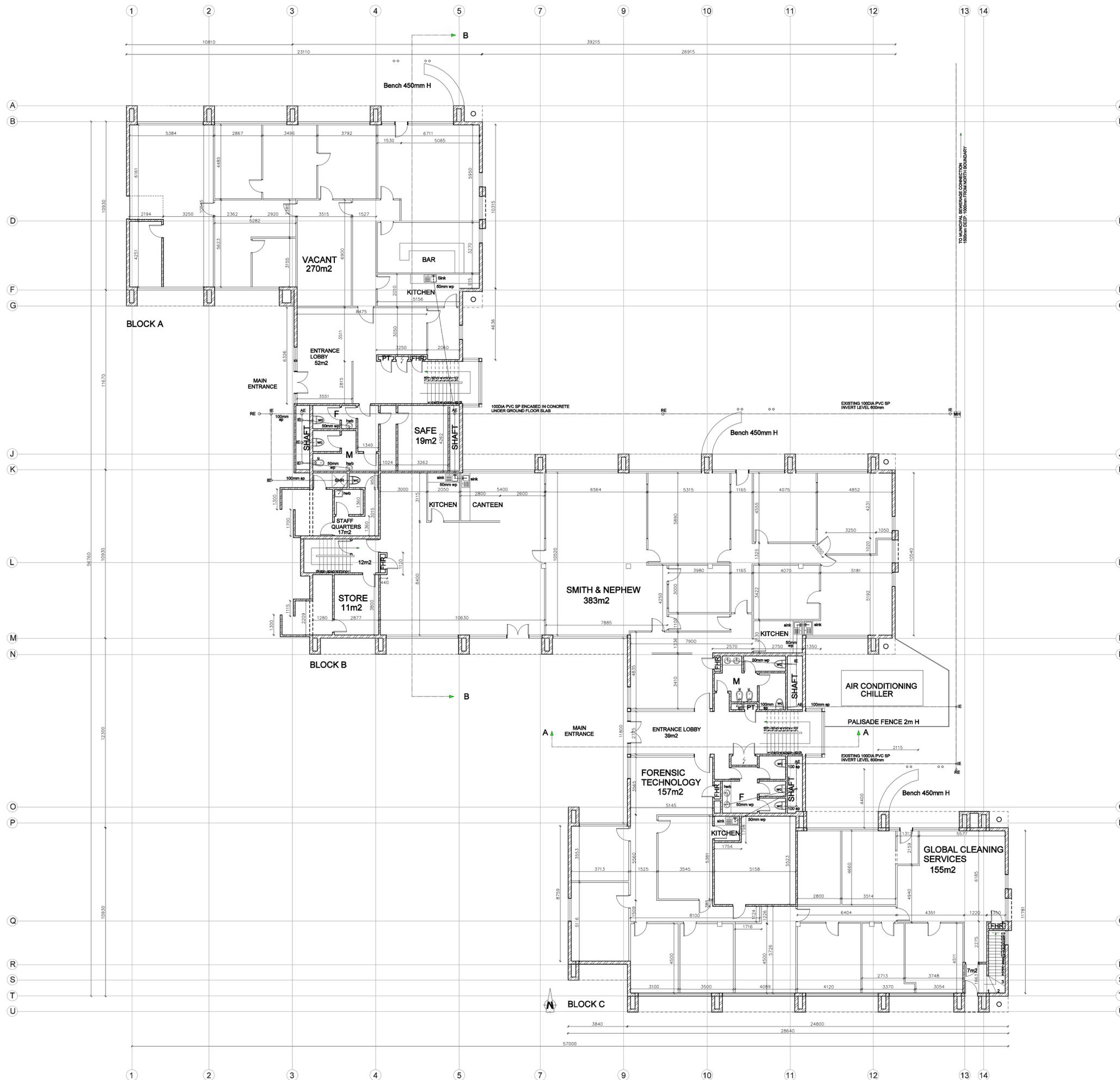
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 41 GENERAL VAN RYNEVELD STREET
 PERSEQUOR TECHNOPARK

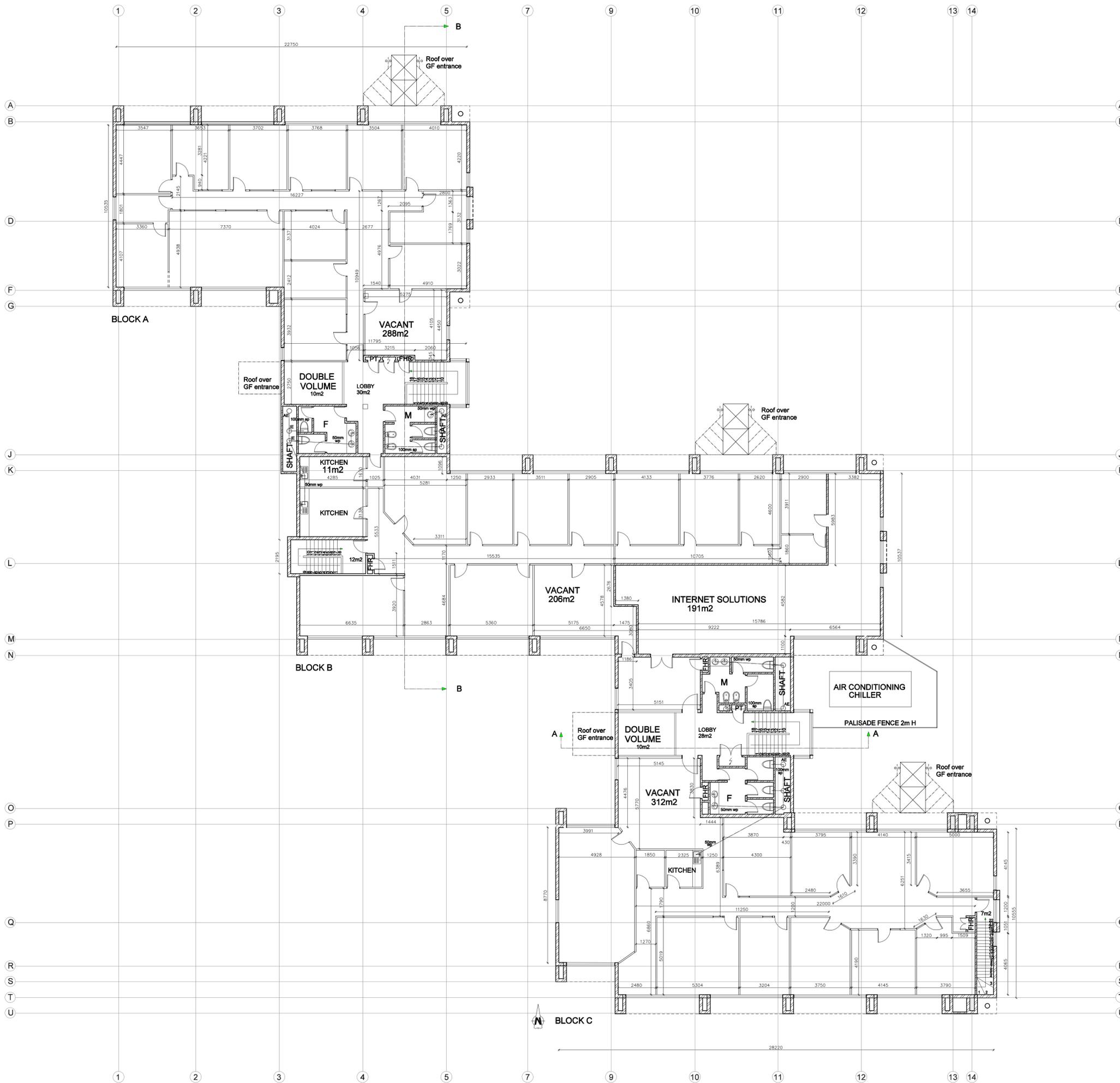
AS BUILT DRAWINGS
 GROUND FLOOR
 FLOORPLAN LAYOUT

PROJECT NUMBER: P1565Y

A101

SCALE: 1/125





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REVISION RECORD

NO:	DESCRIPTION	DATE
1	M2 AREA LABELS	30/7/2014
2	SANITARY ANNOTATIONS	07/08/2014
3	ROOM DIMENSIONS	27/11/2014

COUNCIL SUBMISSION



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SIGNATURE:

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ORIGINAL DESIGN BY:
 BOOGERTMAN KRIGE BIGNAUT ARCHITECTS
 T: 012 43 7394/5
 DATE DRAWN: 7/01/1991
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PROJECT NAME:

PERSEQUOR PLAZA
 41 GENERAL VAN RYNEVELD STREET
 PERSEQUOR TECHNOPARK

**AS BUILT DRAWINGS
 FIRST FLOOR
 FLOORPLAN LAYOUT**

PROJECT NUMBER: P1565Y

A102

SCALE: 1/125



Supplier Past Experience Questionnaire

Client name
Contact Person
Contact Phone Number
Contact Email Address
Project Appointment Date
Project Description
Project Allocated Time
Project Completion Date
Project Value on Appointment
Project Payment on Completion

1. Nature of Responsibilities:

2. Did the supplier exhibit the required character for job appointed?
3. Did have sufficient experience to practice the appointed job?
4. To what degree was the supplier responsible for people, project or technology management and organizations overall business environment?
5. Were there any outstanding achievements beyond the scope define that the supplier achieved?
6. Were there any adverse shortcomings that the supplier exhibited that compromised the delivery of the project?
7. Would you recommend this supplier to conduct further work along this line?



CITY OF
TSHWANE
IGNITING EXCELLENCE

**PUBLIC WORKS AND INFRASTRUCTURE
DEVELOPMENT
ENERGY AND ELECTRICITY DIVISION**

OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85/1993 AS AMENDED
ELECTRICAL INSTALLATION REGULATIONS, 1993: REGULATION 6 (1)
WET OP BEROEPSGESONDHEID EN VEILIGHEID, WET 85/1993 SOOS GEWYSIG
ELEKTRIESE INSTALLASIE REGULASIES, 1993: REGULASIE 6 (1)

**REGISTRATION FOR THE INSTALLATION OF A GENERATOR
REGISTRASIE VIR DIE INSTALLERING VAN KRAGOPWEKKER**

I hereby advise that installation work will commence at: / Geliewe kennis te neem dat
installasiewerk in aanvang sal neem by:

BUSINESS PARTNER NR
BESIGHEIDS VENOOT NO: _____ CONTRACT ACC NR
KONTRAKREK NO _____

STAND NR:
ERF NO: _____

STREET NAME
STRAATNAAM : _____ STREET NO:
STRAATNO : _____

TOWNSHIP:
DORPSGEBIED _____ POLE NO :
PAAL NR : _____

MAKE :
FABRIKAAT : _____ MODEL :
MODEL : _____

SERIAL NR :
REEKS NO : _____ CAPACITY OF GEN :
KAPASITEIT VAN KRAGOPWEKKER : _____ KVA

MAIN SWITCH :
HOOFSKAKELAAR _____ AMP _____ SABC APPROVED: YES NO
AMP : _____ SABS GOEDGEKEUR: JA _____ NEE _____

MANUAL / PER HAND AUTO / OUTOMATIES 3 PHASE 1 PHASE

DATE OF COMMENCEMENT OF INSTALLATION WORK
DATUM VAN AANVANG VAN INSTALLASIE WERK : _____

ELECTRICAL CONTRACTOR / ACCREDITED PERSON :
ELEKTRIESE KONTRAKTEUR / GEAKREDITEERDE PERSOON _____

PERMANENT ADDRESS
VASTE ADRES : _____

CONTRACTOR'S REGISTRATION / ACCREDITED PERSON'S CERTIFICATE NR
KONTRAKTEUR SE REGISTRASIE / GEAKREDITEERDE PERSOON SE SERTIFIKAAT NO : _____

SIGNATURE :
HANDTEKENING : _____ PHONE NR :
TELEFOON NO : _____

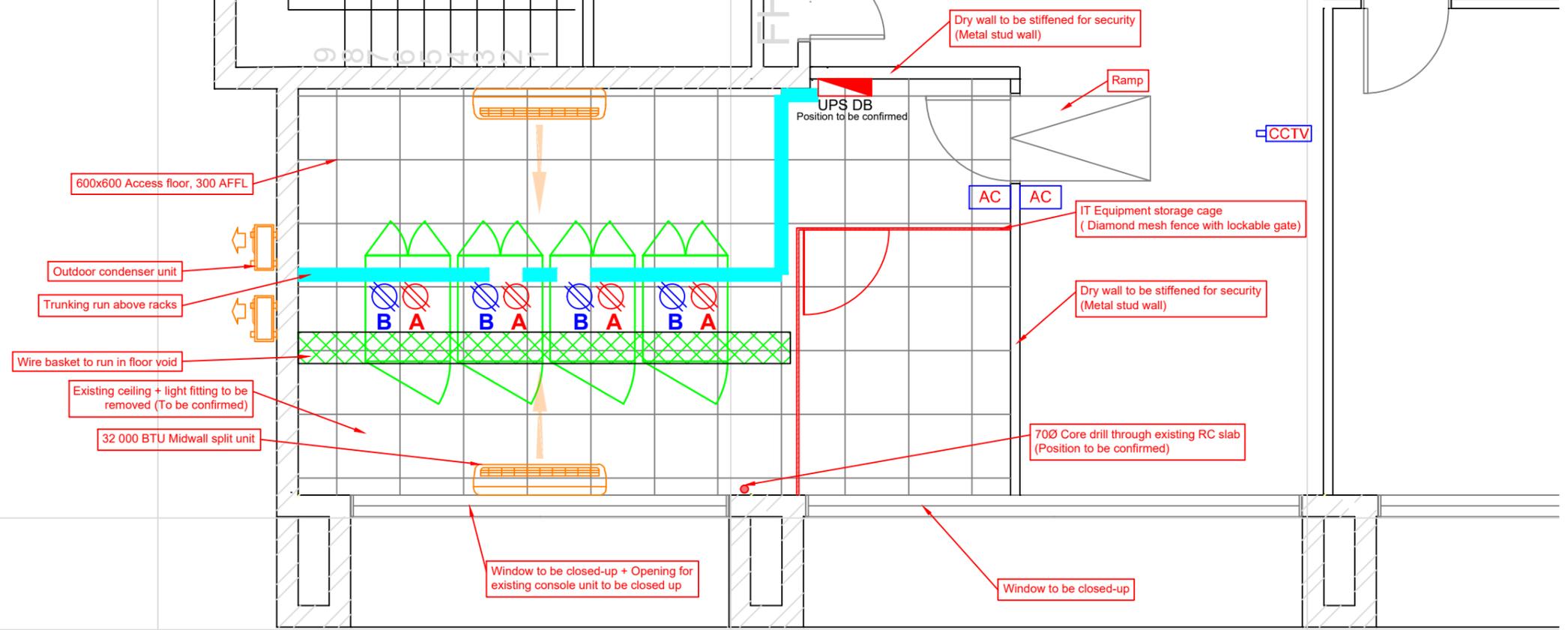
NAME OF SIGNATORY
NAAM VAN ONDERTEKENAAR : _____

C.O.C / S.V.N. YES / JA NO / NEE

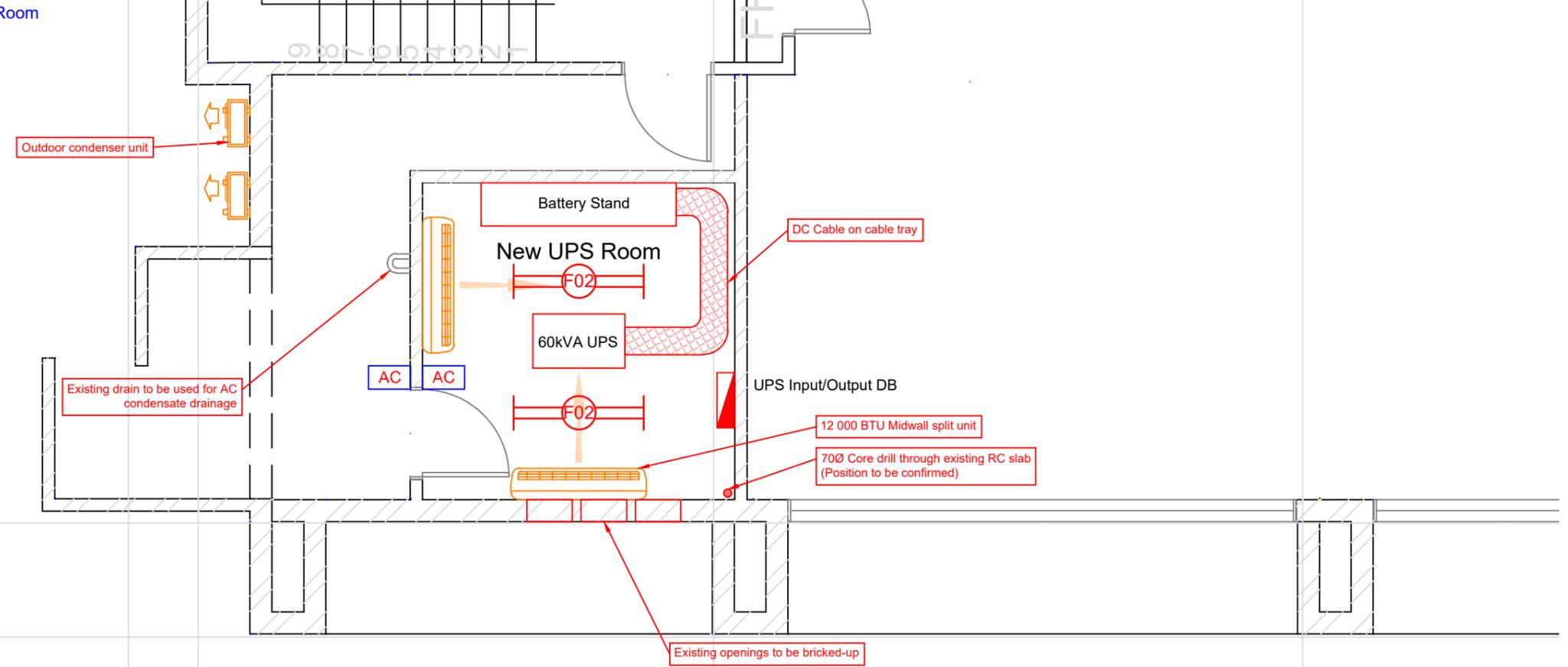
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1st Floor Server Room

12m²



Ground Floor UPS Room



Revision

Mark	Description	Date	By
A	For information	18-03-16	DAB

Notes:
 This drawing only shows the electrical installation requirements. The subcontractor must consult the other drawings relevant to this section of the project to ensure that in fixing his work it will comply with the overall requirements of the visual design as shown on the architect's drawings and that it will not obstruct the fixing or future maintenance of other services.

The subcontractor is responsible with the main contractor for correct field dimensions, clearances and heights, quantities, fabrication processes and techniques of construction, co-ordination of his work with that of all other trades and for providing all devices necessary for safe and satisfactory operation.

- Legend:**
- Distribution board
 - CCTV camera
 - Access control unit - Biometric reader
 - 2x36W Open channel light fitting with emergency backup
 - P9000 Trunking
 - 300mm Wide wire mesh cable tray
 - C-Form outlet on P9000 trunking



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Project

Umalusi
 41 Genl van Ryneveld Str
 Persequor Technopark

Title

**New UPS Room &
 Server Room**

Designed	Drawn	Checked	Appr.	Scale	Size	Date
DS	DAB	DAB	TL	1:50	A3	18-03-16
Project Number	Division	Service	Drawing Number	Revision		
16_13	E	E	200	A		

