

TENDER NAME	TO APPOINT A HEALTH AND SAFETY OFFICE FOR THE UPGRADE/REFURBISHMENT OF THE EXISTING RESIDENTIAL FACILITIES OF THE HEXPARK RENTAL HOUSING PRECINCT (PHASE 1)
SC NUMBER	
ENQUIRIES ABOUT THIS RFT SHOULD BE DIRECTED TO THE OFFICIAL:	
NAME	
TEL:	

1. PROJECT SPECIFICATION

1.1 The successful company will be required to carry out the following actions, among others:

- To always act in close consultation with Principal agent & Municipal Representatives
- To liaise with the Engineer in the drawing up of the HIRA for the designer as per Clause 6 (1) of the CRs
- To advise the Engineer, Designer, and other Consultants in respect of the OHS facets of the design.
- To assist the Client in preparing the Project Specific Health and Safety Specification and HIRA for inclusion in the Tender document
- To attend meetings during the Construction phases as required by the Client.
- To evaluate and approve the successful tenderer's OHS plan and to report on this to the Client and Engineer
- To assist the client in obtaining permits to work from the Department of Labour if required.
- To liaise with the Engineer's site staff and other consultants
- To visit site, attend site progress meetings and carry out audits on at least a monthly basis. The site audits covering both PC's Health and Safety Plan and approved systems must be reported to the OHS Unit Manager as well as the Engineer and Contractor on the standard Departmental Audit form.
- To visit site on a separate occasion, once a month, and observe and report on what is happening.
- To review any changes in design either by the Engineer or the Contractor
- To ensure that the Principal Contractor is carrying out his OHS duties in respect of the co-contractors.
- To maintain liaison with the Contractor being audited and inform him timeously of any infringements of the Act and Regulations
- To work with the Contractor to provide a close out report.

1.2 To provide reports on all audits:

- Reviewing the Principal Contractor's (PC) response to the Specification
- Checking all appointments for compliance with the provisions of the Act and the Regulations
- Reviewing the PC's Health and Safety Plan for compliance with the Act, Regulations and Specifications
- Check all available documentation for emergency planning.
- Assessment of the PC's hazard identification, risk assessment and mitigation measures
- Checking on site application of the OHS plan and noting unsafe working practices.

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- Presentation of reports and findings to Principal Contractor, Engineer, and Client

2. SCOPE OF CONSTRUCTION WORK

2.1 THE APPOINTMENT ENTAILS THE FOLLOWING PROJECT:

- **FOR THE UPGRADE/REFURBISHMENT OF THE EXISTING RESIDENTIAL FACILITIES OF THE HEXPARK RENTAL HOUSING PRECINCT (PHASE 1) – 28 WEEKS**

The project comprises alterations, repairs, and general upgrades to the exterior façades, roofs, and common areas of the existing Hexpark Rental Housing development. The site is located in De Lahaye, Vreesniet, Orchard, Concordia, and Rendezvous Streets, Worcester, under the Breede Valley Municipality [Human Settlement and Housing].

This contract (Phase 1) will cover the above-mentioned scope of works for BLOCK A, which includes:

- 4 × Small Blocks
- 1 × H Block
- 2 × Drying Yards

3. GENERAL

- Suppliers must attach a short (2 page) business plan setting out how they will manage these tasks as well as the visit rate, hourly rates and total site visits required.
- Please note that the proposed Health & Safety Agent which is to be appointed in terms of Construction Regulations 5(7) and contemplated in sub-regulations 5(5) and 5(6) must:
 - Manage the health and safety on a construction project for the client; and
 - Be registered with a statutory body approved by the Chief Inspector as qualified to perform the required functions.
- A schedule is attached that must be completed by all Suppliers.
- The Consulting Engineer / Principal Agent for the project will insert the number of months and no of visits, if not already inserted, in the appropriate sections of the Schedule. The numbers given in the Schedule may not be changed.
- It should be noted that all environmental issues will be undertaken by a separate agent specifically appointed for that purpose.
- The successful supplier will have to enter into a 37.2 agreement with the Client.
- The appointment will cover the design and construction phases of the project and will continue to the end of the defect's liability period.
- The official will only be called upon if the Principal Contractor returns to the site during this period.
- It should be noted that although the successful supplier will be acting directly as agent for the Client, payment may be made through the Consulting Engineer / Principal Agent appointed for the project.

DO NOT ALTER ANY FIGURES GIVEN IN THIS SCHEDULE. IF YOU WISH TO OFFER ALTERNATIVES, THESE MUST BE GIVEN IN A SEPARATE SUBMISSION. ANY ALTERATIO TO THIS FORM WILL RENDER THE QUOTE NON-RESPONSIVE.



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ITEM	DESCRIPTION	UNIT	RATE	QUANTITY	AMOUNT
1	OHS AGENT GENERAL				
1.1	Compilation of the project specific H&S specifications	Lump Sum		1	
1.2	Compiling designer risk analysis	No		1	
1.3	Checking Tenderer’s pre-tender OHS Plans (3 of)	Lump Sum		1	
1.4	Approval of Tenderers final OHS plan	Lump Sum		1	
1.5	Reviewing Contractor’s design submissions during the Contract – if required	Lump Sum		1	
1.6	Preparation of additional specifications – if required	Hour		16	
1.7	Close out report	Hour		8	
1.8	TOTAL SECTION 1				
	OHS AGENT CONSTRUCTION PHASE				
	SITE AUDITS INCLUDING ATTENDANCE AT THE MONTHLY PROGRESS MEETING				
	Distance (travelling will be charged at actual km’s travelled paid at a rate of per km				
	Travelling time				
2.1	Time on site	PC Sum		1	
2.2	Distance travelled	KM		1	
2.3	Travelling time	Hour		8	
2.4	Reporting time	Hour		12	
2.5	Disbursements e.g. printing, presentation etc.	Hour		10	
2.6	TOTAL SECTION 2				



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SITE VISIT FOR INSPECTIO AND REPORT ONLY					
	Distance travelled will be charged at actual km's travelled paid at a rate of R4.40 per km				
3.1	Time on site	PC Sum		1	
3.2	Distance travelled	Km		1	
3.3	Reporting time	Hour		8	
3.4	Accommodation (if required)	Hour		12	
3.5	Disbursements e.g. printing, presentation etc.	Hour		10	
3.6	TOTAL SECTION 3				
	TOTAL SECTION 1:	From Above			
	TOTAL SECTION 2:	From Above			
	TOTAL SECTION 3:	From Above			
	OVERALL SUB TOTAL (A)				
	CONTINGENCIES 10 % (B)				
	SUB TOTAL (A+B=C)				
	VAT @ 15% (D)				
	TOTAL (C+D)				

4. QUOTATION FOR ACTING AS AN OHS OFFICER

4.1 SCHEDULE OF RATES

4.1.1 SECTION A

For section 1 you must Provide all costs involved in setting up as an agent, as well as the audits and checks, and all other expenditure involved in running the programme as an agent monthly. The lump sum in 1.1 is intended to cover set-up costs and is payable with the first payment. Items are included for checking the Tenderer's OHS plans and for compiling the project-specific OH&S spec.

4.1.2 SECTION B

Costs for Sections 2 and 3 must cover all necessary expenditure.

Section 2: Covers 2 visits per month, attending Site Progress meetings, auditing and reporting.

Section 3: Covers 2 visits per month, walkthrough inspections, and reporting.

Travel costs will be paid as a Prime Cost according to National Department of Public Works rates.