

ROBBEN ISLAND MUSEUM

(Hereinafter referred to as the 'RIM')

ARCHITECTURE DEPARTMENT

SPECIFICATION OF THE WORK FOR

**CONTRACT: R & R AND GENERAL MAINTENANCE VILLAGE
CHURCH AT CHURCH STREET, ROBBEN ISLAND**

The site is at the

ROBBEN ISLAND

SCOPE OF CONTRACT:

The work consists of: as per Specification

COMPULSORY SITE MEETING:

A **COMPULSORY** site meeting will be held for all contractors to inspect and to ascertain the amount and nature of work required prior to submitting their tender on the **22/11/10 at 10:00am** where the RIM Architect, **Mr R Mahabeer** will be in attendance.

Note: Only tenders submitted by contractors who have attended the compulsory site meeting will be considered for acceptance.

This Specification is to be read in conjunction with the Conditions of Tender and Contract for all Contracts, and the attached Occupational Health & Safety Specifications

FORM OF QUOTE:

Sealed Quotes addressed to the : Conservation Architect, clearly dated with the closing date and marked "**R & R Church Contract** " **must be returned to the Conservation Architect** located at the Clock Tower Building, Robben Island V & A Waterfront, Cape Town **by no later than 10:30 on 26/11/10, and must remain valid for a period of 30 days.**

OPPORTUNITY FOR PREVIOUSLY DISADVANTAGED INDIVIDUALS

The principles of RIM "AFFIRMATIVE PROCUREMENT POLICY" and the terms and conditions of the "Targeted Procurement Policy Documentation", will apply to all contracts administered by this department.

SPECIFICATION OF WORK

1. Cleaning, sealing and repairing of roof
2. Cleaning, re-fixing, repairing, sealing, and repainting of box gutters. Replace where necessary and apply similar treatments
3. Repair all external surface electrical work and replace light fittings to match existing.
4. Strip existing windows to base, re-seal, paint or varnish to match existing. Take note of decorative glass and repair where required.
5. Replace window panes where required, putty, seal and paint.
6. Strip away existing flaking paint, prepare and repair cracks in exterior masonry walls, prepare surfaces and seal to receive wash and wear paint to match existing paint colour. All paints to be marine grade long life and guarantees to be provided per annum.
7. Clean down existing boundary walls where necessary, repaint in designated spots where required.
8. Clean sites of all rubble, material and loose flaking paint.
9. Any loose Telkom and cabling to be suitably re-attached.

Note: The contractor is responsible for all telephone, water, electrical expenses incurred and it must form part of tender.

CONTRACTOR TO VISIT SITE

The contractor shall visit the site and make himself thoroughly acquainted with the nature and requirements of the work so that no item may be omitted although not specifically mentioned in detail. Any further information required can, and should be obtained from the Architect who is available to visit the site with the Contractor.

DISCREPANCY IN DOCUMENTS

In the case of any accidental discrepancy or doubt as to the meaning or intention of any part of the document(s) connected with this contract, reference must always be made to the Conservation Architect for clarification. The Contractor will be held responsible for any errors that may arise from neglecting to exercise this precaution.

COMPLETION

All rubbish, builder's material, and all new and old paint spots are to be removed and the site of the works left in a neat and tidy condition. All materials and workmanship is to be of the best quality and the whole of the works is to be carried out to the entire satisfaction of the Conservation Architect or his representative.

INFORMATION

Further information regarding this contract may be obtained from the Conservation Architect **Mr. R Mahabeer** on cell **083 327 8944** between the hours of 07:30 and 16:30 Monday to Friday.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATIONS: MICRO CONTRACTS

1. Scope

This specification includes health and safety elements in terms of the Occupational Health and Safety Act 85 of 1993 and to satisfy the requirements of the Construction Regulation, which will be applicable to the Principal Contractor for the safe execution of work during the project.

2. Purpose

The purpose of this specification is to ensure that the Principal Contractor prices for, provides and maintains, as far as reasonably a safe working environment for all employees and the public at large during the construction work.

3. Before commencing any work, the contractor shall provide the following items, failure to do so will render his tender liable for disqualification: -

- a) All employees are to have personal protective equipment, safety boots and overalls or make provisions thereof in the tender.
- b) A current Letter of Good standing with C.O.I.D A registration
- c) Contractor shall provide a fully equipped first aid box for his employees
- d) Contractor shall provide all the proper tools for the job
- e) The records of his/her employees on job induction shall be provided
- f) Matters that are to be discussed should include at least the following as minimum where applicable:-

Hazardous condition

Hazardous material/substances

Housekeeping/site cleaning, safe stacking of materials

Liquor and drugs on site

Hazardous environment

Demolition work

Working at height

Working in and around deep excavation

Hazardous tools

Angle grinders, electrical hand tools

Circular saws

- g) The contractor must provide and be responsible for his/her staff, vehicles, equipment etc at all times
- h) Contractor must conduct a risk assessment prior to commencing work a report of which must be kept on site and updated if need be.

- i) Contractor must report all incidents to the department of Labour. He must keep a record of these i.t.o the OHS Act.

4. On the job safety rules and procedures

4.1. Excavations

- a) Shoring to be provided for excavation below 1m deep
- b) Competent person to supervise excavation work
- c) Excavations to be barricaded to the approval of the I.O.W. (Buildings)
- d) Excavations to be inspected daily by contractor

4.2. Working at height

- a) Employees working at height shall be provided with a full body harness, unless working from a safe platform.
- b) Employees working at height shall be provided with hard hats
- c) Employees working at height to undergo medical assessment
- d) Area to be properly barricaded to protect employees and public from falling objects

4.3. Scaffolding

- a) Only competent person to supervise the erection and dismantling of scaffolding
- b) Employees to be provided with full body harnesses
- c) Safe to use symbolic sign to be displayed on scaffolding
- d) Area to be properly barricaded
- e) Inspection register to be provided

4.4. Ladders

- a) More than 1m high to be held by a person
- b) Anti-slid device to be provided at the bottom of every ladder
- c) Ladder inspection register to be provided

4.5. Demolition work

- a) Contractor shall appoint a competent person in writing to supervise all demolition work on site
- b) Employees are to be provided with eye protection, gloves, hard hats and full body harnesses as required.
- c) Work area to be properly barricaded with all necessary signage

4.6. Painting

- a) Extractor system to be provided in confined spaces
- b) Windows and doors to be left open
- c) Employees to be provided with respirator masks

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- c) Employees to be provided with respirator masks

4.7. Site Security

- a) Contractor shall ensure that access to the site is controlled so that children or unauthorized person to not wander onto the site.
- b) Suitable signage to be displayed to control entry to site

The Contractor has been formally notified of the above specification

CONTRACTOR

Name of Company Irdawo Cape (Pty) Ltd.

Name Geoffrey Lee Sack Signature *G Sack* Date 26/11/2010

ROBBEN ISLAND MUSEUM

Name _____ Signature _____ Date _____

Returnable's	Tick Box
1. Original Tax Certificate	✓
2. BEE Certificate	✓
3. Company Registration Docs	✓
4. Signed Contract Document	✓
5. Quote on original letter head	✓