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13 September 2022

To whom it may concern: Dear Client

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1. EXECUTIVE SUMMARY

Introduction

Proman-Ops main objective of service is the prevention of extortion, corruption and related crimes to community conflict under the description of community leadership representation. This is related to public, private and economical sectors in the business industry of South Africa.

Proman-Ops takes pride in our ability to work in our local communities and we are committed to the development of these communities.

We understand that effective communication is integral to successful engagements with the local community to be a value adding cooperation from all stakeholders.

Proactive and regular engagement with the designated local community representatives is of paramount importance to us ensuring that safety of the project gets priority attention.

Our staff work in partnership with government project official offices. We have achieved this through our commitment to build the communities we work in.

DIRECTOR: JA SMIT





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2. **LOCAL COMMUNITY ENGAGEMENT**

The “TEAM”

- 2.1 Proman-Ops project leaders understands that the local community will be a key stakeholder in projects. Proactive. Regular engagement with the designated representatives from the local community is of paramount importance as a partnership with community – for the community.

The Proman-Ops Project Leader has overall responsibility for the successful delivery of the project representation. He reports to our client Project Managing Director.

The Proman-Ops Project Leader will be in overall control of the project co-operation and will be responsible for all aspects of the project including Client and Professional team liaison. He will report as operational requirements may deem needed.

- 2.2 Proman-Ops has interventive procedures that will ensure that the Contract Participation Goals are monitored and delivered in accordance with the applicable contractual obligations.

The following key staff members will support the Project Leader:

Site Agent
Quantity Surveyor
Safety Officer

- 2.3 All subcontractors, from impacted Ward and surroundings are required to deliver their portions of the work according to the agreed subcontractor rates in the Bill of Quantities, the contractual programme and SHEQ requirements.

The “Construction Support Committee” and Meetings

A support committee needs to be formed consisting of representation as follows:

Councillors for the wards (where requested)
The CLO (Community Liaison Officer) - (where requested)
The Principal Agent/ Engineer
Key Proman-Ops team members
Department of Labour
Department of Social Development – Non-Profit Organization
Community Elected members

The selection of the CLO candidates will be guided by the Client and Ward Councillor but the final decision to appoint will remain with the Main Contractor. The CLO candidates will be interviewed by the Main Contractor and the Committee will be advised of the successful candidate prior to appointment. A minimum of three candidates will be put forth by the relevant community leadership structures.



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- 2.4 It is a Proman-Ops mandatory requirement that the CLO (where requested) be appointed prior to Site Establishment. This entails that the formation of a Construction Support Committee must take place prior to Site Handover as well. Through experience, Proman-Ops has learnt that establishing site prior to having the community engagement structures in place leads to retaliation from the local community. Proman-Ops requires that the groundwork of community engagements and the availability of the local contractor and labour database be made available to the Contractor at least three weeks prior to Site Handover so as to enable the Contractor sufficient time to start the procurement process for identified work packages.

The committee will convene regular meetings as agreed by all parties. The meetings will be recorded as well as formal minutes taken for distribution. All parties will be required to sign a code of conduct describing how meetings will be conducted.

An office may be made available for the use of the CLO. A meeting room may also be made available for the hosting of the aforementioned meetings. These will be serviced and maintained for the duration of the project at the Main Contractor's cost.

All local community engagements will be conducted via the "Construction Support Committee".

3 **PROCUREMENT PROCEDURE**

A fair and transparent tender process will be adhered to in giving the local community an opportunity to participate in the project.

3.1 Work Packages

The Main Contractor will provide a schedule of the proposed work packages that will be made available to the local community to meet the required contractual obligations. These packages will be mutually agreed between the Client and the Main Contractor prior to them being tabled with the "Construction Support Committee".

Where so prescribed a percentage contractor participation goal will be split amongst the target area, with the consideration of the 10% of the female SMME which will be incorporated within the wards. If we are unsuccessful in getting the required participation, we will then move to target area two which will be the surrounding ward and then move to target 3 which will be the Ink Area. The designated Department of Labour will manage this process.



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3.2 TENDER ADVERTISEMENT

Notice of advert of available tenders should be done a week prior to the document being available. The tender notice shall contain the following information:

Site Name

Scope of Works

Tender opening date

Tender closing date

Tender closing time

Collection point

Drop off point

Collection and Drop-off point should ideally be the site address

Contact person

3.3 The prospective bidders will be required to comply with the following mandatory conditions:

Must have a registered company with the applicable company registration documents.

Must have a valid Tax Compliance Certificate

Must have valid proof of VAT registration (where applicable)

Must have a Level 1 -4 BBBEE rating certification

Must have a valid Letter of Good Standing with COIDA

Must have a CIDB Level grading in the applicable trade of works

Must have proof of company banking details in the form of a stamped Bank Letter.

Must complete the procurement service statement.

Must comply with a site safety file.

Must comply with project variables requirements.

Present current clear criminal record

3.4 All tenders will be advertised at the site gate notice boards and all other agreed venues with the "Construction Support Committee". It is the CLO's or appointed NPO responsibility to ensure that the advert is placed at the agreed venues and distributed to all relevant stakeholders.

The CLO/ NPO shall keep a register that will contain the contact information of all the companies that have collected tender documents. This is a compulsory requirement. Failure to comply with this requirement by any prospective bidder may result in disqualification. No tender documents will be emailed to any prospective bidder.

Prospective bidders will be given a minimum of 1 week(s) or 7 calendar days to price the document from the opening date to the closing date.

A site inspection briefing is at the discretion of the site.



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3.5 **Tender Preparation**

The Main Contractor's Quantity Surveyor will compile the tender document for the various work packages. The document will clearly state whether the requirement is that of a Labour Only or Domestic Subcontract. The tender document must not contain any ambiguity in relation to the Main Contractor's obligations and the obligations of the Subcontractor. Specific notes should be made in relation to allowances for Medicals, PPE, Plant and Equipment, Rubble Removal etc.

Tender Closing

The Main Contractor's Quantity Surveyor, together with the CLO/ NPO will open all the documents in front of the bidders and read out all the prices that have been received. The CLO/ NPO will keep a record of this list and hand in a copy to the QS. The budget and selection criteria will be communicated at this session.

Tender Adjudication

A bid adjudication team will be formed. This team will do an analysis on the documents received and shortlist to a minimum of three companies.

The shortlisted companies will be advised telephonically and be requested to attend an interview session. The QS and the "Construction Support Committee" will be in attendance at these interview sessions. Upon the conclusion of these interview sessions, the team will make a decision as to which of the shortlisted bidders should be appointed for the works.

Appointment

The preferred subcontractor will be appointed using a Standard Domestic/ Labour Only Subcontract Agreement. The appointed subcontractor will be given a week to mobilize and prepare him/ herself to get onto site.

Biometric verification of all staff need to be placed on record to the appointment.

4. **TRAINING INITIATIVES**

4.1 **Mentoring / Student Experiential Training**

The NPO will provide opportunity for students studying the relevant related construction courses to have on-site experience during the course of the project.



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The students will work under the supervision and mentorship of the Main Contractor's key staff.

The number of students that can be offered this opportunity will depend on the work activity levels and will be adjusted accordingly.

4.2 **Training Methodology**

A skills development programme may be introduced. Formal experiential training methodology and practical training is to be used as the basis for skills transfer. This entails incorporating flexible training room activities, simulation exercises and actual experience in real life situations. Participants will engage in group and individual activities based on the course content and their expectations. Trainers will observe participants during all phases of the learning process and will also evaluate their progress and respond to their training needs individually.

4.3 **Training Implementation Plan**

Only CETA/ SAQUA accredited training to be implemented on the project

All facilitators to be CETA Accredited Facilitators

All candidates to go through a skills gap assessment to qualify as participants

All candidates to be formally inducted before training commencement

Training on some modules to be split into classroom and on-site training

Portfolio of evidence for all participants to be kept in the site office

Training reports to be prepared for all participants

All participants are required to complete all relevant modules in order to be awarded a certificate of competence

Assessment by Main Contractor

At the end of the training, the SMME's project performance will be assessed to measure the level of impact as a result of the facilitated training.

Generally, the training will assist in the development of critical skills and the effectiveness will be realized through application on the project.

The trainee that does not receive employment on the project will also acquire the necessary skills to assist them in their future endeavours.

5. **JOB CREATION**

5.1 **Unskilled Labour**

All unskilled labour requirements for this project will be sourced on rotational system from the Department of Labour Employment Services South Africa – ESSA. All such employment will be sourced through the Department of Labour appointed representative and the agreed site procedures. It is



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a mandatory requirement that all contractual terms and conditions of employment are explained to the employee prior to signature.

5.2 **Semi-skilled and Skilled Labour**

The Main Contractor together with the “Construction Support Committee” will agree on what semi-skilled labour opportunities are available. This will vary throughout the course of the project depending on the trades that are taking place on site.

6. **SOCIO ECONOMIC UPLIFTMENT STRATEGY**

6.1 **Objectives**

This is applied only where the project permit this opportunity to be implemented.

Ensure Local Black Owned Contractors are used on the project ensuring local community supplier participation.

To assist Locally Based EMEs and QSEs through Enterprise and Supplier Development initiatives.
To assist suppliers and subcontractors, as far as is practicable, in meeting their BBBEE compliance requirements.

6.2 **Labour and Skilled Labour Plan**

The Main Contractor commits to creating employment opportunities to the following groups:

Unemployed Black People
Unemployed Black Women
Unemployed Black Youth
Unemployed Black Disabled Persons

6.3 **Rates of pay**

All contractors and sub-contractors will use the labour rates in accordance with the minimum wage rates. *(Min. R180 per day)

6.4 **Sourcing Labour**

Department of Labour and Department of Social Development will coop with Proman-Ops in managing this process before commencing a project.



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7. **REPORTING**

The Main Contractor commits to providing Bi-monthly to the Client reports as indicated in the bid document. A report will include scorecards highlighting all challenges faced as well as achievements made by the Main Contractor.

The following aspects will be included in the monthly reports:

Staff/ Labour Identification
 Skills Development
 Subcontractor/ Supplier Report (inclusive of spend)
 Supplier Development Update
 Socio Economic Development Update

A formal reporting template is to be developed in conjunction with the Client for final approval.

8. **PREFERED PROCESS OF IMPLIMENTATION**

- 8.1
- A. IDENTIFICATION OF LOCAL COMMUNITY THAT WILL BE IMPACTED BY THE PROJECT
 - B. ENSURE THE RELEVANT WARD COUNCILOR AS BEEN NOTIFIED BY WAY OF THE PROJECT WAYLEAF AND MUNICIPAL BY-LAWS WHERE APPLICAPBLE
 - C. WAS OBJECTION MADE BY ANY COMMUNITY REPRESENTATION ON REGISTRATION OF THE PROJECT WITH THE LOCAL MUNICIPALITY?
 - D. IS THE WARD COUNCILOR ON GOOD STANDING OF THE COMMUNITY?
 - E. DOES THE WARD COUNCILOR HAVE AN ELECTED WARD COMMITTEE?
 - F. THE SPEAKER OFFICE, CHIEF WHIP OFFICE AND REGIONAL OFFICE INFORMED OF THE PROJECT.
 - G.THE REGIONAL DEPARTMENT OF LABOUR AND THE REGIONAL DEPARTMENT OF SOCIAL DEVELOPMENT ENGAGED INTO THE COMMUNITY AND THE WARD COUNCILOR.
 - H. IF NO ELECTED WARD COMMITTEE IS STANDING, APPOINT THE NPO
 - I. INFORM THE LOCAL SAPS STATION COMMANDER WITH THE VISPOL COMMANDER.
 - J. INFORM THE SAPS PUBLIC ORDER POLICING UNIT COMMANDER.
 - K. INFORM THE PROVINCIAL ORGINISED CRIME COMMANDER.
 - L. INFORM THE LOCAL METROPOLICE COMMANDER FOR PUBLIC SAFETY AND TRAFFIC CONTROL
 - M. HAVE COMMUNITY SUPPORT PROGRAMES PARTNERED WITH LABOUR AND SOCIAL DEPARTMENT.
 - N. REPORT ANY CRIMINAL ACTIVETY IMMEDIATELY.
 - O. **ALWAYS INCLUDE IN YOUR TENDER AN ANTICIPATION FUNDING**

PROFESSIONAL MANAGEMENT SUPPORT OPERATIONS PTY LTD

2019/460917/07



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Our office present to you this document as a non-disclosure document. It may only be presented as a non-disclosure document to your client.

When is it to late to be prepared for an incident?
Let the paper do the talking.

Can you proof that you have complied to all the points mentioned on this document?

J A SMIT
SIGNED:

DIRECTOR: JA SMIT

