

Annexure C – Letter to Contractors: Outsourced maintenance conditions

Name of contractor
Address of contractor

AWARD OF EMERGENCY WORK TO BE CONDUCTED: CONDITIONS

Emergency reference no:

Short description of work to be conducted:

The following general rules are brought to your attention to ensure that the work is performed adequately, and that payment can be affected without unnecessary delay.

1. Contractors must indicate actual dates worked on the job cards and specifically record the first site visit.
2. Contractor to address the emergency only and not additional work.
3. In the event where the work to be conducted spans over multiple days it is the responsibility of the Contractor to report to the site daily, maintain a daily job card and ensure that the job card is signed off by the Institution every day. Any claims for labour or travel costs must be accompanied by the signed job card.
4. Contractors are bound to fair and market related pricing. Where Engineering staff believes the facility is being overcharged for emergency maintenance work, it reserves the right to evaluate the pricing against fair market pricing and insist on market pricing at the time of invoicing.
5. A maximum mark-up of 15% on materials, spares and subcontracted services obtained by the emergency contractor will be accommodated. The contractor is required to supply original invoices for all materials, spares or subcontracted works. Markup shall be applied on the ex-VAT portion of the supplier's invoice if the contractor and his supplier is VAT registered.
6. In the event of accommodation being used by the contractor the accommodation rates must be no more than that of 3-star rating.
7. The above must be conducted with the Engineering staff of the applicable institution.

DELEGATED OFFICIAL

DATE:

I hereby certify that I understand and accept the abovementioned conditions

Name of contractor	Signature	Date