

1. BACKGROUND

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority established to promote the Skills Development Act, (Act 97 of 1998, as amended). It facilitates skills development in the following sub sectors: Metal, Automotive Manufacturing, Motor Retail and Component Manufacturing, Tyre Manufacturing and Plastics. In terms of the merSETA Marketing & Communications operational plan, the unit is tasked with ensuring the reputation management of the merSETA as one of the best brands in the SETA fraternity.

2. OBJECTIVE

The merSETA invites potential service providers to install window blinds in the entire building at the merSETA Head Office at 8 Hillside Road Parktown comprising four floors of office space with a total area of 5000m²

3. PROJECT/ CONTRACT PERIOD

The work period should not exceed 3 x month from awarding.

4. SCOPE OF PROJECT

Install in all windows within a prescribe period not exceeding three months in all windows within the office space pre-selected aluminium type blinds.
Sample of blinds to presented on the day of compulsory site visit.

NB: Bidders are invited to visit offices and take measurements and make recommendations (compulsory site visit)

5. OUTCOMES AND DELIVERABLES

The appointed bidder must provide the following

- Sample for approval and sign off before installation.
- Quotes that include installation and all other related cost.

Provider to consideration the workspace sizes and based proposal on such as per below configurations.

Document Title	Terms of Reference for Bid		
Document Number	FIN-TR-002	Date Compiled:	07 February 2011
Page Number	Page 3 of 5	*Last Revision Date	10 June 2016
Revision Number	Rev 01	Access	Controlled

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- The total m² for Head Office = 5000 and is spread over 4 x floors

6. CONTENT OF Submissions

6.1 Provide a proposal as per the scope of work which must include the company profile, and provider must have minimum of 02 years' experience in this field.

6.2 The merSETA requires written, contactable, and signed references from two (2) companies of where they have performed the same services. Please provide the below:

- The name of the client, his/her position, contact telephone numbers,
- Description of work performed and dates of engagement of years between 2021 to date.

6.3 The site manager should have three (3) experience in the field of plant management.

7. REQUIREMENTS

Basic competencies and expertise which are required include, inter alia:

7.1 The company must have a minimum of two (2) years' experience in similar work submission of two (2) reference letters and not only proof of the bidders' registration on Central Supplier Database).

7.2 The company must also provide at least three (2) references of clients where work of a similar nature was undertaken. (To include address for a possible inspection by prior arrangement)

7.3 Company must prove capacity to undertake a project of this nature and capacity to complete as and when required to; (the members required to serve on the core project team to prove capacity e.g., project manager.

8 PAYMENT TERMS

The merSETA undertakes to pay valid invoices in full within thirty (30) days from statement date for work done to its satisfaction upon presentation of a substantiated claim. The merSETA shall not pay for any unproductive or duplicated time spent by the service provider on any other assignment because of staff changes, inefficiencies or rework.

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Page Number	Page 4 of 5	*Last Revision Date	10 June 2016
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9 DISCLAIMERS

The merSETA reserves the right not to appoint a service provider for this project, the merSETA further reserves the right to split the project with more than one service provider or award the portion of this project to other service providers.

The merSETA does not bind itself to accept the lowest bidder.



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Page Number	Page 5 of 5	*Last Revision Date	10 June 2016
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