



**Unplanned electrical service for the
Pietermaritzburg office**

**Terms of Reference
(TOR)**



SPECIFICATION FOR UNPLANNED ELECTRICAL SERVICES

The Human Sciences Research Council (HSRC) is a Schedule 3A national public entity in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999 as amended) and the Minister of Science and Innovation is the Executive Authority, and the HSRC Board the Accounting Authority of the HSRC. The HSRC is governed by a Board appointed by the Minister of Science and Innovation.

The HSRC was established in 1968 to undertake, promote and coordinate research in the human and social sciences. It operates in terms of the Human Sciences Research Council Act, 2008 (Act No. 17 of 2008) which replaces the Human Sciences Research Council Act, 1968 (Act No. 23 of 1968) and provides for the continued existence of the HSRC.

The HSRC needs a service provider to provide electrical services and when needed has been confirmed by the office at HSRC Sweetwaters Office

Scope of Services Needed

The HSRC is looking for an experienced service provider to provide planned and unplanned electrical services. The planned electrical services include installation of Switchover switches for 6 DB boxes in the HSRC Sweetwaters office (Old bus depot, Mbubu road, Sweetwaters, Pietermaritzburg, 3201).

The service provider will have the required skill for electrician and qualifications

The service provider will quote on material required and submit an invoice. The material shall be paid for from the PO. The company shall provide rates for services.

Some of the duties but not limited to the listed electrical faults.

- Prepare a site electricity diagram
- Label Main DB correctly
- Label all sub-DB's correctly
- Check for faulty plugs
- Check faulty lights
- Major electrical faults
- Clean all Distribution Boards
- Test earth leakage
- Provide a scheduled, unscheduled, and emergency electrical service
- Identify electrical problems.
- Remove, add, test, replace, repair, and altering equipment
- Install and maintain wiring, control, and lighting system.
- Inspect electrical components.



- Repair and install new lights internal and external the building.
- Replace old lights with new ones along the boundary fence and in the parking lot.
- Repair and install new power plugs.
- Repair and connect PLC's contractors.
- Any other electrical work arising at the HSRC Building.

NB

Areas to be Serviced

Bottom building – Fixed building
Clinic – Parkhome / prefab modular unity
Laboratory - Parkhome / prefab modular unity
Main building – Fixed building
SMT building - Parkhome / prefab modular unity
Admin block - Parkhome / prefab modular unity

The Sweetwaters office is a one-storey building with additional park-homes in the yard.
54 offices
4 boardrooms
3 kitchens
10 restroom/toilets
9 storerooms
1 small IT server room

Cables outside the building but inside the premises.

The response must comply with the following:

Types of Calls	Response Time	Time Repair
1. Emergency Call	2 Hours	10 Hours
2. Adhoc Maintenance	4 Hours	24 Hours

The service provider will be required to provide services 24/7 and 365 days a year (this includes public holidays and weekends) over a 2 year contract period.

Requirements

The call attendant should not be more than 3 hours to attend to the problem or get to the office to investigate, downtime should not be more than 24 hours.

- A qualified electrician with N2 or N3 Trade test
- Level 2 or Level 3 electrician technical trade assured by a SETA
- Must be able to issue CoC
- Registered with the ECASA electrician board
- Proof of transport to be provided



- Experience with three-phase power distribution boxes
- Detailed CV(s), indicating the number of years the technicians have been installing similar electrical installation services.
- The CIDB Grading for this bid is 1EB

Contract duration

2 year (service provider selected to enter into a 24 months Service level agreement with HSRC)

Delivery times

Service provider to do services on call when requested.

N2 or N3 Valid certificate to trade for the services

To be provided by each service provider

Experience

The service provider must have been an active business providing similar services for a minimum of 1 year. Proof of this must be provided.

References

The service provider must provide three references with complete contact details, including the name of the business where services were provided, the name of the contact person, telephone numbers, and email address.

4. COST BREAKDOWN

Please quote as per Table below (NB: All prices must be VAT inclusive, cover a three-year period, quoted in South African Rands and indicate escalation percentage, if applicable)

PRICING SCHEDULE

	<i>Lab DB</i>	<i>SMT DB</i>	<i>Main building DB</i>	<i>Boardrooms DB</i>
<i>Switchover supply and installation</i>				
<i>Cabling, conduiting and trenching</i>				
<i>Sundries</i>				



Please complete Addendum for unplanned maintenance

ADDENDUM year 1

UNPLANNED MAINTENANCE COSTS

Where applicable, the following rates shall apply for the purpose of calculating any amounts owing in terms of this Agreement:

a) **LABOUR, NORMAL TIME:**

Normal time: 07h00 to 18h00

Qualified Technician with assistant	R	per hour
Additional assistant	R	per hour

b) **LABOUR, OVERTIME:**

Overtime: Weekdays 18h00 to 07h00
 Weekends and Public Holidays

Qualified Technician with assistant	R	per hour
Additional assistant	R	per hour

c) **TRANSPORT:**

Cost in excess of 50km return trip	R	per Kilometre
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d) **MATERIALS:**

Material costs below R10, 000	Cost plus	%=R
Material costs between R10, 000 and R40, 000	Cost plus	%=R
Material costs above R40, 000	Cost plus	%=R

e) **BREAKDOWNS:**

Breakdowns will be charged on an hourly rate as per the Contract and spare parts will be charged on cost plus mark-up as per Contract.

Mileage (Kilometre) claims will only be charged on breakdowns and are dependent on the distance between the service provider's business premises and the HSRC building in Sweetwaters (Pietermaritzburg office). Payment will only be for mileage claims that exceed 50 kilometres (return trip).



ADDENDUM year 2
UNPLANNED MAINTENANCE COSTS

Where applicable, the following rates shall apply for the purpose of calculating any amounts owing in terms of this Agreement:

a) **LABOUR, NORMAL TIME:**

Normal time: 07h00 to 18h00

Qualified Technician with assistant	R	per hour
Additional assistant	R	per hour

b) **LABOUR, OVERTIME:**

Overtime: Weekdays 18h00 to 07h00
 Weekends and Public Holidays

Qualified Technician with assistant	R	per hour
Additional assistant	R	per hour

c) **TRANSPORT:**

Cost in excess of 50km return trip	R	per Kilometre
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d) **MATERIALS:**

Material costs below R10, 000	Cost plus	%=R
Material costs between R10, 000 and R40, 000	Cost plus	%=R
Material costs above R40, 000	Cost plus	%=R

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SCM Documents to be submitted

- Quotation
- Completed & Signed SBD4 & SBD 6.1
- Valid BBBEE certificate Affidavit
- CSD Report
- Tax certificate

Kindly submit via email to: znkosi@hsrc.ac.za