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**Tender Specifications**

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**the provision of air conditioners maintenance and THE repairS IN**

 **municipal offices including the supply, installation of new**

**AIR CONDITIONERS and THE replacement PARTS OR SPARES**

**for the period of 36 MONTHS**

1. **INVITATION**

Musina Local Municipality hereby invites Bidders with Construction Industry Development Board Grading of 2ME or higher to bid for the provision of air conditioners maintenance and the repairs in municipal offices including the supply, installation of new air conditioners and the replacement parts or spares for the period of 36 months.

1. **SCOPE OF WORK**
2. Quarterly servicing of installed or existing air-conditioners inclusive of gas top-up in municipal offices or buildings.
3. Attendance of reactive services, callouts, emergency breakdowns other than normal service in item 2.1 above.
4. The supply and installation of new air conditioners including all piping for both gas and the water extraction to the outside
5. Replacement of broken air conditioner remote control or batteries as when required and the replacement parts
6. **PREREQUISITE**

Not applicable.

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1. **PRICING SCHEDULE**

**All bidders must complete the pricing schedule for the Scope of Work and any omission will be regarded as non-responsive and the bidder will be automatically disqualified.**

The pricing schedule is composed as:

4.1 Servicing of an Air Conditioner (**The Offer)**

4.1.1 Servicing of an Air Conditioner (inclusive of labour and gas top-up)

**R \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per unit for planned or scheduled maintenance (quarterly or every three**

**months)**

* + 1. Reimbursements travelling in the execution of the services under this contract will be deemed to have been factored into the rate in items 4.1.1 and 4.1.3.
		2. Reimbursements for installation and replacement parts or spares supplied (original copy of materials purchase receipts must be attached to the service provider’s invoices)

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Hourly Rates** |
| **4.1.3.1** | **Labour for the installation, reactive service, callout and emergency breakdown** |  |
| 4.1.3.1.1 | Air Conditioner Service or Refrigeration Technician |  |
| 4.1.3.1.2 | Air Conditioner Mechanic or Installer |  |
| 4.1.3.1.3 | Assistant |  |
| **4.1.3.2** | **Cost of supply of a new air-conditioning unit** | **Mark-Up (in %)**  |
| 4.1.3.2.1 | Mark-up to the new unit cost supplied | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4.1.3.3** | **Cost of parts or spares supplied for replacement to an air conditioning unit** | **Mark-Up (in %)**  |
| 4.1.3.3.1 | Mark-up to the materials cost | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **MANDATORY ADMINISTRATIVE REQUIREMENTS**

Failure by the bidder to submit documentation in 5.1 will render the bid to be non-responsive, and, the automatic disqualification for further process.

* 1. Supply Chain Management Administrative Requirements
	2. Specific Goals Preference Points

|  |
| --- |
| **5.2 Specific Goals Preference Points** |
|  | **Designated Groups**  | **Maximum Points** | **Amount Awarded** |
| **5.2.1** | **Points for HDI status (100% Black owned)** | **10** |  |
| **5.2.2** | **Points for 51% Women’s Equity** | **4** |  |
| **5.2.3** | **Points for Black person with Disability** | **3** |  |
| **5.2.4** | **Points for 51% owned Youth firm** | **3** |  |
| **5.2.5** | **Form not completed** | **0** |  |
|  |  |  |  |
|  | **Sub-Total** | **100** |  |
|  |  |  |  |

* 1. Phase 2 : Price and Specific Goals Preference Points

The evaluation will be done by using 80/20 point system as indicated below:

|  |
| --- |
| **5.3 Price and Specific Goals Preference Points** |
|  | **Criteria Description**  | **Maximum Points** | **Amount Awarded** |
| **5.3.1** | **Pricing Schedule (Offer: Item 4.1.1)** | **80** |  |
| **5.3.2** | **Specific Goals Preference Points** | **20** |  |
|  |  |  |  |
|  | **Sub-Total** | **100** |  |
|  |  |  |  |

1. **SPECIAL CONDITION**

Bidders are expected to have a minimum of CIDB grading 2ME or higher, failure to adhere to this requirement is automatically disqualification of the bidder.

**7 Queries and Contract Information**

All queries regarding this bid must be submitted in writing by email. No telephonic queries will be acceptable.

The contact details for queries are:

Technical Specifications:

Mike Mthombeni

Manager: Civil and Mechanical Engineering Services

mikemt@musina.gov.za

Supply Chain Requirements

Mary Siziba

Manager: Supply Chain Management

marys@musina.gov.za

1. **Clarification / Briefing Meeting**

No clarification or briefing meeting required.