

## **SPECIFICATION- AS AND WHEN: FURNITURE AND MOVABLE OFFICE EQUIPMENT**

### **1. Scope Of Work**

1.1. The scope of the work / services to be provided by the contractor is as follows:

- Supply, install and maintain office furniture conduct planned maintenance and corrective maintenance on office furniture\_at various Railway Station Platforms, Buildings, Offices, Workshops, Substations and Signal Relay Rooms.  
Maintenance Works in this contract will include but not limited to
  - Chairs
  - Desks and cluster desks
  - Cabinets
  
- The scope also includes a 24hr, Monday to Sunday emergency standby service as and when required by PRASA-CRES.

1.2. Contract duration will be for 36 months from the time of accepting the appointment.

1.3. As part of the administration claims shall be submitted timeously and the following documentation must be provided in support of a claim

- i. completed job cards indicating location, dates, personnel, times worked and travelling information
- ii. records of material receipts for material purchased and used in this contract (only for material not priced for in the Pricing Schedule)
- iii. invoices for services outsources/hired under this contract

### **2. Definitions**

2.1 *PRASA-CRES*: One of the subsidiaries of Passenger Rail Agency of South Africa (PRASA) group responsible for managing the property portfolio of the group and the maintenance thereof.

2.2 *Facilities Manager*: A manager of PRASA-CRES responsible of building and infrastructure portfolio or any person authorised to act in that capacity.

2.3 *Normal Working Hours*: Hours of work as determined by a wage regulating measure or statutory enactment for any trade or activity, during which the basic minimum rate of pay is

applicable and excludes all time for which a higher rate of pay is obligatory. Where no wage regulating measure is in force, the hours will be 07h00 to 17h00 Mondays to Fridays excluding a daily meal break.

2.4 *Contractor*: Successful tender who is appointed by PRASA-CRES and will be responsible to carry out the works as per this specification.

### **3. Maintenance References**

3.1. All works will be in accordance with the following publications

- SABS 0400 other applicable Code Of Practices
- OHS Act 85 of 1993 as amended and
- Other applicable Municipal By-Laws and Regulations

### **4. Maintenance**

4.1. All planned work will be carried out during normal working hours at the cost tendered for in the Bill of Quantities. Visits to the premises will be as scheduled for the contractor to carry out maintenance work as per the specification. Sites have visitors book which is to be properly completed by the Contractor on every visit and the reason for the visit recorded in the book.

4.2. The Contractor shall produce and issue to PRASA-CRES a written report or service sheet of any testing, inspection, examination, investigation and/or assessment undertaken and execution of any repairs by the Contractor. Reports will highlight

- the type of work or service done
- problems experienced
- results of inspection
- faults found and their priority thereof

Quotations for any corrective work required shall be submitted to PRASA-CRES and on the approval of such quotations the Contractor will correct or repair accordingly.

4.3. PRASA-CRES reserves the right to conduct an independent safety and quality audit to be carried out on the work completed by the contractor. The contractor shall provide his own quality controls to ensure compliance with the specifications and any changes to legislation or regulations applicable. Possible modernisation products to upgrade or to improve the

reliability and performance of the installation will be brought to PRASA-CRES for consideration.

## **5. Contract Performance**

5.1. The contractor will sign a service level agreement with the PRASA-CRES. The performance of the Contractor will be discussed on the monthly basis at meetings scheduled to sit at PRASA CRES offices. Performance Items to be discussed will include:

- the number of breakdowns for specific period
- the turnaround time to attend to emergency call-outs
- planned vs. actual progress
- submission of reports, invoices and other administration duties
- payment of invoices

## **5.2. Services Measure And Expectations**

Response Times for:

- Emergencies – within 3hrs
- Urgent - within 5hrs
- Non-Urgent - within 24hrs

## **6. General Information**

6.1. The contractor shall be or have in his employment qualified Artisans leading maintenance teams, proof of qualifications for maintenance team leaders shall be provided on request.

6.2. The Contractor must have the capacity to be able to work on more than one site at any given time.

6.3. Where day to day repairs are to be undertaken, the Contractor shall first estimate the labor and material cost based on the schedule of prices, before proceeding with the job.

6.4. All material removed to be returned to PRASA-CRES unless otherwise stated.

6.5. Compliance certificates to be issued on completion of all new work done at no cost to PRASA-CRES. Compliance certificates required for existing installations to be priced out at the prescribed set rate.

**7. SAFETY AND PROVISION OF MATERIALS:**

- 7.1. The contractor is responsible for supply of all material required to repair the faults as per job cards /work order.
- 7.2. All material used shall be of high standard (SABS approved)
- 7.3. The material item price shall be based on standard market related plus the percentage mark-up fee.
- 7.4. Prasa Cres Maintenance Manager /Supervisor reserve the right to query price of any material that is on the material list. He /she may request that the contractor justifies a copy of the material purchased, invoices or actual quotes from reputable suppliers.
- 7.5. All materials supplied and workmanship to meet the prescribed Statutory Requirements, including the Occupational Health and Safety Act of 1993.  
NB: The contractor material supplier must be a reputable material supplier and only market related material prices will be accepted by PRASA.

**7.6. Provision of a Safety File is a requirement and must be submitted prior to any work commences. The provisional amount of R6000.00 for a Safety File is included in the schedule of rates table, proof of cost will be required before the contract claim the amount.**

**8. Quality Of Work And Workmanship:**

- Works with poor workmanship will not be signed off and PRASA Cres reserve the right to hold payments until satisfied with the quality of the works.

**9. Non-Compliance:**

- **Safety** – the contractor will at all times ensure that work is performed in accordance with all the prescribed legal prescripts.
- **NB:** No work is to be done without approval of Safety File and valid signed site access certificate being issued to the contractor. No Contractor will be allowed on site without having attended the safety Induction training and proof is to be submitted to the Project Manager
- **Response time** – if an appointed service provider as per the General provisions of the As and When fails to adhere to the priority levels as prescribed PRASA CRES Facilities department hereby reserves the right to penalise the service provider a penalty fee of 10% of the value of the work and if this provision is continually being violated the contract will be terminated.

- **Proof of Work done**> the contractor will provide photos of before/during and after work completed with claim submitted. Photos can be submitted electronically.
- **Qualified personnel**- It is a requirement that personnel performing/overseeing works issued to the contractor be qualified Artisan in specific Trade.

## 10. Administrative requirements

Non- Mandatory administrative requirements:

- Valid COID
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## 11. Pricing Schedule

### 12.1 Material Price Schedule

#	Description	Unit	Rate	Amount
1.	Single desk, 1600x800 without storage front	No.	1	R
2.	Single desk, 1600x800 with pedestal without storage front	No.	1	R
3.	Single desk, 1600x800 with and side table and pedestal	No.	1	R
4.	Single desk, 1800x900 with and side table and pedestal.	No.	1	R
5.	Two way face to face, 1600x800 with and side table and pedestal and corporate.	No.	1	R
6.	Four way face to face, 1600x800 with and side table and pedestal	No.	1	R
7.	Six-way face to face, 1600x800 with and side table and pedestal.	No.	1	R
8.	Eight-way face to face, 1600x800 with and side table and pedestal.	No.	1	R



9.	0.5m High x 1m Long x 23mm Thick Aluminium Desk based divider screens with accessory rail	m	1	R
10.	Cupboard with shelves 800mm(L) x 450mm(B) x 0.5m(H)	No.	1	R
11.	Cupboard with shelves 800mm(L) x 450mm(B) x 1,5m(H)	No.	1	R
12.	American Walnut Tops 6 Seater, 1600x800	No.	1	R
13.	American Walnut Tops 6 - 8 Seater, 1600x1600	No.	1	R
14.	American Walnut Tops 10 - 12 Seater, 3200x1600	No.	1	R
15.	American Walnut Tops 14 - 16 Seater, 4800x1600	No.	1	R
16.	American Walnut tops 18 - 20 Seater, 4800x1600	No.	1	R
17.	High back operators chair with black mesh back and blue cushioned seat, Gas height adjustment with standard synchro mechanism on a 5 star Nylon base with castors and Nylon flexible arms	No.	1	R
18.	Blue Cushion to match High back operators chair with black mesh back and blue cushioned seat, Gas height adjustment with standard synchro mechanism on a 5-star Nylon base with castors and Nylon flexible arms	No.	1	R
19.	Armrest to match High back operators chair with black mesh back and blue cushioned seat, Gas height adjustment with standard synchro mechanism on a 5-star Nylon base with castors and Nylon flexible arms	No.	1	R



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20.	Mesh back with cushioned seat, Black epoxy coated sleigh frame with arms	No.	1	R
21.	Cushion to match Mesh back seat, Black epoxy coated sleigh frame chair with arms	No.	1	R
22.	Mesh back rest to match Epoxy coated sleigh frame chair with arms	No.	1	R
23.	Cushioned back and seat, Gas height adjustment with standard synchro mechanism on a 5-star Nylon base with castors and footrest ring	No.	1	R
24.	Spindle to match Cushioned back and seat, Gas height adjustment with standard synchro mechanism on a 5-star Nylon base with castors and footrest ring	No.	1	R
25.	38/50mm Nylon Castor	No.	1	R
26.	Glide for Nylon Chair Base with 11 x 22 pin size	No.	1	R
27.	38/60mm Nylon Castor	No.	1	R
28.	60mm Unhooded Castor	No.	1	R
29.	Swivel Plate Mechanism with Gas Lever	No.	1	R
30.	200mm Gas Lift Cylinder Pneumatic Shock	No.	1	R
31.	200mm Double Taper Gas Lift Cylinder Pneumatic Shock	No.	1	R
32.	235mm Gas Lift Cylinder Pneumatic Shock	No.	1	R
33.	Swivel and Tilt Mechanism	No.	1	R
34.	375mm Gas Lift Cylinder Pneumatic Shock	No.	1	R



35.	640 Nylon Chair Base	No.	1	R
36.	600mm Nylon Chair Base	No.	1	R
37.	700mm Nylon Chair Base	No.	1	R
38.	Synchro Mechanism	No.	1	R
39.	Operator Back Rake Mechanism	No.	1	R
40.	Typist Mechanism Including Back Bar, Boat & Below	No.	1	R
41.	700mm Spider Base	No.	1	R
42.	Infinite Lock Mechanism	No.	1	R
43.	660mm Chrome Spider Chair Base	No.	1	R
44.	700mm Chrome Chair Base	No.	1	R
45.	Roma Mechanism	No.	1	R
46.	Knee-tilt Mechanism	No.	1	R
47.	Knee-tilt Synchro Mechanism	No.	1	R
48.	700mm Aluminium Chair Base	No.	1	R
49.	Black, red and green PVC chairs with aluminium legs - as per picture	No.	1	R
50.	800mm x 800mm with Innox top, Formica top with solid band edging and polished Malibu aluminium base	No.	1	R
51.	On all permanent work desks. 1 x Red 3 pin, 1 x Black 3 pin and 1 x 2 Pin	No.	1	R
52.	Steel Double Compartment Stacked Lockers Double Door Locker, size 300mm (w) x 450mm (d) x 1800mm (h), epoxy powder coated with flush fitting doors,	No.	1	R



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	for padlock. To comply with BS EN ISO 9001-2000 requirements.			
53.	Double Door Steel Cabinet with Shelves Four Shelf Cabinet, size 900mm (w) x 450mm (d) x 1500mm (h)	No.	1	R
54.	Steel Four Drawer Filing Cabinet Four Drawer Filing Cabinet, size 470mm (w) x 630mm (d) x 1320mm (h)	No.	1	R
55.	Steel Storage Shelving Single Rivet High Density Shelving decked with plywood or steel decking, size 1200mm (w) x 300mm or 400mm (d) (single) or 600mm (d) (double) x 1875mm (h), epoxy powder coated.	No.	1	R
	<b>TOTAL (Excl. VAT)</b>			<b>R</b>



## 12.2 Labour and Transport Price Schedule Against Estimated Quantity Usage

Item	Description	Unit	Estimated Quantity	Rates	
1.	Provisional sum for approval of safety file as per annexure 1	Sum	R 6000.00	R 6000.00	
2.	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during <b>Normal working hours (07H:00 – 17H:00)</b> .	Artisans	Rate/hour	1 hour	R-
3.		General Worker	Rate/hour	1 hour	R-
4.	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during <b>After working hours and Saturdays (17:00 – 07:00)</b> .	Artisans	Rate/hour	1 hour	R-
5.		General Worker	Rate/hour	1 hour	R-
6.	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during <b>Sunday and Public Holiday</b> . This cost shall exclude material, which has previously been dealt with in this contract	Artisan	Rate/hour	1 hour	R-
7.		General Worker	Rate/hour	1 hour	R-
8.	Travel cost	Travel cost	Rate/ km	1 km	R-
	<b>Total (Excl. VAT)</b>			<b>R</b>	



### **12.3 Percentage Markup Price Schedule Against Estimated Quantity Usage**

<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Estimated Quantity</b>	<b>Rate (%)</b>	<b>Amount</b>
1	Percentage mark-up for materials not listed	%	R100 000.00		R
2	Percentage Mark-Up for Outsourced Specialised work ((locksmith, money safes lock repairs, etc.)	%	R100 000.00		R
3	Percentage Mark-Up for hire or use of his own specialized equipment (proof of cost per/hr must be submitted with invoices)	%	R100 000.00		R
	Total (Excl.VAT)				R

### **Final Summary 12.4**

<b>Item</b>	<b>Description</b>	<b>Amount</b>
1	12.1 Material Price Schedule	R
2	12.2 Labour, Transport and Mark up price schedule	R
3	12.3 Percentage Markup	R
	<b><u>Subtotal (Excl.VAT):</u></b>	R
	<b><u>15% VAT:</u></b>	R
	<b><u>Total (Incl.VAT):</u></b>	R

## **ANNEXURE 1: Health Safety Requirements Template For Issuing of Site Access**

**Name of the Contractor:**

**Project:**

**Safety File Assessor and Date:**

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
1	Scope of works and Project Duration		
2	Notification to DOL (If applicable and as defined in the 2014 Construction Regulations)		
3	Registration of the project with DOL for the construction permit if the total project value is - more than R45 Million (If applicable and as defined in the 2014 Construction Regulations)		
4	Valid Letter of Good Standing		
5	Employee List and Certified Copies of their Identity Documents (RSA Citizens) or Passports or Work Permits for foreign Nationals (Employee register); Home address; Contact Numbers; Residential Address; Name of Next of kin with Contacts  (Very critical issue for contact tracing)		
6	Approved Organizational Structure		
7	Approved S/HE Policy		



#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
9	Approved S/HE Plan		
10	Risk Assessments for the projects as per project scope approved by the Risk Assessor		
11	Proof of medical fitness of employees who will be working on the project and they should be from the Occupational Health Practitioner not a General Practitioner.		
12	Statutory Appointments including competency certificates and CVs e.g. First Aider and Fire Fighter etc.  (Signed by the appointer and accepted by appointee's include CV's and competency certificates)		
13	Tool inspections Checklists and Register		
14	PPE Matrix and Records include the list of the PPE to be provided.		
15	Safe Working Procedures or Method Statements. A list of the documents required here is identified as a minimum <ul style="list-style-type: none"><li>- Waste management protocol e will be managed.</li><li>- Incident reporting procedure.</li><li>- Emergency procedure.</li></ul>		



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#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
16	Tool box Talks Templates and Topics		
17	Equipment Maintenance (Calibrations, Safe Working load certificates and Decontamination or Sanitation Records etc) if applicable		
18	Chemicals substances list; MSDSs for chemicals to be used (14 point format) including Proof of training on MSDS if applicable.		
19	Excavation plan (when applicable)		
20	Scaffolding plan (when applicable)		
21	Declaration of Sub-contractors (when applicable)		
22	Proof of Third Party Liability Cover		
	<b>Conclusion / Statement of Compliance</b>		



**Annexure**


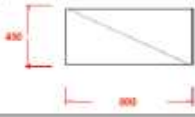

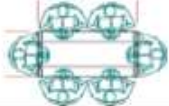



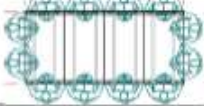

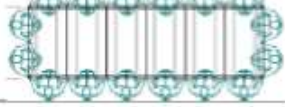

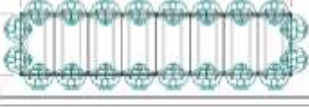

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<b>0 General Workstations</b>									
O 01	Desking	Two way desks, side by side 1600x800 without storage	American Walnut tops		Back Office				
O 02	Desking	Single desk, 1600x800 without storage	American Walnut tops		Back Office				
O 03	Desking	Single desk, 1600x800 with pedestal and Corporate Connection plugset	American Walnut tops and storage fronts, white carcasses		Back Office				
O 04	Desking	Single desk, 1600x800 with and side table, pedestal and Corporate Connection plugset	American Walnut tops and storage fronts, white carcasses		Supervisor / Security Officer				

-- All furniture to be procured from Furniture suppliers as contracted by Prasa only

ref. code	description	specification	Colour	product code	image	notes	extended specification
O 05	Desking	Single desk, 1800x900 with and side table and pedestal and Corporate Connection plugset.	American Walnut tops and storage fronts, white carcasses			Station Manager	
O 06	Cluster desking	Two way face to face, 1600x800 with and side table, pedestal and Corporate Connection plugset.	American Walnut tops and storage fronts, white carcasses			General back office	
O 07	Cluster desking	Four way face to face, 1600x800 with and side table, pedestal and Corporate Connection plugset.	American Walnut tops and storage fronts, white carcasses			General back office	
O 08	Cluster desking	Six way face to face, 1600x800 with and side table, pedestal and Corporate Connection plugset.	American Walnut tops and storage fronts, white carcasses			General back office	
O 09	Cluster desking	Eight way face to face, 1600x800 with and side table, pedestal and Corporate Connection plugset.	American Walnut tops and storage fronts, white carcasses			General back office	



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ref. code	description	specification	Colour	product code	Image	notes	extended specification
O 10	Cupboard	Cupboard with shelves	White carcass and American Walnut doors			All workstations as required	
O 11	Meeting room	6 Seater, 1600x800	American Walnut tops			All offices as required	
O 12	Meeting room	6 - 8 Seater, 1600x1600	American Walnut tops			All offices as required	
O 13	Meeting room	10 - 12 Seater, 3200x1600	American Walnut tops			All offices as required	
O 14	Meeting room	14 - 16 Seater, 4800x1600	Walnut tops			All offices as required	
O 15	Meeting room	18 - 20 Seater, 4800x1600	American Walnut tops			All offices as required	
O 16	Operator's chair	High back operators chair with mesh back and cushioned seat	Black mesh and Blue seat			All offices as required	Gas height adjustment with standard synchro mechanism on a 5 star Nylon base with castors and Nylon flexible arms

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ref. code	description	specification	Colour	product code	Image	notes	extended specification
O 17	Visitors and meeting room chairs	Mesh back with cushioned seat	Black mesh and Blue seat			All offices as required	Black epoxy coated sleigh frame with arms
O 18	Ticket office chair	Cushioned back and seat	Black mesh and Blue seat			All offices as required	Gas height adjustment with standard synchro mechanism on a 5 star Nylon base with castors and foot rest ring
O 19	Canteen chair	Black, red and green PVC chairs with aluminium legs - as per picture	Seat and back to match colour			Canteen and break out areas	
O 20	Soft seating	Red and blue single seaters	Seat and back to match colour			Pause and reception areas	Basic size: 800w x600d x810h, Weaver World fabric; Smooth
O 21	Soft seating	Red and blue double seaters	Seat and back to match colour			Pause and reception areas	Basic size: 1740w x900d x680h, Weaver World fabric; Smooth






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ref. code	description	specification	Colour	product code	Image	notes	extended specification
O 22	Canteen table	800x800 with Innox top	Silver brushed Stainless steel top			Canteen and break out areas	Formica top with solid band edging and polished Mailbu aluminium base
O 23	Waiting areas	Bench seating, 3, 4, 5 and 6 seaters, single or double row	Silver Stainless steel and Aluminium	Stalwart Benches		Internal waiting areas	
O24	Power plug set	On all permanent work desks. 1 x Red 3 pin, 1 x Black 3 pin and 1 x 2 Pin		Corporate Connections		All office deskings	

<b>P Additional Moveable Items</b>							
P 01	Lockers	Steel Double Compartment Stacked Lockers	*Admiral Grey	LO10	All Staff Lockers	 	Double Door Locker, size 300mm (w) x 450mm (d) x 1800mm (h), epoxy powder coated with float filling doors, for pedlock. To comply with BS EN ISO 9001-2000 requirements.
P 02	Cabinets	Double Door Steel Cabinet with Shelves	*Admiral Grey	CU10	Staff Offices		Four Shelf Cabinet, size 900mm (w) x 400mm (d) x 1500mm (h)
P 03	Filing Cabinets	Steel Four Drawer Filing Cabinet	*Admiral Grey	FC40	Staff Offices, where required		Four Drawer Filing Cabinet, size 470mm (w) x 630mm (d) x 1300mm (h)
P 04	Steel Shelving	Steel Storage Shelving	*Admiral Grey	Admin Stores	 	Single Row/High Density Shelving, decked with plywood or steel decking, size 700mm (w) x 300mm or 400mm (d) (single) or 600mm (d) (double) x 1875mm (h), epoxy powder coated.	