



**WESTERN CAPE: CAPE MAIL CENTRE &
BELLVILLE POST OFFICE**

PROFESSIONAL SERVICES:

FIRE PROTECTION SYSTEM ENGINEER

NAME OF PROFESSIONAL SERVICE PROVIDER

1. PREAMBLE

Cape Mail Centre is South African Post Office Western Cape region domestic and international mail sorting centre/ warehouse, situated at Cnr. Mail & Showgrounds, Epping Industrial, Cape Town, 7460.

Bellville Post Office is a company owned, situated at Cnr. Rhos and Davies Streets Bellville, 7530.

The building accommodates various business units including amalgamation of post offices and depots forced closures by landlords, IT server Room, Retail office, etc.

The Fire Sprinkler and Detection systems require urgent assessment to establish upgrade/ repairs to comply with fire regulation, optimum performance and other statutory requirements including ASIB & FSIB certification.

2. OBJECTIVE

The objective is to secure services of a Professional Service Provider (PSP) to conduct an assessment of the Fire Protection Systems on a lump sum contract basis.

To conduct ASIB & FSIB inspections and obtain certification thereof amongst other statutory certification i.e. Fire Certificate, etc.

3. SPECIAL CONDITIONS

Project implementation shall be implemented in two phases as outline in the 'Scope of Work' under section 5 .i.e. Phase 1 & 2.

3.1 Phase 1 will be stage 1 to 4 and

3.2 Phase 2 will be stage 5 & 6

Phase 2 subject to the Post Office procurement policy and processes in sourcing of a contractor. The contractor must be CIDB registered for the category and level of work as specified by the PSP and in accordance to National Treasury FIDPM Annexure A alignment.

4. LEGISLATIVE AND TECHNICAL REQUIREMENTS

- The service provider must be a registered and in good standing ECSA Fire Protection professional with Professional Indemnity (PI) insurance for Engineers.

The professional will be responsible for sign-off of the project phase two completion and facilitate statutory approvals if any required as per their assessment and regulatory framework.

- The Engineering Council of South Africa Section 34(2) of the Engineering Profession Act. 2000 (Act No. 46 of 2000) as Gazetted.

- National Treasury Annexure A, government's Framework for Infrastructure Delivery and Procurement Management (FIDPM) objectives and deliverables.

The service provider must comply with the occupational Health and Safety Act. 1993 (Act No 85 of 1993).

- Public Finance Management Act (Act 1 of 1999), Treasury Instruction Notes on FIDPIM.
- **Letter of Good Standing registration number (COIDA) Act, No 130 of 1993**
SAPO requires this as a proof that the bidder has registered for compensation for occupational injuries and diseases which may be sustained, to ensure that the medical expenses incurred will be covered.

5. SCOPE OF WORKS

The following details two phases of project implementation stages 1 to 6 outlined and detailed as follows:

PHASE 1: ASSESSMENT & REMEDIAL PROPOSAL

5.1.1 Inception and Assessment of Fire Protection Systems: Stage 1

Comprehensive assessment of the Fire Protection Systems Detection and Hydrants etc. Conduct required surveys, tests, analyses, site and other investigations as deemed necessary by the PSP.

Deliverables

- Condition Assessment

5.1.2 Concept and Viability: Stage 2

Prepare, submit a finalised project concept and viability to implement in accordance with on-site brief, inspection assessment (including ASIB/ FSIB amongst other assessments) and an Executive summary report.

Deliverables

- Design Report
- Preliminary Cost Estimate
- Programme

5.1.3 Design Development: Stage 3

Prepare and submit detailed technical assessment report with recommended remedial action, specifications, Itemized & quantified bills of quantities, itemized & quantified cost estimates including Project implementation methodology.

Deliverables

- Preliminary Design
- Cost Estimate
- Project Implementation Plan

5.1.4 Documentation and Procurement: Stage 4

Prepare procurement and repair/ upgrades/ service documentation. Prepare specifications and preambles for the works. Attend design/ specifications clarification and contractor briefing meetings and site inspections.

Review and adjust designs/ specifications and documents, as & when necessary prior to procurement of contractor services.

Deliverables:

- Detailed Design
- Final Design Report
- Final Cost Estimate
- BOQ and Specifications
- Procurement Document – Reviews, SCM policy alignment, Gates, etc., as per (FIDPM)

** SAPO Procurement Policy, Consultants may form part of the evaluation process, only as observers. However, the PSP will be consulted for alignment with prescribed gates, reviews, designs & specifications and risk reports.*

PHASE 2: IMPLIMENTATION**5.1.5 Contract Administration & Inspection: Stage 5**

Fulfil the role of the **Principal Agent Level 2** of the gazette to manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works.

Deliverables:

- Practical Completion Certificate
- Project Reports (Project Progress, Payment Approvals, Accounting, etc.)

5.1.6 Close Out: Stage 6

Achieve final completion and complete the project close-out, including necessary documentation (ASIB & FSIB Certification) to facilitate effective completion, handover and operation of the system.

Prepare and/or procure operations and maintenance manuals, guarantees and warranties. Prepare as-built drawings and documentation (As built applicable only when the system require redesign)

Deliverables:

- Close out report
- ASIB & FSIB Certifications
- Fire Regulation Certification
- Any other Statutory Certification
- PPM Guidelines
- Final Completion Certificates

Note: The PSP fees for stage 5 & 6 must be valid for a period of twelve (12) months after the completion, acceptance and sign-off of the by the Post Office, fee escalation adjustable in accordance with applicable gazetted rates at the lapse of validity period.

6. BUILDING AND OTHER INFORMATION**6.1 CAPE MAIL**

Building Classification & Address	Building Class: Mail Centre/ Industrial Warehouse & Offices. Building Size: ± 45,000m ² Address: Cnr. Mail and Showgrounds Avenue, Epping Industrial, Cape Town.	
Province & Location	Western Cape – Epping, Cape Town.	
SAPO Region	Western Cape – City of Cape Town	
Fire Protection Assessment	Sufficient Fire Equipment: Fire panel: Evacuation Routes or Doors: Sprinklers: Sprinkler Storage Tanks: Generator Room Gas Suppression Detectors: Booster AISIB (2013):	No – Service & Insufficient Yes – Outdated (Out of Service) Yes – Replace signage & Damaged doors Yes – Service/ Repair/ Upgrade No - None Yes - None Yes – None Yes – Service Required Yes - ASIB-063259 Yes – ASIB 063260 Yes – ASIB 063261
Roof Information	Roof Type & Size: IBR roof sheeting for Industrial application. Roof Smoke Dampers: 40-Off Loading Bays: Sprinkler heads mounted on roof/ ceiling sheeting	

6.2 BELLVILLE POST OFFICE

Building Classification & Address	<p>Building Class: Offices, Depots, Retail, Post Boxes & Area IT Server Room, etc.</p> <p>Gross Building Size: ± 3,067m² Basement: ±1,308 m²</p> <p>Address: Cnr. Rhos and Welgemeent Street, Bellville, Cape Town.</p>																		
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Roof Information	<p>Roof Type & Size: Pitched Roof Tiles.</p> <p>Roof Smoke Dampers: None Identified</p>																		