



NATIONAL POST CENTRE (NPC) HEAD OFFICE:

GENERAL SCOPE OF WORK:

Passenger Lift Re-Commissioning

NAME OF CONTRACTOR

1. INTRODUCTION

The objective is to secure services for Passenger Lift re-commissioning, related standards repairs and service maintenance for a period of six (6) months at National Post Centre (NPC), Cnr. Jeff Masemola & Sophie De Bryun, Pretoria, Tshwane.

2. PROJECT DESCRIPTION

Re commission the passenger lift to full operational functionality, safe for staff and public use as set out in the Occupational Health & Safety Act. All in accordance to industry regulation, norms & standards and provide Annexure certificate. Monthly service for six (6) months.

3. SCOPE OF WORK

The following outlines a proposed scope of work, as set out below:

3.1 Lift Recommissioning

3.1.1 Recommissioning

Comprehensive inspection and repairs required to recommission the lift to full use as set out in the OHSA.

3.1.2 Detailed Repairs

Submit repair and service cost required to get the lift in a working condition.

3.1.3 Annexure Certification

Issue Annexure certification to declare lift safe for use.

3.1.4 Lift Service

Successful bidder "elevator company" will supply monthly **lift maintenance** for the current company owned and operated lifts at NPC Head Office.

Bidder to include all necessary, general consumables, materials and spare parts as per bidder specific maintenance program.

To ensure Operation Efficiency, Maintainability and Safety of lift car, hoisting gear and other components all compliant with SANS1545, EN81 for Electric Lifts

1. Monthly Lift Service Inspection List, six (6) Months Service.

Herewith generic inspection list to be utilized but not limited to.

Inside the Car:

1. Interior of the elevator car for damage to the walls, ceiling, and handrails.
2. Indicator lights and replace any burned out lights.
3. Operate the elevator and check the accuracy, acceleration, and deceleration make any adjustments deemed necessary.
4. Ensure door restrictor operates properly and make any necessary repairs.
5. Check opening and closing operation of doors

Outside the Car:

1. Check the hall stations and lights and replace any burned out lights.
2. Inspect the door panel and clearances.
3. Check to make sure that the door moves smoothly and does not slam or bounce.
4. Test the firefighters' service.

Machine Room:

1. Make sure the machine room does not contain any material unrelated to the elevator.
2. Check components for leaks, unusual vibration, or wear.
3. Inspect electrical components for evidence of overheating or failure.
4. Lubricate components, if necessary.
5. Check the oil level.
6. Make any necessary adjustments or schedule follow-up service.

Top of Car:

1. Check that the stop switch and inspection station function properly.
2. Remove any debris from the top of the car.
3. Inspect any visible components, including rollers, guide rails, and levelling devices.

4. Check the traveling cables for wear and inspect connections.
5. Inspect the door operator and its components.
6. Check the hoist way for evidence of rodents, fire safety, and vandalism.

Lift Shaft Pit:

1. Make sure that the stop switch, lights, and GFI outlet function properly.
2. Clean the pit and check for signs of leaks.
3. Inspect the spring buffers for signs of corrosion, alignment, and secure attachment.
4. Inspect all visible components, including rollers, guide rails, safeties, and switches.
5. Check the travel cable for wear, pinches, and snags.
6. Make sure the sump pump is clean and operating correctly.

2. Additional work.

All additional work over and above service schedule and service contract will be handled on a Quotation basis. Additional work to be carried out after approval from duly authorized SAPO representative and the receipt of purchase order.

3. Break downs and response time

1. The service provider shall be available on a 24 - hour cycle per day to re-act on breakdowns and complaints.
2. Breakdowns shall be reported to the contractor via telephone to emergency call centre number “
3. Call centre number to be supplied by supplier
4. It will be the responsibility of the contractor to act within 1 (one) hour, from the time the emergency call has been logged or reported.
5. The service provider shall promptly repair the item to ensure normal functioning, and will submit a detailed report of the specific break down.

4. Applicable Codes:

1. All Lifts to be serviced shall comply with applicable building codes and lift codes applicable to the Republic of South Africa, including but not limited to the following:
2. The South African National Standard SANS 10142: Code of Practice for Electrical Installations as amended
3. The Occupational Health and Safety Act, 1993 Lift Escalator and Passenger conveyor Regulations, 2009
4. SANS1545, EN81 for Electric Lifts and Service Lifts as amended
 - i. The Local Municipal Bye-Laws and regulations as well as the regulations of the Local Supply Authority
 - ii. National Building Regulations and Building Standards
 - iii. The Local Fire Regulations and Codes relevant to lifts
 - iv. The South African Regulations of the Post & Telecommunications as applicable
 - v. The Standard Regulations of any Government Department or Public Service company where applicable.
 - vi. Building & Facilities Regulations, providing accessibility and usability for the Physically Handicapped

4. BUILDING INFORMATION

Province	Gauteng Province
SAPO Region	Head Office
Area	Pretoria
Town / City	Tshwane
Location / Suburb	Pretoria
Building Name	National Post Centre
Building Physical Address	Cnr Mail & Showground avenue, Epping
Brief Property Description (type, building use, etc.)	- Head Office. - 4 Level taxi stops, comprising of Basement Parking, Ground Floor, 1 st Floor and 2 nd Floor.
Lift Information	Lift Type: Passenger Lift Capacity: 1600kgs

5. PRICING STRUCTURE

5.1 Lift Re-commissioning	R_____
5.2 Repairs & Service	R_____
5.3 Annexure Certification & Sundry	R_____
5.4 Service as per scope above for six (6) months	R_____
V.A.T @ 15%.....	R_____
Total.....	R_____

Total in Words:

(Prices All Inclusive and disbursements)

6. GENERAL AND NOTES

- 6.1.1 The procurement of proposed repair work may be subjected to SAPO procurement policy and procedures.
- 6.1.2 The responsible person at the South African Post Office will be Sibusiso Mtshali.
- 6.1.3 The rates of all items priced for, shall be all inclusive as per the scope of works including site visits & disbursements (4.3 above). No additional cost will be added thereafter.