

## **SERVICE REQUIREMENTS**

### **SCOPE OF WORK**

#### **THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE RENTAL OF GENERATORS AND TEMPORARY POWER SUPPLY EQUIPMENT AT THE SANPC REFINERY FOR 36 MONTHS**

##### **1. SCOPE OF WORK.**

The scope of work includes the provision of specified power capacity diesel generators and temporary power supply equipment for hire; delivery to South African National Petroleum Company Refinery, hereinafter shall be known as "SANPC Refinery"; maintenance during the rental period (excluding daily checks) and removal of the equipment from site after rental period.

The equipment incorporated into this contract are specified below, and include diesel driven generators, trailing/flexible cables, diesel driven lighting plants, diesel bowzers, electrical equipment, power tools, inspection transformers, distribution boards and lights.

##### **1.1. Diesel Generators**

- a) 5kVA, 230Vac, 50HZ Prime Power Output, Diesel Generator Sets
- b) 15kVA, 230/400Vac, 50HZ Prime Power Output, Diesel Generator Sets
- c) 30kVA, 230/400Vac, 50HZ Prime Power Output, Diesel Generator Sets
- d) 40kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets
- e) 50kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets
- f) 60kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets
- g) 100kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets
- h) 150kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets
- i) 200kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets
- j) 250kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets
- k) 300kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets
- l) 350kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets
- m) 450kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets
- n) 500kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets
- o) 750kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets
- p) 1000kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets

- q) 1100kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets
- r) 1200kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets

### **1.2. Generator Connecting Cables and Accessories**

- a) LV Trailing cable, screened, 4C, 35mmsq - 30 metres
- b) LV Trailing cable, screened, 4C, 50mmsq - 30 metres
- c) LV Trailing cable, screened, 4C, 70mmsq - 30 metres
- d) LV Trailing cable, screened, 4C, 35mmsq - 60 metres
- e) LV Trailing cable, screened, 4C, 50mmsq - 60 metres
- f) LV Trailing cable, screened, 4C, 70mmsq - 60 metres
- g) 4 x 300mmsq LV flexible single core cable + earth cable - 30 metres
- h) 4 x 120mmsq LV flexible single core cable + earth cable - 30 metres
- i) 4 x 300mmsq LV flexible single core cable + earth cable - 60 metres
- j) 4 x 120mmsq LV flexible single core cable + earth cable - 60 metres
- k) 50mmsq flexible earth cable - 30 metres
- l) 70mmsq flexible earth cable - 30 metres
- m) 50mmsq flexible earth cable - 60 metres
- n) 70mmsq flexible earth cable - 60 metres
- o) Body Earth
- p) Drip Tray
- q) Stop Block

### **1.3. Diesel Driven Lighting Plants**

- a) Lighting Plant c/w 4 Lights 6M High on Roadworthy Trailer - Manual Operating Mast
- b) Lighting Plant c/w 4 Lights Automatic Telescopic on Trailer - Electronic Operating Mast

### **1.4. Diesel Bowsers**

- a) Diesel Bowser 1000 litres complete with Hand Rotary Pump
- b) Diesel Bowser 1000 litres complete with 12V Electric Fuel Pump

### **1.5. Portable Electrical Equipment**

- a) Metal Extension Reels 220V x 25M Double Outlet Screen Cable.

- b) Inspection Transformer 220V to 32V with 4x6amps socket outlets and individual fuse protection
- c) Portable Earth Leakage Units-15 amps/30mA

#### **1.6. Flood and Site Lights**

- a) Flood Lights 50W, 220V LED On Stands
- b) Flood Lights 120W, 220V industrial type LED light On Stands
- c) Lead Light 32V 10M C/W 6amps Plug top

#### **1.7. Mobile Distribution Boards**

- a) Weatherproof DB Board 12 Way - 6 x 63A Switch Socket / 6 x 16A Switch Socket mounted on Frame with Indication Lights
- b) Weatherproof DB Board 9 Way - 9 x 16A 220V Switch Socket mounted on Frame with Indication Lights
- c) Weatherproof DB Board 12 Way - 6 x 63A Switch Socket / 6 x 32A Switch Socket mounted on Frame with Indication Lights
- d) Weatherproof DB Board 9 Way - 9 x 16A 220V Switch Socket mounted on Frame with Indication Lights
- e) Weatherproof DB Board 12 Way - 12 x 32A Switch Socket mounted on Frame with Indication Lights
- f) Welding Machine Frame 6 Segment, 380V/220V
- g) Welding Machine Frame 4 Segment, 380V/220V
- h) Extension Cable 15M- Neoprene Cable c/w 63A Male Plug tope and Female Switch Socket
- i) Extension Cable 25M - Neoprene Cable c/w 63A Male Plug tope and Female Switch Socket

## **2. TERMS AND CONDITIONS.**

2.1. This is a unit rates contract. Individual Call Off Orders (or Job Instructions) will be issued to the Service Provider according to agreed rates. The Job instruction shall specify the equipment size, quantity, technical specifications and expected hire duration.

2.2. All equipment supplied shall be safe to use and meet requirements of the OHS Act

and all relevant SANS standards. Electrical equipment should confirm to SANS 10142 requirements and certificates of compliance/inspection reports to be provided. Generators should also comply with SANS 8528 and SANS 60034 requirements as well.

### 2.3. SERVICE LEVEL AGREEMENT.

SANPC Refinery is a 24/7 operation, therefore a standby and call out system is required for this contract. The called-out technician/resource shall comply with the mandatory HSSE requirements including breathalyser tests. The **response times** for call outs shall be **1 hour**.

The Contract shall deliver to site the equipment hired as soon as a request is made. The expected **delivery times** are as follows:

- Up to 100kVA – **3 hours**
- 150kVA – 250kVA – **24 hours**
- 300kVA – 500kVA – **3 days**
- Greater than 500kVA – **1 week**

### 3. SCOPE OF THE WORKS - GENERAL

3.1 The description given below defines the general requirements particular to the scope of the **works** and is to be read in conjunction with the other documents forming the Tender and/or the agreement as the case may be. Procedures for job card shall follow the sequence of events as per Central the Planning Workflow and as outlined in 3.1.1 to 3.1.10 below:

i.

- a) SANPC Refinery normally uses individual job card numbers to apportion the **works**. The **contractor** will be required to use the job card system for call-offs (pricing) and the SANPC Refinery **job card system** for progress reporting of the **works** in conjunction with the duly authorised SANPC Refinery **Zone Supervisor**. SANPC Refinery will provide the level 1 schedule (overall schedule – early start and late finish) for the contractors planning and execution.
- b) The contractor is required to provide man-hours expended to execute the work from the schedule of prices and compare against those listed in the man-hour norms for the job. The overall schedule will be compared against the initially agreed schedule.
- c) This information will be used in the KPI measures.

- ii. The **Area Engineer or the duly authorised person**, together with the **Zone Supervisor** identifies the required maintenance work, where after a priority is placed against each maintenance activity.

#### **MAINTENANCE PRIORITISATION TABLE**

<b>PRIORITY</b>	<b>PRIORITY/RISK LEVEL</b>	<b>START DATE</b>	<b>INITIAL COMPLETION PERIOD</b>
C	Routine	Request Date + 30 days	3 Months
B	Routine	Request Date + 14 days	1 Month
A	Schedule Breaker	Request Date + 1 days	1 Week
E	Emergency	Immediate	ASAP + Overtime

Priorities A, B, C & E are scoped by the respective Zone Scooper or the discipline Artisan.

A job card number is assigned to the scope and job card is issued to the contractor. Emergency Status Classification will be the 'A' and 'E' priority jobs. In such a case the Area Engineer agrees upon the staffing and general planning requirements with his execution Team (Scooper, Planner, Zone Supervisor and the Contractor). The Area Engineer confirms the release of the works and identifies which lower priority job(s) can be postponed to accommodate the Emergency priority job.

- a) An 'E' priority job is supposed to commence immediately and shift work is to be effected, and an 'A' priority job will require the contractor to commence within 24hrs of receiving the scoping form and order number. An 'A' priority job may require extended hours to be undertaken by the dayshift crew.
- b) In the event that the contractor resources in the Zone are insufficient for the Emergency Job, then the Area Engineer is to be consulted as he/she has overview of all resources and is in the position of suggesting what jobs across site could be postponed to accommodate the 'E' priority job.
- c) For an 'E' priority job after hours, the Planner is to immediately issue a Manual job card for the work to start. In the event the 'E' priority job occurs outside of normal working hours, the system generated job card with a valid job card number will be issued at the beginning of the next normal working day.
- d) The contractor is expected to obtain the necessary permits and proceed

with the works. The workflow from here shall proceed in the same manner as for normal priority works.

- iii. For (A, B, C & E) priority work a scope of work package, in the form of a Contractor Work Request (CWR), is generated in SAGE by the Area Scoper. A job card is generated by the Zone Scoper and followed up with a manual scoping form to the contractor. The contractor estimates the cost and man hours for a CWR, in accordance with the Schedule of prices, and returns the estimated CWR in electronic format to the Area Engineer. The Area Engineer evaluates and awards the contractor's estimated CWR.
  - a) When awarded, the contractor compiles a Work Pack which includes the relevant drawings and Material Take-off's (MTO's) etc.
  - b) The Contractor's supervisor is required to facilitate the generation of the Safety Certificate.
- iv. The contractor presents the compiled work pack to SANPC Refinery, which must be reviewed and verified in writing by the respective SANPC Refinery authorities. SANPC Refinery shall, at the same time, ensure that the material required is in stock or ordered. Central Planning draws up a 30-day look-a-head schedule, for review by the Area Execution Team including the contractor. From time to time, SANPC Refinery may impose a limit to contractor numbers on site.
- v. After confirmation with all relevant parties in the Weekly planning meeting, the Planner issues a seven day look-ahead level 1 schedule. From that schedule, job cards will be issued to the relevant contractor. The seven day schedule will be extracted from the monthly schedule.
  - a) The contractor is to ensure that the relevant QCP, Work-pack is approved and that the permits are obtained at the latest by close of business of the day prior to the planned start date.
  - c) Thereafter the contractor is to get daily clearances for each activity from the respective Maintenance Services Focal Point (MSFP) before commencing with the works.
- vi. In the event of any variations to the scope of the works, SANPC Refinery Authorised person (Area Engineer, the Zone Planner, the Zone Scoper) and the contractor shall identify such variation/s and this must be

recorded. The contractor shall include such variations into the work pack. A variation order (VO) shall be raised and approval by the Area Engineer before the extra work commences.

Execution of works without a job cards will not be accepted.

- vii. The contractor must submit the job cards to the Planner for progress reporting. These job cards must be signed by the Discipline Supervisor as verification that the work is completed to the required standard and to process payments.
  - viii. The Planner updates all progress and also closes off the work upon issue of the handover/takeover certificate from the contractor .
  - ix. Quality of workmanship must be verified by duly appointed persons for all categories of work which will be on record as part of the contractor workpacks.
  - x. All material specifications must be as per SANPC Refinery /ISO standards. If at any instance the specifications are not clear then the SANPC Refinery Area Engineer is to be consulted for guidance and resolution.
- b. SANPC Refinery may require the contractor to prepare a workpack prior to commencement of the works, which may include:
- a) Health, Safety and Environment Action Plan;
  - b) Method Statement;
  - c) Quality Plan;
  - d) Completion of the SANPC Refinery integrated Risk Assessment Method Statement ("RAMS"); and

## **4 SAFETY**

- 4.1** The contractor and contractor personnel must, as far as reasonably practical comply with requirements prescribed by the OHS Act and OHS

Regulations- Act 85 of 1993.

- 4.2** The contractor will also comply with the SANPC/ CEF rules and regulations
- 4.3** The contractor safety officer will ensure that regular audits are done on site to identify and intervene on unsafe situations and near miss acts during work execution. Any findings to be reported and recorded in the SANPC/ CEF incident management system
- 4.4** All incidents to be reported to the relevant clearance issuers and maintenance supervisors

## **5. ADMINISTRATION PROCEDURES**

### **5.1 Meetings**

- 5.1.1 The following meetings are compulsory for contractor's representative to attend when any work is in progress:
  - a) Daily planning and progress meetings as directed by Area Engineer and/or the Zone Planner.
  - b) Weekly look-ahead meetings as directed by Area Engineer and/or the Zone Planner.
- 5.1.2 The following meetings are compulsory for the contractor Site Manager to attend:
  - a) Monthly KPI review meeting
  - b) Quarterly performance and safety review meetings or as directed by the CCM.

### **5.2 Planning and Progress**

- 5.2.1 SANPC Refinery shall provide the contractor with a 30 day look-a-head schedule outlining planned windows for activities. The contractor is to manage and administer the manpower resources as such to enable him to comply with the defined service levels and meet the required works order completion dates, irrespective of absenteeism or leave. The contractor must ensure these objectives are fully understood and that management structures and procedures are in place to ensure timeous and successful execution under the



above-mentioned constraints.

- 5.2.2 The contractor is responsible to plan, supply, coordinate and manage his manpower, logistics, equipment and materials resources for the works in accordance with the schedule from Central Planning as a guide. The coordination, progress monitoring and reporting is the responsibility of the contractor and shall take place at the daily progress meetings. These meetings shall be recorded (as per respective meeting's criteria) by the Zone Planner and agreed to or signed by the contractor. The contractor shall update his plan, provide progress at the daily and weekly progress meetings.
- 5.2.3 The contractor is to arrange and coordinate with the required SANPC Refinery personnel, all RAMS sessions in order to ensure that work starts timeously.
- 5.2.4 The operations of SANPC Refinery and interconnecting facilities in outlying areas will be carried out continuously during the period of this agreement, and the contractor shall allow for working in close proximity to and in liaison with other contractors in order to minimise inconvenience and shall plan for flexibility in labour resources input and any other factors in complying with these restrictions.
- 5.2.5 Restrictions may be imposed upon the contractor in his execution of the works as a result of SANPC Refinery 's operations. The contractor is to immediately notify SANPC Refinery (Area Engineer and the CCM in writing, of such an interruption. The contractor along with the Area Engineer shall re-coordinate the manpower to other available sections, areas, items of equipment in order to minimise standing time.
- 5.2.6 All priority "E" and "A" work to be clearly defined by the Area Engineer and closely coordinated with the CCM. The Planner/Planning Manager will ensure that the necessary job cards are raised within 24 Hrs (or the next normal working shift). The contractor Supervisor and the Supervisor will both sign the Job Card for progressing purposes.
- 5.2.7 The contractor shall, at all times, demonstrate positive and proactive participation in the efficient execution of the works in order to achieve satisfactory levels of productivity.
- 5.2.8 The contractor is to note that whilst the overall scope of works must be completed in the required time, the contractor must ensure that by proper preparation and quality execution the planned man-hours are not exceeded.

- 5.2.9 The contractor's attention is drawn to the fact that the works to be executed may be in the vicinity of insulated pipework, equipment and electrical and instrument installations. The contractor shall be held responsible for any damage caused to these or any other installations by his operations. If damages are identified prior to commencing work, the Area Engineer or the Supervisor must be notified of such damages immediately.
- 5.2.10 Access to and from the worksite is by means of existing hard roads or temporary access roads and will be through such gates and by such routes as will be defined by SANPC Refinery. The contractor is to operate his own vehicles with minimum of inconvenience to other traffic at the refinery sites.
- 5.2.11 All electrical equipment brought on site for work execution must be inspected and approved by the SANPC Refinery electrical department.

### **5.3 Contractor Organisation and Training**

- 5.3.1 SANPC Refinery will not pay for trainees. It is however acknowledged that consistency in staff qualifications is of mutual benefit. All workers are to undergo training through a SETA approved Training facility. For the manning of strategic positions the contractor may present proposals for trainee-ships, for approval by the CCM.
- 5.3.2 In the event that the candidate is found to be not coping with the work, SANPC Refinery reserves the right to insist on change for a more suitable candidate.

### **5.4 Staff Issues**

- 5.4.1 As a control system the contractor is to supply a full organogram with functions and names of resources to SANPC Refinery. labour pool. SANPC Refinery reserves the right to asses all contractor supervisors before they report for work at the SANPC Refinery sites.
- 5.4.2 SANPC Refinery shall have the right to assess the contractor's core resources and performance on a continuous basis for the duration of this agreement.
- 5.4.3 Only approved resources may be used by the contractor. Changes in core resource staff shall be justified to and approved by the SANPC Refinery CCM, whose approval will not be unreasonably withheld. (This includes non-recoverable resources).

## 6. DIVISION OF RESPONSIBILITIES

### Definitions:

E	Execute
P	Participate
A	Approve
S	Supply
M	Maintain

### 6.1 Division of Responsibilities - Work Descriptions

The following work descriptions define the division of responsibilities with respect to the work required and exclusions from the **agreement** scope of work:-

Work Description	By CONTRACTOR	By Others	By SANPC Refinery
Timeous Application for Work Permit	E		P
Issue of daily work permits			A/E
Gas Testing			E
Quality Checking	E		P/A

### 6.2 Division of Responsibilities - Provision of Construction and associated Equipment

Equipment Description	By CONTRACTOR	By Others	By SANPC Refinery
Transportation	S		
Site huts, ablution facilities, storage and where required services	M		S
Lighting – General			S/M
Required protective clothing and equipment include. E	S/M		
Compressor			
Cranage		S/M	
Lifting gear, ropes, slings and shackles			S/M
Safety Equipment	S/M		
Firefighting facilities			S/M
Resuscitator			S/M

Equipment Description	By CONTRACTOR	By Others	By SANPC Refinery
Standby B.A. set			S/M

The following defines the division of responsibility with respect to the provision of construction and associated equipment for the implementation of the **agreement** work:

### 6.3 Division of Responsibilities - Supply of Installed Equipment and Materials

The following defines the division of responsibility with respect to the supply of installed equipment and materials required for the **agreement** work:

Task Description	By CONTRACTOR	By Others	By SANPC Refinery
Identify work and raise Job card			E/A
Prepare and issue detailed scope work	S/P		A
Price	E		A
Rates for non-bill items	E		A
Plan sequence of work	E		A
Carry out the work	E		
Progress reporting	E		A
Prepare V.O	P		E/A
Handover (ready to use)	E		A

The above noted items are intended to be indicative of the categories of work to be undertaken. They are not intended as a comprehensive list of the same.

## 7. PRELIMINARY AND GENERAL

7.1 The supplier is a non-core supplier for SANPC Refinery and therefore the services

will be called out as when required.

## 8. PRICING SCHEDULE

The Service Provider shall complete a pricing schedule in tables below. The pricing shall include breakdown and maintenance support costs.

**Table A - Equipment hire rates**

Item	Description / Specification	Daily unit rate	Monthly unit rate
1	5kVA, 230Vac, 50HZ Prime Power Output Diesel Generator Set		
2	15kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Set		
3	30kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Set		
4	60kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Set		
5	100kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Set		
6	150kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Set		
7	250kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Set		
8	350kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Set		
9	500kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Set		
10	1000kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Set		
11	1200kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Set		
12	LV Trailing cable, screened, 4C, 35mmsq - 30 metres		
13	LV Trailing cable, screened, 4C, 50mmsq - 30 metres		
14	LV Trailing cable, screened, 4C, 70mmsq - 30 metres		
15	LV Trailing cable, screened, 4C, 35mmsq - 60 metres		
16	LV Trailing cable, screened, 4C, 50mmsq - 60 metres		
17	LV Trailing cable, screened, 4C, 70mmsq - 60 metres		
18	4 x 300mmsq LV flexible single core cable + earth cable - 30 metres		
19	4 x 120mmsq LV flexible single core cable + earth cable - 30 metres		
20	4 x 300mmsq LV flexible single core cable + earth cable - 60 metres		
21	4 x 120mmsq LV flexible single core cable + earth cable - 60 metres		
22	Body Earth		
23	Drip Tray		
24	Stop Block		
25	Lighting Plant c/w 4 Lights 6M High on Roadworthy Trailer - Manual Operating Mast		
26	Lighting Plant c/w 4 Lights Automatic Telescopic on Trailer - Electronic Operating Mast		
27	Diesel Bowser 1000 litre c/w Hand Rotary Pump		
28	Diesel Bowser 1000 litre c/w 12V Electric Fuel Pump		
29	Metal Extension Reels 220V x 25M Double Outlet Screen Cable.		
30	Inspection Transformer 220V to 32V with 4x6amps socket outlets and individual fuse protection		

31	Portable Earth Leakage Units-15 amps/30mA		
32	Flood Lights 50W, 220V LED On Stands		
33	Flood Lights 120W, 220V industrial type LED light On Stands		
34	Lead Light 32V 10M C/W 6amps Plug top		
35	Weatherproof DB Board 12 Way - 6 x 63A Switch Socket / 6 x 16A Switch Socket mounted on Frame with Indication Lights		
36	Weatherproof DB Board 9 Way - 9 x 16A 220V Switch Socket mounted on Frame with Indication Lights		
37	Weatherproof DB Board 12 Way - 6 x 63A Switch Socket / 6 x 32A Switch Socket mounted on Frame with Indication Lights		
38	Weatherproof DB Board 9 Way - 9 x 16A 220V Switch Socket mounted on Frame with Indication Lights		
39	Weatherproof DB Board 12 Way - 12 x 32A Switch Socket mounted on Frame with Indication Lights		
40	Welding Machine Frame 6 Segment, 380V/220V		
41	Welding Machine Frame 4 Segment, 380V/220V		
42	Extension Cable 15M- Neoprene Cable c/w 63A Male Plug tope and Female Switch Socket		
43	Extension Cable 25M - Neoprene Cable c/w 63A Male Plug tope and Female Switch Socket		

**Table B - Delivery and collection rates**

Item	Description / Specification	Unit rate
1	Diesel Generator Set 5kVA - Delivery and Collection	
2	Diesel Generator Set 15kVA - Delivery and Collection	
3	Diesel Generator Set 30kVA - Delivery and Collection	
4	Diesel Generator Set 60kVA - Delivery and Collection	
5	Diesel Generator Set 100kVA - Delivery and Collection	
6	Diesel Generator Set 150kVA - Delivery and Collection	
7	Diesel Generator Set 250kVA - Delivery and Collection	
8	Diesel Generator Set 350kVA - Delivery and Collection	
9	Diesel Generator Set 500kVA - Delivery and Collection	
10	Diesel Generator Set 1000kVA - Delivery and Collection	
11	Diesel Generator Set 1200kVA - Delivery and Collection	
12	Lighting Plant Mast - Delivery and Collection	
13	Weatherproof DB Board - Delivery and Collection	
14	Welding Machine Frame - Delivery and Collection	

Table C & D below show estimated annual requirements and hire durations for the specific equipment. The service provider shall complete the schedules to come up with the annual price.

**Table C - Estimated Hire Requirements per annum**

Item	Description / Specification	Estimated quantities [A]	Estimated hire duration per year in months [B]	Monthly unit rate [C]	Total Price [A x B x C]
1	5kVA, 230Vac, 50HZ Prime Power Output Diesel Generator Sets	6	12		R
2	15kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets	6	12		R
3	30kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets	6	12		R
4	60kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets	6	12		R
5	100kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets	10	12		R
6	150kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets	6	12		R
7	250kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets	4	12		R
8	350kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets	4	12		R
9	500kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets	4	12		R
10	1000kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets	2	12		R
11	1200kVA, 230/400Vac, 50HZ Prime Power Output Diesel Generator Sets	2	12		R
12	LV Trailing cable, screened, 4C, 35mmsq - 30 metres	4	12		R
13	LV Trailing cable, screened, 4C, 50mmsq - 30 metres	4	12		R
14	LV Trailing cable, screened, 4C, 70mmsq - 30 metres	4	12		R
15	LV Trailing cable, screened, 4C, 35mmsq - 60 metres	4	12		R
16	LV Trailing cable, screened, 4C, 50mmsq - 60 metres	4	12		R
17	LV Trailing cable, screened, 4C, 70mmsq - 60 metres	4	12		R
18	4 x 300mmsq LV flexible single core cable + earth cable - 30 metres	2	12		R
19	4 x 120mmsq LV flexible single core cable + earth cable - 30 metres	2	12		R
20	4 x 300mmsq LV flexible single core cable + earth cable - 60 metres	1	12		R
21	4 x 120mmsq LV flexible single core cable + earth cable - 60 metres	1	12		R
22	Body Earth	15	12		R
23	Drip Tray	15	12		R
24	Stop Block	15	12		R
25	Diesel Lighting Plant c/w 4 Lights 6M High on Roadworthy Trailer - Manual Operating Mast	6	12		R
26	Diesel Lighting Plant c/w 4 Lights Automatic Telescopic on Trailer - Electronic Operating Mast	6	12		R

27	Diesel Bowser 1000 litre c/w Hand Rotary Pump	1	12		R
28	Diesel Bowser 1000 litre c/w 12V Electric Fuel Pump	1	12		R
29	Metal Extension Reels 220V x 25M Double Outlet Screen Cable.	30	12		R
30	Inspection Transformer 220V to 32V with 4x6amps socket outlets and individual fuse protection	30	12		R
31	Portable Earth Leakage Units-15 amps/30mA	30	12		R
32	Flood Lights 50W, 220V LED On Stands	30	12		R
33	Flood Lights 120W, 220V industrial type LED light On Stands	30	12		R
34	Lead Light 32V 10M C/W 6amps Plug top	30	12		R
35	Weatherproof DB Board 12 Way - 6 x 63A Switch Socket / 6 x 16A Switch Socket mounted on Frame with Indication Lights	6	12		R
36	Weatherproof DB Board 9 Way - 9 x 16A 220V Switch Socket mounted on Frame with Indication Lights	6	12		R
37	Weatherproof DB Board 12 Way - 6 x 63A Switch Socket / 6 x 32A Switch Socket mounted on Frame with Indication Lights	6	12		R
38	Weatherproof DB Board 9 Way - 9 x 16A 220V Switch Socket mounted on Frame with Indication Lights	6	12		R
39	Weatherproof DB Board 12 Way - 12 x 32A Switch Socket mounted on Frame with Indication Lights	6	12		R
40	Welding Machine Frame 6 Segment, 380V/220V	10	12		R
41	Welding Machine Frame 4 Segment, 380V/220V	10	12		R
42	Extension Cable 15M- Neoprene Cable c/w 63A Male Plug tope and Female Switch Socket	10	12		R
43	Extension Cable 25M - Neoprene Cable c/w 63A Male Plug tope and Female Switch Socket	10	12		R
<b>Total C</b>					<b>R</b>

**Table D - Estimated Deliveries and Collections per annum**

Item	Description / Specification	UOM [A]	Estimated quantities [B]	Unit Price [C]	Total Price [B x C]
1	Diesel Generator Set 5kVA - Delivery and Collection	ea.	30		R
2	Diesel Generator Set 15kVA - Delivery and Collection	ea.	30		R
3	Diesel Generator Set 30kVA - Delivery and Collection	ea.	30		R
4	Diesel Generator Set 60kVA - Delivery and Collection	ea.	30		R
5	Diesel Generator Set 100kVA - Delivery and Collection	ea.	50		R



6	Diesel Generator Set 150kVA - Delivery and Collection	ea.	30		R
7	Diesel Generator Set 250kVA - Delivery and Collection	ea.	15		R
8	Diesel Generator Set 350kVA - Delivery and Collection	ea.	15		R
9	Diesel Generator Set 500kVA - Delivery and Collection	ea.	15		R
10	Diesel Generator Set 1000kVA - Delivery and Collection	ea.	10		R
11	Diesel Generator Set 1200kVA - Delivery and Collection	ea.	10		R
12	Lighting Plant Mast - Delivery and Collection	ea.	30		R
13	Weatherproof DB Board - Delivery and Collection	ea.	30		R
14	Welding Machine Frame - Delivery and Collection	ea.	0		R
<b>Total D</b>					<b>R</b>

## 8.1 Pricing Schedule Summary

<b>SERVICES INTERVALS - YEAR 1</b>		
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PRICE YEAR 1</b>
1	Equipment Hire Cost – Table C	R
2	Equipment delivery and collection cost – Table D	R
3	Call out Fees (Estimated at 500hours/year)	R
<b>Total Cost EXCL. VAT</b>		<b>R</b>
VAT@15%		<b>R</b>
<b>GRAND TOTAL COST FOR THE PROVISION OF GENERATORS AND EQUIPMENT HIRE FOR YEAR No.1 (VAT INCL)</b>		<b>R</b>

<b>SERVICES INTERVALS - YEAR 2</b>		
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PRICE YEAR 2</b>
1	Equipment Hire Cost – Table C	R
2	Equipment delivery and collection cost – Table D	R
3	Call out Fees (Estimated at 500hours/year)	R
<b>Total Cost EXCL. VAT</b>		<b>R</b>
VAT@15%		<b>R</b>
<b>GRAND TOTAL COST FOR THE PROVISION OF GENERATORS AND EQUIPMENT HIRE FOR YEAR No.1 (VAT INCL)</b>		<b>R</b>

<b>SERVICES INTERVALS - YEAR 3</b>
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ITEM	DESCRIPTION	PRICE YEAR 3
1	Equipment Hire Cost – Table C	R
2	Equipment delivery and collection cost – Table D	R
3	Call out Fees (Estimated at 500hours/year)	R
<b>Total Cost EXCL. VAT</b>		<b>R</b>
VAT@15%		<b>R</b>
<b>GRAND TOTAL COST FOR THE PROVISION OF GENERATORS AND EQUIPMENT HIRE FOR YEAR No.1 (VAT INCL)</b>		<b>R</b>

ITEM	ITEM DESCRIPTION	PRICE YEAR 1	PRICE YEAR 2	PRICE YEAR 3
1	PROVISION OF GENERATORS AND EQUIPMENT HIRE SERVICES FOR 36 MONTHS	R	R	R
<b>TOTAL OFFER PRICE - VAT INCLUSIVE</b>		<b>R</b>		

## 9. EVALUATION CRITERIA

### 9.1 Phase 1

#### Mandatory Requirements

At this phase, bidder's responses are reviewed against the below Mandatory Requirements. **Failure to comply with any of the Mandatory Requirements will lead to the bidder being disqualified and not be considered for further evaluation on Technical Requirements.**

Description of the Mandatory requirements	Comply	Not Comply
<p>The service provider must submit a Letter of Good Standing with the Compensation for Occupational Injuries and Diseases (Act. No 130 of 1993 and Act. No61 of 1997) (COIDA).</p> <p><b>Submit a valid copy</b></p>		

The Bidder must provide a list of generators and temporary power supply equipment which they own OR which they can confirm in writing that they can be able to obtain a full lease for, for the duration of this contract.

**Inventory list of generators and equipment as per scope of work including serial/fleet numbers, and year of manufacture where applicable. Supporting documentation i.e. proof of ownership or lease agreements to be submitted.**

## 9.2 Phase 2

### Technical Evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

#### **9.2.1. Company Experience**

The service provider is required to have the necessary experience in hiring out, repairs, servicing and maintenance of Diesel Generators and Electrical Equipment, used in commercial and industrial applications in accordance with applicable standards. Please submit a minimum of five (5) relevant and contactable references of your current and/or previous commercial and heavy industry clients.

The assignments/contracts/projects completed must be in the commercial and heavy industry clients in the past 5 years **(2020- to date)**.

**Please provide reference letters as proof of similar services or work done satisfactory in the past 5 years.**

**The reference letter must be signed, dated by the client, and must be on the client's letterhead and include the date when the work was executed, the company name and contact details.**

	Evaluation Criteria	Document as Evidence	Score	Weighting %
	5 Reference letters and more submitted	Reference letters	5	25%
	4 Reference letters submitted		4	
	3 Reference letters submitted		3	
	2 Reference letters submitted		2	
	1 Reference letter submitted		1	
	No Reference letter Submitted		0	

### **9.2.2 Company Response times**

Bidder must provide response times for generator breakdowns or callouts.

	<b>Evaluation Criteria</b>	<b>Document as Evidence</b>	<b>Weighting %</b>
	Service provider to provide their response times	Bidder to submit a document that specifies turnaround times for critical breakdowns.	15%

### **9.2.3. Service Provider Team Lead**

The project team leader that will be assigned to SANPC Refinery must have a minimum of eight (8) years' experience in Diesel Generator and Electrical Equipment hiring for commercial and industrial clients.

**Provide a C.V. of the individual that will lead the team, clearly indicating experience, roles and responsibilities.**

	<b>Evaluation Criteria</b>	<b>Document as Evidence</b>	<b>Score</b>	<b>Weighting %</b>
	10 or more years of experience	<b>CVs of the Proposed team lead clearly listing the name of clients and work done</b>	5	20%
	9 but less than 10 years of experience		4	
	8 but less than 9 years of experience		3	
	7 but less than 8 years of experience		2	
	Less than 7 years of experience		0	

### **9.2.4. Service Provider Team Experience**

On average, the project team that will be assigned to SANPC Refinery must have a minimum of eight (8) years' experience on average in Diesel Generator and Electrical Equipment hiring for commercial and industrial clients.

**Provide an organogram for the project Team and C.V.s for each of the personnel that will be part of the team, clearly indicating their roles and responsibilities.**

	<b>Evaluation Criteria</b>	<b>Document as Evidence</b>	<b>Score</b>	<b>Weighting %</b>
	8 or more years of experience		5	

7 but less than 8 years of experience	<b>Organogram and CVs of the Proposed team clearly listing the name of clients and work done</b>	4	20%
6 but less than 7 years of experience		3	
5 but less than 6 years of experience		2	
Less than 5 years of experience		0	

#### **9.2.5. Quality Management System (QMS)**

The Services Provider must have a Quality Management System (QMS) in place which includes, specimen check sheets, reports and Quality Control Plans showing hold points, for Diesel Generator and Electrical Equipment hire services.

**Bidder to submit at least one completed documentation pack of a previous generator repair/service job done by the Service Provider.**

	<b>Evaluation Criteria</b>	<b>Document as Evidence</b>	<b>Score</b>	<b>Weighting %</b>
Quality Management System (QMS)	Bidder submitted three of the requested items	<b>Completed documentation pack (check sheets, repair/service/test reports, Quality Control Plans) of at least 1 example of generator repair/service job done.</b>	5	20%
	Bidder submitted two of the requested items		3	
	Bidder submitted one of the requested items		1	
	Bidder did not submit the requested items		0	