



## **NATIONAL POST CENTRE (NPC)/ HEAD OFFICE**

### **GENERAL SCOPE OF WORK:**

**TURNKEY - HVAC PACKAGED CENTRALIZED  
SYSTEM REPLACEMENT UPGRADE AND  
MAINTENANCE SERVICE**

<b>NAME OF CONTRACTOR</b>
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## **1. PREAMBLES**

The National Post Centre (NPC) is South African Post Office headquarters situated in Tshwane accommodating all business units, subsidiary entities and tenancy that provides critical support, leadership, control and executive management to regional structures countrywide.

The Heating Ventilation & Air Conditioning (HVAC) Dunham-Bush 2001 centralized packaged system require an urgent replacement upgrade with similar modern technology and regular service to maintain optimum performance. All units located on the roof (third floor) flat slab.

## **2. OBJECTIVE**

The objective is to secure a turnkey solution from a certified/ accredited and experienced HVAC packaged system service provider who is CIDB registered 6ME contractor to assess, appraise, and specify the repairs/replacement/upgrades required to the redundant (9) Dunham-Bush centralized packaged units, service & maintain for a period of 36 Months, including ECSA registered professional engineer in good standing, services. The service provider must implement packaged units upgrade as assessed by their engineer's assessment.

## **3. LEGISLATIVE AND TECHNICAL REQUIREMENTS**

- 3.1** The bidder must be in position of a valid registration and be compliant with the Construction Industry Development Board minimum grade 6ME on the date of bid closing – HVAC installer ONLY.
- 3.2** The supplier must be an accredited & certified installer of a centralized HVAC system on the date of bid closing.
- 3.3** The equipment supplied and installed must comply with current legislated refrigerant requirements. The supplier is not to supply discontinued or soon to be phased out gas component technology that will not be available beyond warrantee, life span and reasonable period as may be determined by the National Environmental Management Act. (Ineluctable force majeure)
- 3.4** The supplier is expected to comply in full with all legislative and Occupational Health and Safety Act. & requirements relating to the service provision.
- 3.5** The Electrical installation must adhere to the SABS 0142 and in accordance with the ECB code of conduct.

The bidder must provide proof of Public liability insurance to the minimum amount of Thirty Million Rand (R30 million). If the bidder does not have this currently, the bidder must submit a

**letter** from the bidder's insurance company **confirming** that they will insure the bidder for this amount upon contract appointment/award. (A quote from the insurance will not be accepted).

#### 4. BUILDING & HVAC INFORMATION

<b>Province</b>	Gauteng Province
<b>SAPO Region</b>	Head Office
<b>Area</b>	City of Tshwane
<b>Town / City</b>	Pretoria
<b>Location / Suburb</b>	Pretoria CBD
<b>Building Name</b>	National Post Centre (NPC)
<b>Building Physical Address</b>	Cnr. Jeff Masemola & Sophie De Bryun, Pretoria.
<b>Property Occupancy Description Detail</b>	<p>- Head Office. National Post Centre <b>NPC</b></p> <p>- 3 Storey Building Plus Basement Parking</p> <p>- The Following Key Areas For HVAC System:</p> <ul style="list-style-type: none"> <li>• SA Post Office Executive Suite.</li> <li>• SA Post Office Senior Management &amp; Regional Support Structures, All Business Units.</li> <li>• Post Bank Executive.</li> <li>• Docex Executive &amp; Management.</li> <li>• NCC (National Conference Centre).</li> <li>• National Support Call Centre</li> <li>• Department of Communications and Digital Technologies (DCDT) Ad-Hoc Meetings.</li> <li>• Risk Management &amp; Finance (<b>Extended Not Covered Area</b>)</li> </ul>
<b>Current Redundant HVAC Detail</b>	<p><b>9 x Dunham Bush Packaged Central Unit:</b></p> <p><b>Each fitted with (but not limited to, only key elements detailed)</b></p> <ul style="list-style-type: none"> <li>• Year Installed 2001</li> <li><b>Model: ACPS640P (S) 492,100 BTU/HR</b></li> <li><b>Model: ACPS760P (S)</b></li> <li><b>Model: ACPS740P (S)</b></li> <li>• 12 Filters per unit</li> <li>• 4 Compressors per Unit</li> <li>• 4 Condenser fans per unit</li> <li>• 1 Fan motor per unit</li> <li>• 1 Impeller fan per unit</li> <li>• 1 Digital controller with 10 relays</li> <li>• Cooling coil.</li> <li>• Built-In Electrical DB</li> </ul>

## 5. SCOPE OF WORKS

5.1 The scope of works will be as set out below:

5.2 The general scope of work as detailed, but not limited, below:

- 5.2.1 Services of a professional registered engineer **to assess.**
- 5.2.2 Decommission redundant equipment.
- 5.2.3 **Manage & implement as per assessment.**
- 5.2.4 **Provide As-Built system drawings.**
- 5.2.5 **BMS integration.**
- 5.2.6 Statutory compliance and **sign-offs.**
- 5.2.7 36 months Service Maintenance **SLA.**
- 5.2.8 Basic Training and commissioning of the system.
- 5.2.9 **Commission and hand over functional HVAC system.**

