



Unplanned electrical service for the Pietermaritzburg office

Terms of Reference (TOR)



SPECIFICATION FOR UNPLANNED ELECTRICAL SERVICES

The Human Sciences Research Council (HSRC) is a Schedule 3A national public entity in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999 as amended) and the Minister of Science and Innovation is the Executive Authority, and the HSRC Board the Accounting Authority of the HSRC. The HSRC is governed by a Board appointed by the Minister of Science and Innovation.

The HSRC was established in 1968 to undertake, promote and coordinate research in the human and social sciences. It operates in terms of the Human Sciences Research Council Act, 2008 (Act No. 17 of 2008) which replaces the Human Sciences Research Council Act, 1968 (Act No. 23 of 1968) and provides for the continued existence of the HSRC.

The HSRC needs a service provider to provide electrical services and when needed has been confirmed by the office at HSRC Sweetwaters Office

Scope of Services Needed

The service provider will have the required skill for electrician and qualifications

The service provider will quote on material required and submit an invoice. The material shall be paid for from the PO. The company shall provide rates for services.

Some of the duties but not limited to the listed electrical faults.

- Label Main DB correctly
- Label all sub-DB's correctly
- Check for faulty plugs
- Check faulty lights
- Major electrical faults
- Clean all Distribution Boards
- Test earth leakage
- Provide a scheduled, unscheduled, and emergency electrical service
- Identify electrical problems.
- Remove, add, test, replace, repair, and altering equipment
- Install and maintain wiring, control, and lighting system.
- Inspect electrical components.
- Repair and install new lights internal and external the building.



- Replace old lights with new ones along the boundary fence and in the parking lot.
- Repair and install new power plugs.
- Repair and connect PLC's contractors.
- Any other electrical work arising at the HSRC Building.

NB

Areas to be Serviced

- ** Data Building Length 28, 5 sqm-Width 16, 5 sqm
- ** Main Building Length 68, 5 sqm -Width 20 sqm
- ** Park home /lab Length 15 sqm - Width 4, sqm

**The Sweetwaters office is a one-storey building with two additional park-homes in the yard.

- ** 25 offices
- ** 2 boardrooms
- ** 3 kitchens
- ** 6 restroom/toilets
- ** 1 food storeroom
- ** 1 small IT server room
- ** 3 small storage rooms
- ** 1 Laboratory

** Cables outside the building but inside the premises.

The response must comply with the following:

Types of Calls	Response Time	Time Repair
1. Emergency Call	2 Hours	10 Hours
2. Adhoc Maintenance	4 Hours	24 Hours

The service provider will be required to provide services 24/7 and 365 days a year (this includes public

holidays and weekends) over a three years contract period.

Requirements

The call attendant should not be more than 3 hours to attend to the problem or get to the office to investigate, downtime should not be more than 24 hours.

1. A qualified electrician with N2 or N3 Trade test



2. Level 2 or Level 3 electrician technical trade assured by a SETA
4. Must be able to issue CoC
5. Registered with the ECASA electrician board
6. Proof of transport to be provided
7. Experience with three-phase power distribution boxes

The CIDB Grading for this bid is 1EB

Contract duration

1 year (service provider selected to enter into a 12 months Service level agreement with HSRC)

Delivery times

Service provider to do services on call when requested.

N2 or N3 Valid certificate to trade for the services

To be provided by each service provider

Experience

The service provider must have been an active business providing similar services for a minimum of 1 year. Proof of this must be provided.

References

The service provider must provide three references with complete contact details, including the name of the business where services were provided, the name of the contact person, telephone numbers, and email address.

PRICING SCHEDULE

Year One Pricing			
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Proposal to include all pricing for the duration of the contract.