

SCOPE OF WORK/SERVICES

APPOINTMENT OF AN ELECTRICAL SERVICE PROVIDERS FOR A PERIOD OF 12 MONTHS

1. Background

There is a need have an electrical service provider at CEF House to support both current and future electrical distribution requirements. This panel will provide on demand support for faulty diagnosis, repairs and installations, ensuring minimal disruption to daily operation.

2. Statement of Purpose

The purpose of this scope of work is to appoint qualified and licensed electrician to provide ongoing electrical maintenance and support services for a period of 12 months.

3. Scope of Work

The appointed electrician will be responsible for the following services

3.1 General Electrical Maintenance

- Routine inspection and maintenance of the electrical distribution system including distribution boards and power outlets.
- Troubleshooting and repair of faulty plugs, lights and other fixtures.
- Replacement and installation of electrical components as needed.
- Replacement of faulty air conditioning units when required
- Issuing of the Certification Of Compliance

3.2 Emergency Electrical Response

- Availability to respond to urgent or unplanned electrical issues
- Diagnosing and resolving electrical faults affecting day to day operations.

3.3 Compliance on Safety

- Ensure all work complies with relevant electrical codes, regulations and safety standards.
- Keeping up to date records of inspections, maintenance and repairs.

3.4 Availability

- The electrician must be available during standard working hours and on standby for urgent issues

3.5 Reporting and Communication

- Regular updates and incident reports must be submitted to the designated facilities or maintenance manager.
- A logbook or maintenance record must be maintained for all works performed.

4. EVALUATION CRITERIA

4.1 Phase 1- Mandatory Requirements

The bidder must comply with the requirements listed below and it must be noted that failure to comply with any of these requirements will lead to the bidder being disqualified from further evaluation.

No.	Mandatory Requirement	Comply	Not Comply
4.1.1	The company should have a valid registration with COIDA. Attach a valid registration certificate		
4.1.2	Company Registration with the Electrical Conformance Board of South Africa (ECB) Attach a valid registration certificate		
4.1.3	Company Registration with the Electrical Contractors Association of South Africa ECSA(SA) Attach a valid registration certificate		
4.1.4	Project Manager (Team Lead) accredited as the Master Installation Electrician (MIE) Attach a valid accreditation certificate		
4.1.5	Project Manager (Team Lead) must be accredited to issue the Certificate of Compliance (CoC) Attach a valid accreditation certificate		
4.1.6	Project Manager (Team Lead) must be have NQF 7 in Electrical Engineering and must be Registered with the Engineering Council of South Africa (ECSA) Attached valid certification		
4.1.6	Proof of public liability insurance, in the form a policy schedule/ document, in the name of bidder to the value of R500 000.00		

	Attach the copy of insurance / intent to insure from an accredited Financial Institution		
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4.2 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.

Minimum Technical Threshold 70%			
Technical Information	Scoring	Proof of documents	Weighting Percentage
6.2.1 Company Experience in the industry			
Bidder to provide positive reference letters as proof of previous electrical Maintenance projects implemented. Reference letters must have the following; (a). Client's letterhead, (b). Description of services rendered, (c). Signed by the client, (d). Contact details.	5 4 3 2 1 0	Reference Letters on client's letter head	30%
5 Reference letters or more			
4 Reference letters			
3 Reference letters			
2 Reference letters			
1 Reference letters			
0 Reference letters			

Technical Information	Scoring	Proof of documents	Weighting Percentage
6.2.2 RESOURCE ALLOCATION			
KEY PERSONNEL Years of experience of key personnel to be directly responsible for implementation of this contract . Bidder to provide the following; a) Project Manager:			30%

Experience post Professional Engineering Technician (Pre Eng Technician) registration		CV	15%
10 or more years	5		
Between 8 -9 years	4		
Between 5-7 years	3		
Between 3 - 4 years	2		
Between 1- 2 years	1		
Less than 1 year or No relevant experience	0		
b). Team Members Experience practising post being Trade-tested as an electrician.		CV	15%
4 Years or Above	5		
Between 2 -3 Years	3		
1 Year exp	1		
Less than 1 Year/ No experience	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
6.2.3 Company OHS Plan			
OHS FILE Bidders will submit an OHS compliance plan that is aligned to the scope of work highlighting, but not limited to the following elements: <ul style="list-style-type: none">• Baseline Risk Assessment,• Incident Management Plan,• OHS compliance for employees,• PPE,• Bidding company OHS policy.	5	Proof of OHS Plan and relevant PPE pictures	25%
OHS compliance plan addresses 5 listed points	5		
OHS compliance plan addresses 4 listed points	4		
OHS compliance plan addresses 3 listed points	3		
OHS compliance plan addresses 2 listed points	2		
OHS compliance plan addresses 1 listed points	1		

No Plan submitted	0		
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6.1 Phase 3

EVALUATION CRITERIA

Bidders also will be evaluated on Price and Preference points.

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100