



Terms of Reference (TOR)

Septic Tank Blockage Waste Clearing for Sweetwater's Office

SPECIFICATION: Appointment of service a provider assist with blockage clearing of septic tank for a period of a period of 36 months at HSRC in Sweetwaters (Pietermaritzburg) - RFP/E-14789/03/2020

1. BACKGROUND INFORMATION

The Human Sciences Research Council (HSRC) is a research organisation that advances social sciences and humanities for public use. The HSRC subscribes to the values of good governance, accountable public administration and sound management of the resources as reflected in the Public Financial Management Act of 1999 (PFMA as amended by Act 29 of 1999) and other laws and regulations applicable to public administration.

Established in 1968 as South Africa's statutory research agency and has grown to become the largest dedicated research institute in the social sciences and humanities on the African continent, doing cutting-edge public research in areas that are crucial to development.

Our mandate is to inform the effective formulation and monitoring of government policy; to evaluate policy implementation; to stimulate public debate through the effective dissemination of research-based data and fact-based research results; to foster research collaboration; and to help build research capacity and infrastructure for the human sciences.

2. SPECIFICATIONS / SCOPE OF WORK

The HSRC in Sweetwater is 13 kilometers away from the CBD of Pietermaritzburg, seeks to appoint a company that will render septic tank blockage clearing following

Specifications/ Key deliverables objectives:

- To provide the servicing of toilet and drain blockage clearing for approximately 60 times throughout the duration of the project whenever need arises
- To provide the servicing of septic tank blockage for approximately 40 times throughout the duration of the project whenever need arises
- Ensures the systems are properly running / flowing after the service and that summary report of the work done is submitted with the Invoice.
- Be able to be on-site in not more than 3 hours after the request or call out (Mandated response time)
- Service provided to ensure that the designated area of service is always cleaned after all works



- Service provider to send a representative weekly to check effective functioning of all toilets, drainages including the septic tank level to avoid continuous and regular blockages.

The following are hour strict suction times

Midweek	7ham to 8 ham	Before staff arrival
Afternoon	16h15 to 18h00	After working hours
Weekends	Prior arrangements	All day

3. DURATION OF THE PROJECT

- For 36 months Service Level Agreement to be completed with the winning bidder

4. MANDATORY REQUIREMENTS (Bidders who do not comply with the below requirements will be disqualified)

- Supplier must have a minimum experience of three (3) years.
- Supplier must have equipment and manpower to deal with blockages
- Supplier must be willing to do suction early or on afterhours or weekends
- Supplier to provide proof of vehicle ownership or lease agreements
- Supplier must be available for quarterly meeting
- Supplier to attend compulsory site inspection(date to be communicated)
- Submission of CIDB Grading Certificate estimated at minimum level of 1CE is required
- Submission of the required CIDB Grading Level
- Suppliers to attend Compulsory Site -Briefing
- The Foreman must be someone qualified with at least Diploma or higher including the following years of experience:

Qualifications:

Diploma in Civil / Plumbing
Degree in Civil / Plumbing

PLEASE NOTE:

PRICING SCHEDULE

Year One Pricing			
Year 2 Pricing			
Year 3 Pricing			

Proposal to include all pricing for the duration of the contract.



. MANDATORY REQUIREMENTS Site visit is scheduled as follows:

Date : 27 Oct 2022

Time : 10h00 am

Address : **Street Address**

Sweetwaters Road

Bus Depot

Mbubu Road

Sweetwaters

Tel: +27 (0)33-324 1104 / 1103 or 1115

Please complete the attached forms and send with your Proposal, Tax Clearance, BBBEE certificate by not later than the 31 Oct 2022 @10:00 am

**Email your proposals to : mmonareng@hsrc.ac.za,
any question call Meshack Monareng on 012 302 2032**