

TERMS OF REFERENCE

ELECTRICAL REPAIRS, INSTALLATIONS AND MAINTENANCE/EMERGENCY REPAIRS AT THE YACHT CLUB

The HSRC Cape Town Office at The Yacht Club, 2 Dockrail Road, Foreshore requires the services of a registered electrician to provide installation, maintenance and repairs of any electrical services over **three (3) years**.

BACKGROUND

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.

SERVICE REQUIREMENT

The purpose of this bid is to secure the services of an Electrical service provider that would be able to successfully maintain the electrical facilities at the HSRC Cape Town Office.

HSRC Board: Dr Reginald Cassius Lubisi (Chairperson), Dr Deenadayalen Konar, Prof. Ibbo Day Joseph Mandaza, Ms Shameme Manjoo, Dr Alex Mohubetswane Mashilo, Prof. Zerish Zethu Nkosi, Adv Faith Dikeledi Pansy Tlakula, Prof. Fiona Tregenna, Prof. Sarah Mosoetsa (CEO)

www.hsrc.ac.za

The HSRC requires the services of an electrical service provider to conduct routine maintenance and emergency repairs to any electrical equipment/ installations in the building as per SANS 10142 that seriously could affect the business of the organisation such as faulty electric socket outlet circuits, lighting, electrical motors, switch gear, but not limited to such equipment.

THE SUCCESSFUL COMPANY WOULD BE EXPECTED TO:

STANDARD REQUIREMENTS:

1. Be available during office hours or after hours to conduct repair work on any electrical services equipment and facilities in the building that could seriously affect the business of the organization.
2. Respond to emergency call outs
3. The winning Service Provider will go into a contract with the HSRC that will be reviewed annually to ensure that both parties are satisfied with the services rendered.

MANDATORY REQUIREMENTS:

- a) Compulsory site visit (Service providers to sign attendance register)
- b) Provide proven and relevant experience with a minimum of three (3) years in Electrical services. Supplier to provide letters from three (3) contactable references from previous or current clients indicating full contact details, i.e. name, contact numbers, email address, including contract duration for similar work executed by the bidder
- c) Registered member of ECA (Electrical Contractors Association (SA))
- d) ECB (Electrical Conformance Board)
- e) Provide audited financial statements for the last two financial years.