

## SCOPE OF WORK/SERVICES REQUISITION FORM

### 1. Background

The air- conditioning system at CEF House has collapsed and it requires total replacement as the current HVAC system is no longer responsive . An assessment was conducted in 2024 which indicated that the system requires upgrading. The Facilities Management Team has been continuously restarting the system and at times it would positively respond, however , off-lately it has been non-responsive which then leads into offices not being airconditioned and with the current heat-wave , proper air-conditioning is required.

This situation has necessitated a need to replace the current system through the installation on air-conditioners and it is imperative to ensure that the new sets are brands that are reputable to ensure / ascertain that they will be of a required service.

### 2. Statement of Purpose

This requisition seeks to appoint a qualified and experienced service provider to :

- Supply, install, and maintain
- 4 x 60000 BTU Inverter Ceiling Cassette
- 3 x 48000 BTU Inverter Ceiling Cassette
- 2 x 60000 BTU Fixed Speed Under-ceiling Split aircon
- 2 x 48000 BTU Fixed Speed Under-ceiling Split aircon
- 3 x 24000 BTU Xtreme Inverter, Energy Saving Split Aircon
- Provide preventative and corrective maintenance services for a period of 36 months from the date of installation.

### 3. Scope of Work

The service provider will be required to:

- Supply and install aircons (reputable brands known with the Republic of SA; ie Samsung, LG, Midea)
  - 4 x 60000 BTU Inverter Ceiling Cassette
  - 3 x 48000 BTU Inverter Ceiling Cassette
  - 2 x 60000 BTU Fixed Speed Under-ceiling Split aircon
  - 2 x 48000 BTU Fixed Speed Under-ceiling Split aircon
  - 3 x 24000 BTU Xtreme Inverter, Energy Saving Split Aircon
- Provide preventative and corrective maintenance services for a period of 36 months from the date of installation. (14 Aircons)
- Conduct testing and commissioning upon completion.
- Provide warranty and after-sales support for the installation.
- Ensure compliance with relevant safety and environmental standards

## Phase 1: Mandatory Requirements

At this phase, bidder's responses are reviewed against the below mandatory requirements. **Failure to comply with any of the Mandatory Requirements will lead to the bidder being disqualified and not be considered for further evaluation on Technical Requirements.**

No.	BIDDER'S COIDA CERTIFICATION	Comply	Not Comply
1.1.	The bidder must submit the Compensation for Occupational Injuries and Diseases Act (COIDA) not older than 12 months		
a)	Submit a valid copy of certification		
	Comments		

1.2.	<b>Lead Electrician/ Installer</b> : Proof of registration with SARACCA (South African Refrigeration and Air Conditioning Contractors Association)		
a)	Submit a valid copy of registration letter or certificate		
	Comments		
1.3.	<b>Lead Electrician / Installer</b> to be Trade Tested in Air-conditioning/ Electrical		
a)	Submit a valid copy of certification		
	Comments		

## Phase 2: Evaluation Criteria.

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. Bidders will be evaluated according to the below technical evaluation criteria.

### 2.1 Experience of the Company:

Submit a list of similar completed installations with signed and dated reference letters on client letterhead.

**Note: the following scoring matrix will be used to evaluate this criterion:**

Evaluation Criteria	Document as Evidence	Score	Weighting %
Bidder submitted three (3) or more relevant reference letters of completed relevant projects	Signed reference letters on a letterhead.	5	<b>50%</b>
Bidder submitted two (2) relevant reference letters of completed relevant projects		3	
Bidder submitted one (1) relevant reference letter of completed relevant projects		1	
No relevant reference letter submitted.		0	

### 2.2 Execution Methodology:

Submit a detailed installation plan, including timelines, commissioning process, and a 36-month maintenance schedule.

**Note: the following scoring matrix will be used to evaluate this criterion:**

Evaluation Criteria	Document as Evidence	Score	Weighting %
Detailed installation & maintenance plan provided.	Written installation & maintenance plan indicating the following: <ul style="list-style-type: none"> <li>Project Commissioning Process</li> <li>36 Months Maintenance Plan.</li> </ul>	5	<b>50%</b>
The provided execution plan does not cover all the critical aspect.		0	

### Phase 3: Commercial Evaluation

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
<b>TOTAL SCORE:</b>	<b>100</b>