

THEMBISILE HANI LOCAL MUNICIPALITY



**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR REPAIRS, REPLACEMENT
AND MAINTENANCE OF AIR CONDITIONERS FOR A PERIOD OF 36 MONTHS AS AND
WHEN REQUIRED**

SCOPE OF WORK

C3 SCOPE OF WORK

3.1 DESCRIPTION OF THE WORKS

The municipality intends to appoint a service provider for Installation, Replacement, Repair and Maintenance of air conditioners for Thembisile Hani Local Municipality Buildings/facilities.

It is a specific goal of this project that the air conditioning system of the office building be refurbished in line with standards of the manufacturer. The project is thus process and product oriented, and it is expected that the contractor will pursue these goals in the execution of the project.

Bidders must note that preference will be given to local based companies.

- 3.1.1 Replacement/Installation, maintenance and repair of air conditioners as and when required over the period of 36 months.
- 3.1.2 Thembisile Hani Local Municipality will enter into a service level agreement with the service provider and will place a drawdown order against the agreement as and when the service is required.
- 3.1.3 The service providers will be required to deliver the service within 2 (two) working days after receipt of an order from Thembisile Hani Local Municipality subject to unforeseen circumstances.
- 3.1.4 This contract shall be for a maximum period of 36 months from the commencement date.

SERVICE AND MAINTENANCE

Service shall be deemed inclusive of the following

- Inspection and diagnosis – Inspect the split units and its components (indoor and outdoor units)
- Check refrigerant lines for any leaks, valves and other affected components.
- Clean the indoor and outdoor units, including the coils and fans.
- Check and clean air filters.
- Tighten loose screws and check electrical connections
- Recover and recharge refrigerant as needed.
- Check the electrical systems, including wiring, circuit breakers and contactors.
- Ensure proper electrical connection and voltage supply.
- Check proper airflow and correct temperature readings for both heating and cooling mode.
- Check the remote controller for proper functioning and replace batteries where required.
- Provide a detailed report of service, indicating the location of the unit, size, type of refrigerant and amount of recharged gas per unit. Defects identified and recommendation for corrective measures and recording of temperature readings per unit.

REPAIRS AND REPLACEMENT OF FAULTY COMPONENTS

Repairs shall be deemed inclusive of the following:

- Inspection and diagnosis units, hand in diagnosis report with a detailed quote of items that must be replaced in order to reinstate the unit to its original function state.
- Replace or repair faulty components (e.g compressor, fan motor, PCB, capacitor, damaged refrigerant pipeline etc.)
- Replace faulty electrical components (e.g circuit breaker, isolator, damaged wiring etc)
- Testing and commissioning: Test split unit to ensure proper operation and performance.
- Provide a detailed report of repairs including the cause of the malfunction and the steps taken to repair it.

- 1 year manufacture's warranty must be issued on replaced items such as compressors, fan motor and capacitor.
- Damaged components must be left on site for the purpose of verification.
- Placed components will be claimed from the provisional amount, and a proof of purchase must be submitted with the final invoice.
- Contractor must obtain approval from the project leader before performing any repair work.

3.2 DELIVERY INSTRUCTION

- 3.2.1 Upon receiving work order from the Thembisile Hani Local Municipality, the contractor must provide the Municipality's representative with a delivery schedule.
- 3.2.2 The work order is to be actioned as soon as possible given the health and safety requirements attached to the role of air conditioners.
- 3.2.3 Delivery of the services will not be limited to normal office hours however emphasis must be made to consider working during intervals where officials will not be in office such as evenings and weekends.
- 3.2.4 Quality and functional tests of the equipment will be carried out immediately. The compliance confirmations will be conducted, and the Thembisile Hani Local Municipality reserves the right to reject any defective equipment or workmanship which do not comply with the specification.
- 3.2.5 Any defective equipment must be replaced within 48 hours.
- 3.2.6 The installations must be in accordance with the relevant SANS/SABS and safety prerequisites.

3.3 ESTIMATED QUANTITIES REQUIRED

- 3.3.1 The quantities detailed in the Bill of Quantities (BOQ) are rate based and will not limit the number items required as it would be based on the needs of the Municipality might be reduced or increased depending on the available budget.
- 3.3.2 Quantity projections based on historical data, are provided in all instances where it is possible; otherwise, no estimated quantity projection is provided.
- 3.3.3 The workorder will be issued throughout the financial year as and when required.
- 3.3.4 The Thembisile Hani Local Municipality will not be bound to the estimated quantities as mentioned in the Pricing Schedule.
- 3.3.5 The tendered prices will be binding on this contract and adjusted yearly as per negotiations and SEISFA.

3.4 QUALITY AND QUANTITY

- 3.4.1 All equipment and services offered in terms of this Tender shall comply with the latest relevant Codes of the South African Bureau of Standards (SABS)
- 3.4.2 Non-compliance with the agreed service delivery could lead to breach of contract and the supplier will be liable for any expenses incurred as effect thereof.

3.5 KEY PERFORMANCE INDICATORS

- 3.5.1 Timeous delivery of the correct quantities/service as per order of items as stipulated in the specifications.
- 3.5.2 Quality of product as stipulated: Specifications of this document.
- 3.5.3 The Service Provider will be notified if the KPI's are not met.
- 3.5.4 Equipment's ordered must be delivered within 2 (two) working days from the date of issuing an order.
- 3.5.5 If the Service Provider cannot submit satisfactory reasons why the KPI's was not met, the contract may be cancelled, and the Service Provider might be blacklisted

3.6 PRICING REQUIREMENTS

- 3.6.1 Tender prices must be in ZAR Currency (Rand).

- 3.6.2 Bid prices must be exclusive of VAT.
- 3.6.3 All delivery costs must be included in the bid price.
- 3.6.4 All items on the Pricing Schedule, where detailed specifications apply, are listed under the Section: PRODUCT SPECIFICATIONS, and are cross referenced to the Pricing Schedule. In cases where a product does not have extensive specifications, the item specifications are listed with the item on the Pricing Schedule.
- 3.6.5 Tenderers must furnish unit prices for the listed products only.
- 3.6.6 Price increase must be indicated on the pricing schedule.
- 3.6.7 The tender must be valid for 120 days after closing date.
- 3.6.8 The contract period will be from date of commencement for a period of 3 years.

3.7 RESTRICTION OF WORKING HOURS AND WORKING PLACE

The existing premises will be occupied, and a restriction will be placed on working hours and areas for execution of the work. Contractor will have to liaise with employer's agents for specific requirements.

3.8 PROCUREMENT

The tenderers notice is drawn to the fact that the awarding of this tender will be in terms of the supply chain management policy of the Nkangala district municipality and the conditions of tender are the standard conditions of tender as contained in the CIDB standards for uniformity in construction procurement (available on www.cidb.co.za)

3.9 SUB-CONTRACTING

No work may be sub-contracted to another party unless approval is by the municipality in written. The contractor is to submit to the municipality in writing a request for appointment of a particular sub-contractor.

3.10 EXISTING SERVICES

The contractor shall so carry out all his operations as not to encroach on or interfere with and damage adjoining lands, building properties, roads, structures in the vicinity of the works, and he shall free and relieve the employer of any liability that may be incurred in consequences of his failure to do so. No excavation is to take place until a representative from the municipality has been contacted and pointed out the existing services to the contractor and confirmed it in writing, the same shall apply to all Telkom services in the area.

3.11 HEALTH AND SAFETY

All work is to be carried out in accordance with the occupational health and safety act and regulation (act 85 of 1993) and the explosive material act of (act 26 of 1956). The contractor's notice is drawn to the stipulations of the construction regulations 2003, regulation of the health and safety act 1993(government notice no R1010 of 18 July 2003). The construction regulation will be applied vigorously on the project.

The contractor to be appointed must have made provision for the cost of health and safety measures during construction process. The contractor must have the necessary skills. Competencies and resources to carry out work safely. The contractor is to ensure that all legal compliance for the health and safety issues are in place and audits will be carried out to

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ensure that the contractor is registered and in good standing with the workmen's compensation fund and that the contractor has insurance indemnity.

C 3.7 SPECIFICATIONS

C 3.7.1 REPLACEMENT, MAINTENANCE AND REPAIRS OF AIR CONDITIONERS

#	DESCRIPTION
1.	Chiller Controller (Programmable) Complete with Digital Display and Operating Buttons
2.	Extension Module
3.	Electronic Expansion Valve Module
4.	Condenser Fan Drivers
5.	Electronic Expansion Valves
6.	Head Pressure Sensor
7.	Head Pressure Safety Switch
8.	Back Pressure Sensor
9.	Discharge Temperature Sensor
10.	Suction Temperature Sensor
11.	PHE Temperature Sensor
12.	Outdoor Air Temperature Sensor
13.	Chilled Water in Temperature Sensor
14.	Chilled Water Out Temperature Sensor
15.	Water Flow Switch
16.	Control Wires
17.	Provision For Circuit Breakers
18.	Provision For Relays
19.	Accessories, Consumables and Utilities
20.	Mileage

#	DESCRIPTION
1.	Polyol Ester – POE63 Oil / Litre
2.	Refrigerant 407C / Kilogram
3.	Replacement Heat Exchanger Insulation
4.	Replacement Chilled Water Piping Insulation, including painting and cladding
5.	Accessories, Consumable and Utilities

