



**prasa**

PASSENGER RAIL AGENCY  
OF SOUTH AFRICA

## REQUEST FOR QUOTATION (RFQ)

**RFQ NUMBER: HO/INT/45/07/2025**

**REQUEST FOR QUOTATION (RFQ) APPOINTMENT OF A SERVICE PROVIDER FOR AS AND WHEN REQUIRED FOR MAINTENANCE AND REPAIRS OF ELEVATORS AT UMJANTSHI HOUSE FOR A PERIOD OF 36 MONTHS.**

**SECTION 1: SBD1****PART A INVITATION TO BID****YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)**

BID NUMBER:	HO/INT/45/07/2025	CLOSING DATE:	08 AUGUST 2025	CLOSING TIME:	12:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR AS AND WHEN MAINTENANCE AND REPAIRS OF ELEVATORS AT UMJANTSHI HOUSE FOR A PERIOD OF 36 MONTHS.				

**BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*):

**UMJANTSHI HOUSE**

**30 WOLMARANS STREET**

**JOHANNESBURG**

**HELPDESK**

**SCM TENDER OFFICE**

**GAUTENG HEADOFFICE**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON	<b>Winnie Mputle</b>
TELEPHONE NUMBER	<b>011 085 7426</b>
E-MAIL ADDRESS	<b>Winnie.mputle@prasa.com</b>

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA.....
2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<input type="checkbox"/>	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?   
 YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?   
 YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?   
 YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?   
 YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?   
 YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B: TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER

1.3. PRESCRIBED IN THE BID DOCUMENT.

1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE PRASA TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**NB:**

- **Quotation(s) must be addressed to PRASA before the closing date and time shown above.**
- **PRASA General Conditions of Purchase shall apply.**

**SECTION 2****NOTICE TO BIDDERS****1. RESPONSES TO RFQ**

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

**2 COMMUNICATION**

Bidder/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

**3 BIDDERS COMPLAINTS PROCESS**

3.1 Bidders are advised utilize this email address ([Complaints@prasa.com](mailto:Complaints@prasa.com)) for lodging of complaints to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

- 3.1.1 Bid/Tender Description;
- 3.1.2 Bid/Tender Reference Number;
- 3.1.3 Closing date of Bid/Tender;
- 3.1.4 Supplier Name;
- 3.1.5 Supplier Contact details; and
- 3.1.6 The detailed complaint.

**4 LEGAL COMPLIANCE**

The successful Bidder shall be in full and complete compliance with any and all applicable national and local laws and regulations.

**5 CHANGES TO QUOTATIONS**

Changes by the Bidder to its submission will not be considered after the closing date and time.

## **6 PRICING**

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

## **7 BINDING OFFER**

Any Quotation furnished pursuant to this RFQ shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

## **8 DISCLAIMERS**

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s)/works and request Bidders to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein; and
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue.

Should a contract be awarded on the strength of information furnished by the bidder, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another bidder.

Should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked bidder provided that he/she/it is still prepared to provide the required goods at the quoted price.

## **9 LEGAL REVIEW**

Proposed contractual terms and conditions submitted by a bidder will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

## **10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE**

Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a

bidder who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

## 11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Bidders. PRASA agrees that it shall only process the information disclosed by Bidders in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Bidders or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Bidders. Similarly, PRASA requires Bidders to process any personal information disclosed by PRASA in the bidding process in the same manner.

## 12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria in choosing a Supplier/Service Provider:

EVALUATION CRITERIA	WEIGHTING
<b>Stage 1 – Compliance</b>	
Stage 1A	Mandatory Requirements
Stage 1B	Other Mandatory Requirements
<b>Stage 2</b>	
Technical/Functional Requirements	Threshold of 70%
<b>Stage 3</b>	
Price	80
Specific Goals	20
<b>TOTAL</b>	<b>100</b>

## 13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

## 14 VALIDITY PERIOD

14.1 PRASA requires a validity period of **60 Working Days** from the closing date.

14.2 Bidders are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period.

However, once the delegated authority has approved the process the validity of the successful bidder(s)' bid will be deemed to remain valid until finalization of the of award.).

#### **15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL**

Bidders are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Bidders *inter alia* on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://www.etenders.gov.za)), on CIDB website for construction related RFQ's. (*Where applicable*).

#### **16 RETURNABLE DOCUMENTS**

**Returnable Documents** means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Bidders are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

##### **16.1. Mandatory Returnable Documents**

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Bidder's disqualification. Bidders are therefore urged to ensure that all documents are returned with their Quotations.

## SECTION 3

### 1 EVALUATION CRITERIA:

#### Stage 1A – Mandatory Requirements

If you do not submit the following mandatory documents/requirements, your bid will be automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further.

No	Description of requirement	
e)	Active CIDB grading level of 4SI or Higher (JVs must provide joint CIDB grading certificates) Bidders to ensure that their CIDB status is active on the system throughout the validity of the tender.	

#### Stage 1B –Other Mandatory Requirements

If you do not submit the following mandatory documents/requirements, PRASA may request the bidder to submit the information within three (3) working days. Should this information not be provided, your bid proposal will be disqualified.

Only bidders who comply with stage 1B will be evaluated further.

No.	Description of requirement	
a)	Letter of Good Standing: COIDA.	
b)	Joint Venture Consortium Agreement or Partnering Agreement signed by all parties. The agreement should indicate the leading bidder where applicable.  <b>Note: SBD4 must be signed by all the members of the joint venture or Consortium</b>	
c)	BOQ/ Price must be fully completed	
d)	Completion of ALL RFQ documentation (includes ALL declarations)	
e)	Supply of valid SARS Pin	
f)	CSD supplier registration number	
g)	Bidders to fill and sign the correct closing/submission register on submission of tender documents.	

## 2.1 STAGE 2

### TECHNICAL EVALUATION CRITERIA

The minimum threshold for technical requirements is 70%.

#### 1. COMPANY'S EXPERIENCE

Bidders should indicate relevant experience of previous work done in the last 5 years (2020 – 2025). Only contracts /projects with a minimum value of R 2 000 000 will be considered.

##### Evidence required:

The bidders are to submit the following documents:

- Provide appointment letter / purchase order / signed contract document.
- Provide reference letter / Completion Certificate corresponding to the appointment letter / Purchase Order/ Contract document provided. The reference letter indicates the following: company name, contact person and confirmation that work was completed.
- One of the provided documents must indicate the value of the contract.
- Both documents shall be on the company's letterhead and from the same company.
- Points will be awarded only if both documents are submitted.

5 Points: Successfully completed 5 or more projects.

4 Points: Successfully completed 4 projects.

3 Points: Successfully completed 3 projects.

2 Points: Successfully completed 2 projects.

1 Point: Successfully completed 1 project.

0 Points: No Submission or irrelevant submission

30%

#### 2. KEY PERSONNEL EXPERIENCE

Years of experience of key personnel to be directly responsible for implementation of this contract who in line with the Scope of work, have executed contracts of the same nature and value. Provide CV's and certified certificates of key personnel. CVs to clearly define value of contract, scope of work and duration of the project.

**Please note that the key personnel submitted will be the personnel required to execute the works for the duration of the contract.**

<p>Qualified Engineer in Mechanical Engineering with experience in lifts and escalators (Qualifications are National Diploma, Bachelor's Degree or Higher, and a Project Management Post graduate qualification.</p>	<p>5 Points: 11-13 years' experience with relevant certification provided.</p> <p>4 Points: 8- 10years experience with relevant certification provided.</p> <p>3 Points: 5-7 years experience with relevant certification provided.</p> <p>2 Points: 3-4 years experience with relevant certification provided.</p> <p>1 Point: 0 - 2 year experience with relevant certification provided.</p> <p>0 Points: No submission or irrelevant submission</p>	<p><u>20%</u></p>	<p><u>60%</u></p>
<p>Trade Tested (Red Seal) and Qualified as Lift/ Escalator Artisan NQF 5 and Higher Technical Qualifications (Qualifications: Mechanical Engineering/Millwright)</p>	<p>5 Points: 11-13 years' experience with relevant certification provided.</p> <p>4 Points: 8- 10years experience with relevant certification provided.</p> <p>3 Points: 5-7 years experience with relevant certification</p>	<p><u>20%</u></p>	

	<p>provided.</p> <p>2 Points: 3-4 years experience with relevant certification provided.</p> <p>1 Point: 0 - 2 year experience with relevant certification provided.</p> <p>0 Points: No submission or irrelevant submission.</p> <p>0 Points: No submission or irrelevant submission</p>		
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<p>Lift Inspector with experience in lifts and escalators (Diploma or bachelor's degree or higher in any Engineering related and <b>professional registration with ECSA as a lift inspector</b>)</p>	<p>5 Points: 11-13 years' experience with relevant certification provided.</p> <p>4 Points: 8- 10years experience with relevant certification provided.</p> <p>3 Points: 5-7 years experience with relevant certification provided.</p> <p>2 Points: 3-4 years experience with relevant certification provided.</p> <p>1 Point: 0 - 2 year experience with</p>	<p><u>20%</u></p>	
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	<p>relevant certification provided.</p> <p>0 Points: No submission or irrelevant submission</p>		
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**3. METHODOLOGY**

Methodology in terms of Occupational Health and Safety, Environmental Management Plan. (SHE Plan)

<p>Health &amp; Safety, and Environmental Plan in relation to the Scope of work should entail the following: (SHE plan)</p> <p><u>List of requirements:</u></p> <ol style="list-style-type: none"> <li>1. Contractor's SHE policy.</li> <li>2. Contractor's organogram.</li> <li>3. SHE Incident / Accident management procedure including reporting, recording and investigation of incidents and accidents.</li> <li>4. Register of first aid accident (Template).</li> <li>5. Personal Protective Equipment (PPE)</li> <li>6. Emergency preparedness and response.</li> <li>7. Copy of Skills Matrix for the personnel performing work.</li> </ol>	<p>5 points – SHE Plan submitted with more than 5 listed requirements.</p> <p>4 points – SHE Plan submitted with a minimum of 4 listed requirements.</p> <p>3 points – SHE Plan submitted with a minimum of 3 listed requirements.</p> <p>2 points – SHE Plan submitted with a minimum of 3 listed requirements.</p> <p>1 point – SHE Plan submitted with a minimum of 1 listed requirement.</p> <p>0 – SHE plan not submitted or irrelevant submission</p>	<p><u>10%</u></p>
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## 2.2 STAGE 3- PRICE AND SPECIFIC GOALS

The following formula, shall be used to allocate scores to the interested bidders :

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

### FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### POINTS AWARDED FOR PRICE

#### THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of **80** points is allocated for price on the following basis:

#### 80/20

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BBB-EE Contributor status of at least level 2	10	
51% Black Owned	10	
Total	20	

**3.2 In the implementation and monitoring of Specific Goals, the following table must be used as guide to determine acceptable evidence for Specific Goals.**

**Table 1.1**

SPECIFIC GOALS	ACCEPTABLE EVIDENCE
B-BBEE Contributor status of at least level 2	BEE Certificate / Affidavit (in case of JV, a consolidate scorecard will be accept)
51% Black Owned	CIPC Certificate Documents/ B-BEEE Certificate/Affidavit

#### OBJECTIVE CRITERIA

- 4.1** Section 2(1)(f) of the PPPFA empowers an organ of state to award a tender to the highest scoring bidder unless there is an objective criteria that justify the award to another tenderer.
- 4.2** PRASA reserves the right to apply the objective criteria for this bid.
- 4.3** PRASA may award a bid to a bidder that did not score the highest points under the following circumstances:
- a) A negative track record of the bidder in other related projects;
  - b) spreading the award to bidders that have not been previously appointed;
  - c) the need to avoid concentrating awards to the previously appointed bidders. Prasa shall take into account the following:
    - i. the number of bid(s) awarded to the highest scoring bidder(s) in the preceding financial years;
    - ii. the capacity of the highest scoring bidder(s) despite the previous appointments;
    - iii. the value and scope of the bid(s) already awarded to the highest scoring bidder(s);
    - iv. the materiality of the price difference between the highest scoring bidder and other bidders; and
    - v. whether the goods, services or works are of a specialised nature.

**APPOINTMENTS OTHER THAN THE SUCCESSFUL BIDDER**

- 4.4** PRASA may appoint a bidder other than the successful bidder under the following instances:
- (i) When a successful bidder, after having been informed of the acceptance of its Bid, fails to sign a contract within a prescribe period of time e.g. 14 (fourteen) days after being called upon to do so;
  - (ii) When a successful bidder has failed to provide the necessary security, bonds or guarantees within the time required to do so by PRASA;
  - (iii) When a successful bidder fails to meet a condition precedent for the award of business (e.g. to obtain the necessary funding); and
  - (iv) When final contract negotiations with a preferred bidder fails and a contract is not agreed upon.
- 4.5** PRASA will only award a bid to a bidder other than the highest scoring bidder provided that such bid is still within the bid validity period.
- 4.6** Only if the second ranked bidder is also unable/unwilling, PRASA may proceed to the third ranked bidder.

**SECTION 4**

**PRICING AND DELIVERY SCHEDULE**

Bidders are required to complete the attached Pricing Schedule

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable (delete if not applicable).
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Bidders are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Bidder. PRASA may:
- 9 Negotiate a market-related price with the Bidder scoring the highest points;
- 10 If that Bidder does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the second highest points;
- 11 If the Bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the third highest points;
- 12 If a market-related price is not agreed with the Bidder scoring the third highest points, PRASA must cancel the RFQ.

I / We \_\_\_\_\_ (Insert Name of  
 Bidding \_\_\_\_\_ Entity) \_\_\_\_\_ of

\_\_\_\_\_ code

(Full address) conducting business under the style or title of:  
 \_\_\_\_\_ represented by:  
 \_\_\_\_\_ in my capacity as:  
 \_\_\_\_\_ being duly

authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices  
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quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lumpsum, of

\_\_\_\_\_ (amount in numbers);

\_\_\_\_\_

(amount in words) Incl. VAT.

**DELIVERY PERIOD:** Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within ..... working days from date of order. (To be completed by Service provider)

**SECTION 5****PRASA GENERAL CONDITIONS OF PURCHASE****General**

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

**Conditions**

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

**Price and payment**

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

**Delivery and documents**

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

**Containers / packing material**

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

**Title and risk**

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

**Rejection**

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

**Warranty**

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

**Indemnity**

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

**Assignment and sub-contracting**

The successful Bidder awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Bidder and PRASA, therefore, the successful Bidder and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

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**Governing law**

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....  
 .....

**3 Bidder’s declaration regarding PEPs/PIPs**

PRASA requires bidders to disclose if they have Politically Exposed Persons (“PEP”)<sup>2</sup> or Prominent Influential Persons (“PIP”)<sup>3</sup> and related individuals in their organisation and/or beneficial owners / shareholders who are PEP/PIP.

PRASA reserves the right not to enter into a business relationship with such person, official or entity, provided there are objective factors that justify the conclusion of such business relationship, and the decision is based on achieving the best interest of PRASA.<sup>4</sup>

3.1 Is the bidder a PEP/PIP? **YES/NO**

3.2 Does the bidder have an existing relationship with a PEP/PIP? **YES/NO**

3.3 Where a relationship with a PEP/PIP exists, the bidder is required to furnish particulars of the nature of the exposure, term of the office and description of activities relating to exposure, in table below.

Name of PEP/PIP & Nature of the Exposure/Influence	Term of the office	Description of activities relating to Exposure/Influence

**3.4 Declaration:**

<sup>2</sup> Both foreign and domestic politically exposed person as specified in Schedule 3A and 3B of the Financial Intelligence Centre Act No. 38 of 2001 as amended. (refer to Annexure 2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

<sup>3</sup> As reflected in Schedule 3C of the Financial Intelligence Centre Act No.38 of 2001 (refer to Annexure 2.1.2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

<sup>4</sup> Clause 4.5 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties.

I/We the undersigned \_\_\_\_\_ (Name) hereby certify that the PEP/PIP information furnished in this bid document is true and correct. We further certify that we understand that where it is found that we have made a false declaration or statement in this bid, PRASA may disqualify our bid or terminate a contract we may have with PRASA where we are successful in this tender.

---

Signature

Date

---

Position

Name of bidder

**4 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>5</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2, 3 and 4 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

<sup>5</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
<b>Total points for Price and Specific Goals</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points

for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.2. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{min}$  = Price of lowest acceptable tender

### 3.3. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.3.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmax = Price of highest acceptable tender

#### **4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Contributor status of at least level 2	10	
51% Black Owned	10	
<b>Total</b>	<b>20</b>	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....



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## **Maintenance and Repairs of Elevators at Umjantshi House.**

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### **Annexure: A**

#### **SCOPE OF WORK**

1.1. The scope of the work / services to be provided by the contractor is as follows:

- Carry out preventative maintenance and corrective maintenance of Elevators as listed in this Specification.
- The scope also includes a 24hr, Monday to Sunday emergency service as and when required by INTERSITE ASSET INVESTMENT.
- The contractor will ensure that the unit assigned to him/her works effectively and will point out all equipment defects to INTERSITE ASSET INVESTMENT.

1.2. The contract will be for a period of 36 months.

1.3. The scope of work shall be Repair and Maintenance of elevators listed in the BOQ below, and shall include the following:

- Provision of Repair and Maintenance services.
- Installation of spare parts for elevators and escalators as and when recommended by the contractor during quarterly review of repair & maintenance of elevators and escalators.
- Minor Service: All inspections, replacements, and procedures to be done during the Minor Service shall be carried out quarterly or as and when need arises.
- Major Service: All inspections, replacements, and procedures to be done during the Major Service shall be carried out quarterly or as and when need arises.

## **2. MAINTENANCE**



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2.1. All planned work will be carried out during normal working hours at the cost tendered for in the Bill of Quantities. Visits to the premises will be as scheduled for the contractor to carry out maintenance work as per the specification. Sites have visitors book which is to be properly completed by the Contractor on every visit and the reason for the visit recorded in the book.

2.2. The Contractor shall produce and issue to INTERSITE ASSET INVESTMENT a written report or service sheet of any testing, inspection, examination, investigation and/or assessment undertaken and execution of any repairs by the Contractor. Reports will highlight.

- the type of work or service done
- problems experienced.
- results of inspection
- faults found and their priority thereof.

Quotations for any corrective work required shall be submitted to INTERSITE ASSET INVESTMENT- Campus Facilities Management and on the approval of such quotations the Contractor will correct or repair accordingly.

2.3. INTERSITE ASSET INVESTMENT reserves the right to conduct an independent safety and quality audit to be carried out on the work completed by the contractor. The contractor shall provide his own quality controls to ensure compliance with the specifications and any changes to legislation or regulations applicable. Possible modernisation products to upgrade or to improve the reliability and performance of the installation will be brought to INTERSITE ASSET INVESTMENT for consideration.

### **3. CONTRACT PERFORMANCE.**

3.1. The contractor will sign a service level agreement with the INTERSITE ASSET INVESTMENT. The performance of the Contractor will be discussed on the monthly basis at meetings scheduled to sit at INTERSITE ASSET INVESTMENT offices. Performance Items to be discussed will include:

- the number of breakdowns for specific period.



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- the turnaround time to attend to emergency callouts.
- planned vs. actual progress.
- submission of reports, invoices and other administration duties
- payment of invoices

### **3.2. SERVICES MEASURE AND EXPECTATIONS.**

Response Times for:

- **Urgent - within 2hrs**
- **Non-Urgent - within 24hrs**

### **4. GENERAL INFORMATION**

- 4.1. The whole service shall be in accordance with the Occupational Health and Safety Act 85/1993 and all regulations framed shall be carried out to the satisfaction of Intersite Asset Investment.
- 4.2. The contractor shall be or have in his employment an accredited person. Proof must be supplied of the above requirements
- 4.3. The Contractor must have the capacity to be able to work on more than one site at any given time.
- 4.4. Where day to day repairs is to be undertaken, the Contractor shall first estimate the labor and material cost based on the schedule of prices, before proceeding with the job.
- 4.5. All material removed to be returned to INTERSITE ASSET INVESTMENT unless otherwise stated.
- 4.6. Compliance certificates need to be issued on completion of all new work done at no cost to INTERSITE ASSET INVESTMENT. Compliance certificates required for existing installations to be priced at the prescribed rate.

### **5. SAFETY AND PROVISION OF MATERIALS**



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- 5.1. The contractor is responsible for supply of all material required to repair the faults as per job cards /work order.
- 5.2. All material used shall be of high standard (SABS approved)
- 5.3. The material item price shall be based on standard market related plus the percentage mark-up fee.
- 5.4. Campus Facilities Management Maintenance Manager /Supervisor reserve the right to query price of any material that is on the material list. He /she may request that the contractor justifies a copy of the material purchased, invoices or actual quotes from reputable suppliers.

#### **6. QUALITY OF WORK AND WORKMANSHIP.**

- Works with poor workmanship will not be signed off and INTERSITE ASSET INVESTMENT reserve the right to hold payments until satisfied with the quality of the works.

#### **7. NON-COMPLIANCE**

- **Safety** – the contractor will always ensure that work is performed in accordance with all the prescribed legal prescripts.
- **NB:** No work is to be done without approval of Safety File and valid signed site access certificate being issued to the contractor. No Contractor will be allowed on site without having attended the safety Induction training and proof is to be submitted to the Project Manager
- **Response time** – if an appointed service provider as per the General provisions of the As and When fails to adhere to the priority levels as prescribed INTERSITE ASSET INVESTMENT – Campus Facilities Management hereby reserves the right to penalise the service provider a penalty fee of 10% of the value of the work and if this provision is continually be violated the contract will be terminated.
- **Proof of Work done**> the contractor will provide photos of before/during and after work completed with claim submitted. Photos can be submitted electronically.
- **Qualified personnel**- It is a requirement that personnel performing/overseeing works issued to the contractor be qualified in specific Trade.



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## **8. PRE – QUALIFICATION REQUIREMENT**

If you do not submit the following documents/information, your submission will be disqualified automatically.

- **Proof of CIDB grade 4 SI or higher.**
- **MOU with OEM/Supplier (Original Equipment Manufacturer) if not the OEM/Supplier, in the letter head of OEM/Supplier. Signed by both parties, for the supply of spare parts of the lifts.**
- **Accredited/ Registered with LEASA (Lift Engineering Association of South Africa) as a manufacturer or contractor-Proof shall be attached on the submission.**

## **9. SAFETY PRACTICES AND PRECAUTIONS.**

### **9.1. General Safety.**

- 9.1.1. It is everybody's responsibility to ensure that safety practices are adhered to the maximum to prevent personnel injury and equipment failure.
- 9.1.2. Safety Definitions and Requirements found in operation rules and procedures (OR&P) and operation maintenance manual (O&MM) are designed to provide valuable source for safety. Use them to prevent injuries and illnesses resulting from unsafe acts or unsafe conditions.
- 9.1.3. The service technician must understand the operation of the equipment and the safety measures required to service this equipment.
- 9.1.4. Do not work on any equipment unless you understand how the equipment functions and you have been informed of potential hazards.
- 9.1.5. Barricades are to be use around where a service will be performed.

## **10. MAINTENANCE REFERENCES.**

### **10.1 Overview of Description of Works**

In brief, the Contractor will be responsible for maintenance and repairs of the Elevators at Umjantshi House.



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INFRASTRUCTURE	FREQUENCY	MAINTENANCE ACTIVITIES
Elevators operating/installed at Umjantshi House.	As per Manufacturer's Specifications and Maintenance & Engineering procedures.	Executed in line with: -As per Manufacturer's Maintenance Manual and Maintenance & Engineering working procedures. -Must comply with SANS 53015:2010 /EN13015:2001,SANS1543:2016 including applicable OHS Act regulations 7 for Elevators, and Passenger Conveyor, Driven Machinery Regulations

**11. SPECIFIC MAINTENANCE**

The contractor will provide complete maintenance and service on the Elevators.

The contractor shall provide all necessary qualified labour, supervision and will be required to furnish inspection, preventative maintenance activity, emergency service and maintenance records of repair work performed, and spare parts utilised.

The service shall include deep cleaning and spot rust protective painting of elevator rails and maintain machine spaces clean at planned intervals.

The service provider shall cover all requirements under the contract including maintenance standards of the Elevators and inspection sheet.

**12. FREQUENCY / PERIODIC SUGGESTED SCHEDULED.**

The contractor shall provide service maintenance plan/chart and inspection sheet which will be in line with the SANS 53015: 2010/EN13015:2001, SANS1543:2016 including applicable OHS Act regulations 7 for Elevator and Passenger Conveyor, driven machinery and engineering standards. There will be a need to review the maintenance regime due to equipment age, model and technical installation specification, where additional work may be necessary.

The contractor shall maintain a record of services carried out and make it available to Facilities Manager as when it is required. The supply of lubricants, tools and equipment necessary for carrying out the scope of work shall meet OEM and contract requirements.



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**13. The service maintenance activity shall include or cover all concerned parts related to elevators but not limited to the list below:**

All work shall be carried out by qualified personnel. The artisan and supervisory personnel shall be specifically trained and have through experience in the maintenance of these types of elevators detailed in the scope of work.

Safety Related Provisions and guidelines that are required by law or imparted during routine training must be observed. The contractor personnel must comply with the requirements and responsibilities related SANS 53015: 2010/EN13015:2001, SANS1543:2016 including applicable OHS Act regulations 7 for Elevators and Passenger Conveyor, driven machinery and engineering standards. Before starting work, the customer / operator must be notified. In addition, it must be ensured that those additional measures considered necessary in the light of the unit’s surroundings (according to EN13015) when required the instant support for the maintenance staff must be made available (according to EN 13015).

The service Artisan must make his own decision on any additional work that has to be carried out. The service Artisan is responsible for the safety and cleanliness of the installation.

Service	Frequency
Controller parts, Selectors and Dispatching Equipment, relays, solid state equipment transducers, resistors, condensers power amplifiers, transformers contacts. Leads, dashpots, timing devices, computer and microcomputer devices, mechanical and electrical driving equipment, signal lamps and position indicating equipment	<ul style="list-style-type: none"> <li>- As per Manufacturer’s Maintenance Manual and Maintenance &amp; Engineering working procedures.</li> <li>- Must comply with SANS 53015: 2010 /EN13015:2001, SANS1543:2016 including applicable OHS Act regulations 7 for Elevator and Passenger Conveyor, Driven Machinery Regulations and Applicable Engineering Standards</li> </ul>
Door operators, car door hangers, car contacts, door protective devices, load weighing equipment, car frames, care safety mechanisms, platforms car and counterweight guide shoes including rollers and gibs and emergency car lighting	<ul style="list-style-type: none"> <li>- As per Manufacturer’s Maintenance Manual and Maintenance &amp; Engineering working procedures.</li> <li>- Must comply with SANS 53015: 2010 /EN13015:2001, SANS1543:2016 including applicable OHS Act regulations 7 for Elevator and Passenger Conveyor, Driven Machinery Regulations and Applicable Engineering Standards</li> </ul>



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<p>Hoist way door interlocks and hangers, bottom door guides and auxiliary door closing devices</p>	<ul style="list-style-type: none"> <li>- As per Manufacturer's Maintenance Manual and Maintenance &amp; Engineering working procedures.</li> <li>- Must comply with SANS 53015: 2010 /EN13015:2001, SANS1543:2016 including applicable OHS Act regulations 7 for Elevator and Passenger Conveyor, Driven Machinery Regulations and Applicable Engineering Standards</li> </ul>
<p>Machines, worms. Gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, contacts, linings and components parts</p>	<ul style="list-style-type: none"> <li>- As per Manufacturer's Maintenance Manual and Maintenance &amp; Engineering working procedures.</li> <li>- Must comply with SANS 53015: 2010 /EN13015:2001, SANS1543:2016 including applicable OHS Act regulations 7 for Elevator and Passenger Conveyor, Driven Machinery Regulations and Applicable Engineering Standards</li> </ul>
<p>Motors, motor generators, motor windings, rotating elements, commutators, brushes, brush holders and bearings</p>	<ul style="list-style-type: none"> <li>- As per Manufacturer's Maintenance Manual and Maintenance &amp; Engineering working procedures.</li> <li>- Must comply with SANS 53015: 2010 /EN13015:2001, SANS1543:2016 including applicable OHS Act regulations 7 for Elevator and Passenger Conveyor, Driven Machinery Regulations and Applicable Engineering Standards</li> </ul>
<p>Governor components, governor sheaves and shaft assemblies, bearings, governor jaws, deflector or secondary sheaves, car and counter weights buffers, car and counter weights guide rails, car and counter weights assemblies and compensating sheave assemblies</p>	<ul style="list-style-type: none"> <li>- As per Manufacturer's Maintenance Manual and Maintenance &amp; Engineering working procedures.</li> <li>- Must comply with SANS 53015: 2010 /EN13015:2001, SANS1543:2016 including applicable OHS Act regulations 7 for Elevator and Passenger Conveyor, Driven Machinery Regulations and Applicable Engineering Standards</li> </ul>



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<p>For the lifts that are hydraulic operated</p> <p>Pumps, pump motors, operating valves, levelling valves, plunger packing, exposed piping, ground plungers, cylinders and hydraulic fluid tanks</p>	<ul style="list-style-type: none"> <li>- As per Manufacturer's Maintenance Manual and Maintenance &amp; Engineering working procedures.</li> <li>- Must comply with SANS 53015: 2010 /EN13015:2001, SANS1543:2016 including applicable OHS Act regulations 7 for Elevator and Passenger Conveyor, Driven Machinery Regulations and Applicable Engineering Standards</li> </ul>
<p>Belt tension, Step chains, contacts and sensors, comb plates, handrail, skirting plates and brushes, Main drive motor and gearbox, brake lever</p>	<ul style="list-style-type: none"> <li>- As per Manufacturer's Maintenance Manual and Maintenance &amp; Engineering working procedures.</li> <li>- Must comply with SANS 53015: 2010 /EN13015:2001, SANS1543:2016 including applicable OHS Act regulations 7 for Elevator and Passenger Conveyor, Driven Machinery Regulations and Applicable Engineering Standards</li> </ul>

#### **14. Spare Parts Requirements**

The contractor shall provide spare parts for repair of each unit and ensures the supply of replacement parts that are manufactured by the original equipment manufacturers (OEM). The contractor shall have sufficient spares readily available for delivery and installation/repairs for all elevators. Maintenance under this contract shall provide a constant, high-quality service to properly protect all equipment from deterioration and to provide constant peak performance of all elevators, resulting in a minimum of down time to the system.

A list of attainable replacements parts, by part number shall be furnished when requested by the Facilities Manager and the contractor will be responsible to maintain an up-to-date inventory. The parts shall be kept on stock and if not, the contractor must source the required spare and be available within 24 Hours. The contractor will be responsible for providing all the critical spares foreseeable for the use of elevators.



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**15. LIST OF ELEVATORS.**

**Table 1: The list Elevators covered under the Scope of Works are as follows:**

Item No.	Type	Make	CATEGORY of Elevator
1	ELEVATOR A	SCHINDLER LIFTS	Passenger Elevator
2	ELEVATOR B	SCHINDLER LIFTS	Passenger Elevator
3	ELEVATOR C	SCHINDLER LIFTS	Passenger Elevator
4	ELEVATOR D	SCHINDLER LIFTS	Passenger Elevator
5	ELEVATOR E	SCHINDLER LIFTS	Passenger Elevator
6	ELEVATOR F	SCHINDLER LIFTS	Passenger Elevator
7	ELEVATOR G	SCHINDLER LIFTS	Passenger Elevator
8	ELEVATOR H	SCHINDLER LIFTS	Goods Elevator
9	ELEVATOR I	SCHINDLER LIFTS	Goods Elevator
10	ELEVATOR J	SCHINDLER LIFTS	Passenger Elevator

**Note: The units that have been switched off and not in use will not form part of the fixed planned maintenance, but the contractor will be expected to conduct an assessment and submit a fault report and will attend to these units on a request where the adhoc rates will apply.**

**16. PREVENTATIVE MAINTENANCE**

- 16.1. The service provider shall perform maintenance and part replacement in accordance with the Maintenance Service Schedules for Elevators contained in this document, below, to ensure continued operation of the organization and compliance with the maximum downtime for all systems or equipment.
- 16.2. The service provider shall report any trends detected that reflect system or equipment degradation, loss of performance, or frequency of failure to the PM.
- 16.3. The service provider shall arrange with the PM and obtain approval for date, time and duration when equipment or systems shall be out of service for the purpose of performing preventive maintenance.
- 16.4. In the event of emergency repairs having to be carried out, the need for such repairs shall be reported immediately to the PM for further instructions.



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- 16.5. The service provider shall furnish a report to the PM indicating the date and time of the failure, the reason for the failure, date and time when corrective action was completed, details of corrective action taken, and results of any post maintenance testing performed to ensure satisfactory operation.
- 16.6. The service provider shall draw up the necessary Job Cards from the Maintenance Programme, or in response to emergency call outs, or equipment failure, and hand the completed cards to the PM for verification and acceptance that the work has been duly executed.
- 16.7. Obtaining and recording of quotations for materials or equipment, selecting the most competitive supplier, obtaining approval from the PM before placing orders.
- 16.8. Record complaints and faults with date, time and details and corrective action taken.
- 16.9. Provide and maintain an up-to-date equipment inventory.
- 16.10. All planned work will be carried out during normal working hours at the cost tendered for in the Bill of Quantities. Visits to the premises will be as scheduled for the contractor to carry work on the maintenance units as per this specification.

## **17. TERMS OF PAYMENT**

- 17.1 The terms of payment will be monthly and upon receiving the invoice, shall pay the Contractor within 30 days. This is subject to the invoicing being both correct and free from anomalies.
- 17.2 All pricing information shall be exclusive of VAT.
- 17.3 No sub-contracting shall be permitted with the authority of a project Manager.
- 17.4 Invoices shall show the period, the lump sum for the maintenance work and the breakdown of all work for which the payment is being claimed for. All non-maintenance invoices shall be presented on a per maintenance unit basis and a fully itemized list of the work being charged for will be incorporated into the invoice. A photocopy of the worksheet which shall indicate entry and exit times from site which shall be signed by the INTERSITE ASSET INVESTMENT representative shall be attached to the invoice and any invoices submitted without this attachment and fully completed to the satisfaction of the INTERSITE ASSET INVESTMENT will be rejected.
- 17.5 Additional works shall be separately invoiced, and these shall be submitted monthly. Where such works are covered by the Schedules of Rates the schedules shall be strictly adhered to in preparing the invoice. Works authorized by INTERSITE ASSET INVESTMENT representative which



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- falls outside the scope of the contract and the Bill of Quantities shall be invoiced separately and fully detailed with the works involved and cross referenced to the issued order number. INTERSITE ASSET INVESTMENT reserves the right to request the invoice for the material or spare parts purchased by the Contractor on the works done.
- 17.6 If invoices are presented which do not fully comply with the format as detailed, they will be rejected. All invoices shall portray the identity number of the maintenance unit involved and site location and VAT as a sum of money shall be included within the total monies being claimed. A schedule of accumulative costs shall be submitted each month showing the expenditure to date of non-contract repair works and misuse / vandalism as two separate totals. INTERSITE ASSET INVESTMENT will accept no liability and/or responsibility for the late payment of the invoices which have been incorrectly addressed by the Contractor.
- 17.7 **No** payment shall be made by INTERSITE ASSET INVESTMENT for any unauthorized service performed by the Contractor.

## **18. PRICING**

- 18.1 The Contractor shall familiarize himself/herself with the present conditions of the maintenance units and submit prices; accordingly, changes to the maintenance contract rates will not be accepted.
- 18.2 The Contractor shall include for all costs associated with the works for his use to include plant, tools, test equipment, chemicals, sundry materials; temporary lighting, small plant and tools; temporary plant and equipment to maintain operations in breakdowns; off-loading, hoisting and handling of all materials and plant; access to the works, administration and security; transport for staff; protecting the Works; safety, health and welfare of people; removing rubbish, protective casings and coverings away from the site and cleaning the works on completion; temporary screens, hoardings, guard rails, landing barriers, scaffolding and similar items; control of noise, pollution and all other statutory obligations; all necessary attendances in connection with examination and/or tests in compliance with OHS Act Regulations and all necessary management and supervision of the Work.



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**19. MATERIAL, MAINTENANCE AND LABOUR RATES FOR EACH FINANCIAL YEAR.**

Any repairs to be undertaken, the service provider shall Assess the Elevator, conduct an assessment, submit fault report and quote. The approval will be granted by the Facilities Manager or Assistant Manager Facilities /Facilities Co-Ordinator for any repairs prior on them being done except in emergency cases where people are inside the lift.

**20. SCHEDULE OF RATES**

**20.1 Table 2: MATERIAL SCHEDULED RATES**

ITEM	REFERENCE	Quantity	YEAR 1 RATE (Excl. Vat)	YEAR 2 RATE (Excl. Vat)	YEAR 3 RATE (Excl. Vat)
1.	TOP CAR PC BOARD	Each			
2.	CONTROLLER -POWER SUPPLY	Each			
3.	CONTROLLER- PC BOARD	Each			
4.	MAIN MOTOR BEARINGS	Each			
5.	MAIN DRIVE	Each			
6	COP DISPLAY PC BOARD	Each			
7	CONYROLLER SUPPLY-PC BOARD	Each			
8	BCRM 2002.Q	Each			
9	PCBA BCM 2002.Q	Each			
10	PCBA GCIO CF 54. Q	Each			
11	PCBA ASIXB 22. Q	Each			
12	CABLE TRAIL- FLAT 18C X 0.75mm <sup>2</sup>	m			
13	12 PIN MALE PLUG	Each			
14	5 PIN MALE PLUG	Each			
<b>Total (Excl Vat)</b>			R	R	R



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**20.2 Table 3: PLANNED MAINTENANCE SERVICE SCHEDULE OF RATES.**

ITEM	REFERENCE	BRAND / MAKE	YEAR 1 RATE (Excl. Vat)	YEAR 2 RATE (Excl. Vat)	YEAR 3 RATE (Excl. Vat)
1.	Elevator A	Schindler Lifts			
2.	Elevator B	Schindler Lifts			
3.	Elevator C	Schindler Lifts			
4.	Elevator D	Schindler Lifts			
5.	Elevator E	Schindler Lifts			
6.	Elevator F	Schindler Lifts			
7.	Elevator G	Schindler Lifts			
8.	Elevator H	Schindler Lifts			
9.	Elevator I	Schindler Lifts			
10.	Elevator J	Schindler Lifts			
<b>Standard Monthly service rates total (including labour) + Annual Major service rates totals + Inspections and issuing COC rates Total.</b>  <b>EXCLUDING VAT</b>					



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**20.3 Table 4: ANNEXURE B CERTIFICATE- 24 MONTH SCHEDULE OF RATES.**

ITEM	REFERENCE	BRAND / MAKE	YEAR 1 RATE (Excl. Vat)	YEAR 2 RATE (Excl. Vat)	YEAR 3 RATE (Excl. Vat)
1.	Elevator A	Schindler Lifts			
2.	Elevator B	Schindler Lifts			
3.	Elevator C	Schindler Lifts			
4.	Elevator D	Schindler Lifts			
5.	Elevator E	Schindler Lifts			
6.	Elevator F	Schindler Lifts			
7.	Elevator G	Schindler Lifts			
8.	Elevator H	Schindler Lifts			
9.	Elevator I	Schindler Lifts			
10.	Elevator J	Schindler Lifts			
<b>EXCLUDING VAT</b>					



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**20.4 Table 4: Repairs Work Rates**

Item	Description	Unit	Quantity	Year 1 Rates (Excl Vat)		Year 2 Rates (Excl Vat)		Year 3 Rates (Excl Vat)	
				Rate (Excl. VAT)	Amount (Excl. VAT)	Rate (Excl. VAT)	Amount (Excl. VAT)	Rate (Excl. VAT)	Amount (Excl. VAT)
1	Provisional sum for approval of SHE Safety File	Sum	Value/ Amount	R 6 000.00	R 6000.00	Nil	Nil	Nil	Nil
2	Percentage mark-up for materials that are not listed on submission of original invoice from accredited OEM/Supplier	%		%	Nil	%	Nil	%	Nil
4	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during	Rate/ hour	1	R	R	R	R	R	R
5	<b>Normal working hours (07:00 – 17:00)</b> . This cost excludes material, which has previously been dealt with in this schedule.	Rate/ hour	1	R	R	R	R	R	R
6	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during	Rate/ hour	1	R	R	R	R	R	R
7	<b>After working hours and Saturdays</b>	Rate/ hour	1	R	R	R	R	R	R





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**ANNEXURE 1: FINAL SUMMARY**  
**As and When Maintenance and repairs for Elevators at Umjantshi House**

ITEM	DESCRIPTION	AMOUNT
1	Material List Rates– Totals (Year 1 +Year 2 +Year 3)	R
2	Planned Maintenance Rates- Totals (Year 1 + Year 2+ Year 3)	R
3	Annexure B Certificate 24-month schedule of rates (Year 1 + Year 2+ Year 3)	R
4	Repair work Rates- Totals (Year 1 + Year 2+ Year 3)	R
<b>SUBTOTAL</b>		<b>R</b>
<b>ADD VAT 15%</b>		<b>R</b>
<b>GRAND TOTAL</b>		<b>R</b>