

NOTIFICATION OF ERRATUM TENDER ADVERT

Bid Number: SASSA: 07-24-FM-GP

BID DESCRIPTION: APPOINTMENT FOR ACCREDITATION OF MINIMUM OF THREE (3) AND MAXIMUM OF SEVEN (7) SERVICE PROVIDERS TO BE ACCREDITED BY SASSA FOR PROVISIONING OF REPAIRS, MAINTENANCE, REPLACEMENT AND INSTALLATION OF ELECTRICAL COMPONENTS FOR SASSA VARIOUS OFFICES IN THE GAUTENG REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

NB: Kindly note that the above mentioned tender's Terms of Reference(TOR) has been amended on pages 13 and 14 (Refer to the revised TOR).

Closing date remains the 10 December 2024

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Where bid documents can be obtained:

Website: <https://etenders.treasury.gov.za> <<https://etenders.treasury.gov.za>> /

www.sassa.gov.za <<http://www.sassa.gov.za>>



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at the right time and place. NJALO!*

South African Social Security Agency
Gauteng Region

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SOUTH AFRICAN SOCIAL SECURITY AGENCY

**TERMS OF REFERENCE FOR INVITATION OF A MINIMUM OF THREE (3) AND
MAXIMUM OF SEVEN (7) SERVICE PROVIDERS TO BE ACCREDITED BY SASSA
FOR PROVISIONING OF REPAIRS, MAINTENANCE, REPLACEMENT AND
INSTALLATION OF ELECTRICAL COMPONENTS FOR SASSA VARIOUS OFFICES
IN THE GAUTENG REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

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Bidders' Initial.....

1. PURPOSE

1.1. To accredit minimum of three (3) and maximum of seven (7) service providers to provide electrical maintenance services for the South African Social Security Agency (SASSA) in various offices in the Gauteng Region as and when required for the period of 36 months.

2. BACKGROUND

2.1. SASSA was established in terms of the South African Social Security Agency Act, 2004 (Act 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act 13 of 2004).

2.2. SASSA Gauteng Region is currently structured as follows:

- ✓ Regional Office:
- ✓ District Offices;
- ✓ Local Offices;
- ✓ Service Points; and
- ✓ Record Management Centre.

2.3. The SASSA is committed to ensuring that the environment at Regional, District, Local and Service Points are conducive for delivery of services and working at all times.

3. LEGAL FRAMEWORK

3.1. The following forms of legislation, but not limited to, will constitute the legislative framework that will govern and influence the maintenance of office buildings. These pieces of legislation or framework will guide the level and standards of maintenance services required:

- ✓ **Public Finance Management Act (PFMA), No. 1 of 1999**
- ✓ **Government Immovable Asset Management Act (GIAMA), No.19 of 2007**
- ✓ **South African Bureau of Standards: National Building Regulations**
- ✓ **Occupation Health and Safety Act of 1993 (OHSA) and Regulations**
- ✓ **Construction Industry Development Board Act (CIDB)**
- ✓ **Municipal By-laws and any special requirements of the Local Authority.**

Bidders' Initial.....

4. SCOPE OF WORK

4.1. The services will be required in the following offices:

REGIONAL OFFICE

No.	Office
1.	Gauteng Regional Office

JOHANNESBURG DISTRICT

No.	Office
1.	Alexandra Local Office
2.	Chiawelo Local Office
3.	Ennerdale Local Office
4.	Lenasia Local Office
5.	Soweto Local Office
6.	Orange Farm Local Office
7.	Johannesburg Local Office
8.	Midrand Local Office
9.	Eldorado Park Local Office
10.	Orlando West Local Office

TSHWANE DISTRICT

No	Office
1.	Atteridgeville MPCC Service Office
2.	Bronkhorstspuit Local Office
3.	Ekangala Local Office
4.	Ga-Rankuwa Local Office
5.	Mamelodi Pretoria Local Office
6.	Mamelodi-Mini Minitorium MPCC
7.	Soshanguve Pretoria Local Office
8.	Pretoria Local Office
9.	Temba office Local Office

Bidders' Initial.....

SEDIBENG DISTRICT

No.	Office
1.	Sebokeng Local Office
2.	Vereeniging Local Office
3.	Heidelberg Local Office
4.	Meyerton Local Office
5.	Ratanda Local Office
6.	Mafatsane Local Office

WEST RAND DISTRICT

No.	Office
1	Khutsong Local Office
2	Kagiso Local Office
4	Randfontein Local Office
5	Krugersdorp Local Office
6	Roodepoort Local Office
7	Carletonville Local Office
8	Fochville Local Office
9	Dobsonville Local Office

EKURHULENI DISTRICT

No.	Office
1.	Benoni Local Office
2.	Duduza Local Office
3.	Kwa-Thema Local Office
4.	Tembisa 1 Local Office
5.	Tembisa 2 Local Office
6.	Vosloorus Local Office
7.	Thokoza Local Office
8.	Tsakane Local Office
9.	Springs Local Office
10.	Nigel Local Office
11.	Germiston Local Office
12.	Reiger Park Local Office

Bidders' Initial.....

4.1. The number of Local Offices and Service Points to be targeted will be based on the electrical needs as they occur. The needs may arise because of required preventative measures, aging of the buildings, natural and/ or man-made events or conditions.

5. KEY DELIVERABLES

5.1. The services will involve minor works in **Electrical Maintenance**:

5.1.1. Services must be rendered within the specified period to be determined in relation to the seriousness and/or urgency of the situation as well as the complexity and type of work.

5.1.2. Restoration of SASSA facilities to make them safe, secure and functional immediately after disastrous events or emergencies.

5.1.3. SASSA offices have poor lighting which are basic requirements for a productive environment.

6. BID CONDITIONS

6.1. The following conditions apply to the accreditation, and if any of the conditions are not met the accreditation will not be considered: -

6.1.1. SASSA reserves the right to cancel the contract forthwith and to terminate the services of the bidder(s) without prior notice to do so if the bidder(s) becomes unable for any reason whatsoever to implement any terms of the contract due to causes within his/her control or delay without proper cause, proof of which shall rest on the successful bidder(s). In such an event, the bidder(s) shall, when called to do so, hand over to SASSA all documents which are related to the contract.

6.1.2. SASSA shall not accept any responsibility for accounts/expenses incurred by the bidder(s) that was not agreed upon by the contracting parties.

6.1.3. The bidder(s) undertakes to make the relevant provisions of this agreement known to all members of the personnel provided in terms hereof as soon as is practically possible before the commencement of this agreement.

6.1.4. The bidder(s) shall notify SASSA in writing of any change of address within five days hereof.

6.1.5. SASSA reserves the right to inspect the services rendered by the bidder(s) at any time, to ensure that the service is rendered in accordance with the conditions of contract and the site specification.

Bidders' Initial.....

- 6.1.6. The norms and quality of the services rendered must be in accordance with the acceptable Normal Industry Standards.
- 6.1.7. The bidder(s) shall take all possible steps to ensure that the contract and the intended execution take place.
- 6.1.8. Bidders must also outline the activities that will be undertaken in order to implement and manage the relevant Occupational Health and Safety (OHS) protocols as well as risks associated herewith.
- 6.1.9. SASSA reserves the right to conduct security background checks in respect of the recommended bidder(s) and its directors or by the State Security Agency (SSA).
- 6.1.10. The successful bidder(s) will enter into a Service Level Agreement (SLA) with SASSA.
- 6.1.11. SASSA reserves the right to negotiate price(s) with the successful bidder(s).
- 6.1.12. Attendance of compulsory briefing session.
- 6.1.13. SASSA reserves the right to cancel or not to award the contract to any service provider.
- 6.1.14. The price must be all inclusive of all variable costs including any other related costs.
- 6.1.15. SASSA reserves the right not to accept the lowest quotation.
- 6.1.16. SASSA reserves the right to return late quotation submissions unopened.
- 6.1.17. No contractual relationship shall come into existence between SASSA and any sub-contractors or any other suppliers other than the contracted service provider. Hence, SASSA shall entertain no payment claims from any other party other than the contracted service providers. SASSA does not pay for material on or off site.
- 6.1.18. Payments will be processed in accordance with deliverables accomplished as per the contract after inspection and validation. Proof of completion of the relevant deliverables shall be in the form of documentation stating completion of the relevant deliverables as signed by both parties.
- 6.1.19. Notwithstanding any other provision to the contrary contained herein, SASSA reserves the right to terminate this contract upon thirty (30) days written notice to the Bidder, should it no longer require the services being rendered hereunder, without attracting any liability or incurring any penalty in respect of such early termination.

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7. SERVICE PROVIDER'S RESPONSIBILITIES

- 7.1. The service provider/s will be expected to perform in accordance with the standards set out by the SASSA.
- 7.2. The service provider/s will be expected to provide any related electrical work according to the agreed specifications designed by SASSA.
- 7.3. Upon completion of work, the service provider/s must issue relevant certificates where required.
- 7.4. Deliver against the Purchase Order.
- 7.5. The service provider will be responsible for their own transportation costs.
- 7.6. Provide and execute everything necessary for the work to be completed in accordance with industry standards, OHSA, and any other relevant regulations.
- 7.7. Provide electrical diagnostic report for any other repairs, maintenance, replacement and installation cost not included in the above mentioned.
- 7.8. Submit all relevant and required documents inclusive of safety file at the cost of the appointed service provider.
- 7.9. Include 3 months guarantee on the workmanship with no further or additional cost implications to the Agency.
- 7.10. Only good quality parts and materials that complies with SABS requirements may be used in the execution of the work. SASSA reserves the right to inspect material prior to installation and may refuse usage of the material should it be found not to comply with requirements.

8. SASSA RESPONSIBILITIES

- 8.1. SASSA will request quotations from the list of the selected accredited service providers as and when required.
- 8.2. SASSA will be expected to provide the selected accredited service providers with signed specifications when requesting quotations.
- 8.3. SASSA will pay the service provider/s within 30 working days upon receipt of the invoice.
- 8.4. SASSA reserves the right to terminate service providers contracts in the event where there is clear evidence of none/poor performance and/or deviations from the agreed scope, specifications and the signed contract. The contractor who has been appointed on the database can only commence a project upon being issued with a purchase order, a job card and Site Handover Certificate indicating the contract amount and contract period as an indication that the site has been officially handed over for repairs and or maintenance.

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8.5. Points awarded for BBBEE Status level of contribution will be evaluated for preference as follows:

8.5.1. 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 accordance with the table below.

8.5.1.1. Accredited service providers are herewith advised to note that the 80/20 preference points system will be applied during quotations.

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)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16
B-BBEE Status Level 1 - 2 contributor	14
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled	12
B-BBEE Status Level 3 - 4 contributor	8
B-BBEE Status Level 5 - 8 contributor	4
Others	0

9. COMPETENT STAFF

9.1. The Bidder shall use competent staff for execution of works.

9.2. Bidders shall satisfy SASSA in all respects that their technical personnel be suitably qualified to carry out the specialized works.

9.3. Bidders must submit trade test certificates. The Bidder must submit a valid and certified proof of Registration with Department of Employment and Labour as Electrical Contractor. The certification must be issued to Supplier/ Company/ Entity name specific by Labour Department, as per OHS Act 1993 (Act No 85 of 1993).

9.4. Provide the necessary documentation as requested prior to the awarding of the contract. (For example, identity document, work permit or passport of employees

Bidders' Initial.....

- 9.5. Comply with all SASSA policies, procedures and regulations.
- 9.6. Ensure that all work performed, and all equipment used on site are in compliance with the OHS Act, 1993 (Act no. 85 of 1993) and any regulations promulgated in terms of this Act and the standard instructions of SASSA.
- 9.7. The appointment of the service provider will be subject to positive security screening results by the State Security Agency.
- 9.8. The successful service provider will sign a confidential agreement regarding the protection of SASSA information that is not in the public domain.

10. PARTS

- 10.1. Parts, components and material must conform to South African National Standards (SANS 0001).
- 10.2. The Bidder must submit to SASSA any warranty for parts, components and material used in this contract in line with General Condition of Contract of 2015 upon completion of work.

11. EXECUTION OF REPAIRS

- 11.1. SASSA reserves the right to execute repairs and replacements with any other contractor.
- 11.2. Project Manager will submit specification of work to be carried out.
- 11.3. The Contractor shall commence with repair work within 24 hours after receipt of a purchase order and immediately in the case of emergency repairs in accordance with of this contract.
- 11.4. If the Contractor fails to respond within the time limits as stated above, SASSA should have the right to appoint any other supplier/ service provider to do the work without further notification to the Contractor.

12. HOURS OF WORK

- 12.1. The Bidder shall undertake to carry out the repair/servicing during normal working hours.
- 12.2. For any work that will be carried outside the normal working hours, an arrangement and permission must be granted by the Agency.

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13. EMERGENCY REPAIRS

- 13.1. All emergency work will be in line with SASSA emergency policy.
- 13.2. Emergency repairs after hours may be executed when instructed by the SASSA Project Manager.
- 13.3. After the instruction has been issued, the service provider must respond and resume work within two hours failing which another service provider will be appointed.

14. SPECIAL NOTES TO BIDDERS

- 14.1. Service provider/s shall be registered with the Workman's Compensation and shall provide SASSA with credible proof of such registration upon request thereof.
- 14.2. Service providers must have the capacity, functional skills and experience to provide the services required by SASSA.
- 14.3. Prospective bidder/s must provide Company Profile with all the CVs of key personnel. Relevant Skills, Attributes and Competencies in trades: (at least one CV and any accredited certificate in line with the trade must be attached).
- 14.4. Bidders must also provide the company experience in terms of the values, years and past projects completed (**Annexure A**).
- 14.5. If it is shown that errors or shortcomings exist within the service provided, the service providers shall be notified in writing and shall be required to perform corrective services within 7 (seven) calendar days to remedy such errors at no cost to SASSA.
- 14.6. SASSA reserves the right to reject work that does not meet the required standard.
- 14.7. Penalties will be applied in line with GCC 2015.
- 14.8. **The successful bidders will be expected to comply with, but not limited to, the following prescripts:**
 - 14.8.1. Occupational Health Safety Act: Act No. 85 of 1993.
 - 14.8.2. Municipal By-laws and any special requirements of the Local Authority.
 - 14.8.3. Standard Specification for the Electrical Equipment and Installations for Mechanical Services Issue VIII December 1984.
 - 14.8.4. The S.A. Bureau of Standards Codes of Practice S.A.B.S. 0400 of 1990, for the application of the national building regulations, S.A.B.S. 0105 and SANS 10142-1: 2003 (all as amended). All such work shall be carried out by, or under the supervision of a Licensed Electrician only and all work done shall comply with the Standard Wiring

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Regulations, S.A.B.S. 0142, as well as the Agency's Standard Specification for Electrical Equipment and Installations for Mechanical Services, Issue VIII, 1984.

15. EVALUATION PROCESS:

15.1. All proposals will be evaluated in terms of the criteria stipulated in the bid document. The evaluation process will be carried out terms of stage one and three phases as follows:

Stage One	Phase One-Mandatory Requirements Phase Two- Administrative Compliance Phase Three-Functionality
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16. STAGE ONE

16.1. PHASE ONE: MANDATORY REQUIREMENTS

Mandatory Requirements	Yes/No
Copy of valid registration with Construction Industry Development Board (CIDB) in 1EB Grade or higher class.	
The Bidder must submit a valid and certified proof of Registration with Department of Employment and Labour as Electrical Contractor. The certification must be issued to Supplier/ Company/ Entity name specific by Department of Employment and Labour, as per Occupational Health and Safety Act, 1993 (Act No 85 of 1993).	
Electrician must be qualified artisan with a trade test (Attach proof or certificate).	
Valid certified copy of Compensation for Occupational Injuries and Disaster (COIDA) not older than six (6) months	
Compulsory Attendance Briefing Session	

N.B Failure to submit the above mandatory documents will lead to bidders not being considered for further evaluation.

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16.2. PHASE TWO: ADMINISTRATIVE COMPLIANCE

Administrative Compliance	Yes/No
Fully completed and signed SBD 1, SBD 4 and SBD 6.1 Forms	
Tax Compliance Status print-out from SARS	
Copy of valid registration with Central Supplier Database (CSD)	
Certified valid BBBEE certificate/ Affidavit in case of EME's and QSE's	
Submission of a valid certificate which is a proof that the bidder has registered as a member of the relevant professional body (e.g. Electrical Contractors Association of South Africa (ECASA)), the bidder must also submit a letter of good standing with the ECASA.	

N.B Failure to submit the above after having been given the opportunity to re-submit will lead to the bid be disqualified not evaluated to the next phase.

16.3. PHASE THREE: FUNCTIONALITY

Bidders will be evaluated in the following manner.

Poor = (1), Average = (2), Good = (3), Very Good = (4), Excellent = (5)

No	Criteria for functionality	Points
1	Experience	45
1.1	<p>1.1.1 Value of Projects (15)</p> <p>Total value of the current and completed projects in Electrical Services for the last ten (10) years:</p> <p>Bidder(s) must attach award letters or contracts or purchase orders in respect of each of the contracts reflected in table (a) above. Such award letters or contracts or purchase orders from the client(s) must be in the company logo reflecting name(s) and contact details of client(s); the type of services rendered (specifically Electrical services), start, end dates and values of the contracts as signed by the client. SASSA may verify the contents of the award letters or purchase orders or contracts with the bidders' clients.</p> <p>R800 001 and Above = 5 R600 001 – R800 000 = 4 R400 001 – R600 000 = 3</p>	

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	<p>R200 001 – R400 000 = 2 R0 - R200 000 = 1</p> <p>1.1.2 Years in service (15) The number of years since the company executed its first project related to electrical environment.</p> <p>4 years term contract and more = 5 Above 3-4 years term contract = 4 Above 2-3 years term contract = 3 Above 1-2 years term contract = 2 0- 1 year term contract = 1</p> <p>1.1.3 Number of Projects Completed (15) The number of projects in the last 10 years</p> <p>10 projects and more = 5 8-9 projects = 4 6-7 projects = 3 4-5 projects = 2 1-3 projects = 1</p>	
2	Capacity	20
	<p>Number of Premises (10) Bidder to provide proof of Ownership or Lease Agreement or municipal account for each premise (office, workshops etc.).</p> <p>4 Premises and more = 5 Above 3-4 Premises = 4 Above 2-3 Premises = 3 Above 1-2 Premises = 2 0- 1 Premises = 1</p>	

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	<p>Vehicles (10)</p> <p>The bidder must provide proof of ownership viz. certified copy of vehicle registration document/s or letter of intent to lease vehicle/s.</p> <p>More than 4 vehicles = 5 Points</p> <p>4 Vehicles = 4 Points</p> <p>3 Vehicles = 3 Points</p> <p>2 Vehicles = 2 Points</p> <p>0 -1 Vehicle = 1 Point</p>	
3	Expertise	20
3.1	<p>Qualifications (20)</p> <p>Number of Artisans with a qualification/s / trade certificate/s in the electrical environment. Provide copies of the qualifications/ certificates as part of the company profile.</p> <p>More than 4 qualified personnel = 5</p> <p>4 qualified personnel = 4</p> <p>3 qualified personnel = 3</p> <p>2 qualified personnel = 2</p> <p>0 -1 qualified personnel = 1</p>	
4	Execution	15
4.1	<p>Project Implementation Methodology (15)</p> <p>Bidder/s to provide detailed methodology that will demonstrate how the bidder intends to execute the programme.</p> <p>No project plan. - 1</p> <p>Project plan-initiation and planning - 2</p> <p>Project plan-initiation, planning and monitoring - 3</p> <p>Detailed project plan- initiation, planning, execution, monitoring and closing. 4</p> <p>Comprehensive project plan- initiation, planning, execution, monitoring, closing and risk management- 5</p>	
	Total	100
	Minimum threshold	70

NB: only the top seven (7) bidders with the highest points will be accredited. All the bidders to be accredited must score a minimum of 70 points.

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17. LATE SUBMISSION

17.1. Bids received at the address indicated in the bid documents, after the closing date and time, will not be accepted.

18. SUBMISSION OF BIDS

Address of the Region where bids should be submitted:

Gauteng Region

222 Smit Street, 5th floor

Braamfontein

19. ENQUIRIES

19.1. The following officials may be contacted in respect of bid enquiries, from the date of advert before the bid closing date.

Name and Surname	Designation	Email	Contact	Physical Address
Lindiwe Makhanya	Technical	LindiweMak@sassa.gov.za	011 278 5113	222 Smit Street Braamfontein
Mmathume Nkadimeng	Administrative	MmathumeN@sassa.gov.za	011 241 8474	222 Smit Street Braamfontein

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