**Guidelines on Specification for Procuring Services**

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| **Project Name:** | **PANEL FOR SUPPLY, REPAIR AND MAINTENANCE ON FAULTY PUBLIC LIGHTS AND EQUIPMENT FOR A PERIOD OF THREE YEARS AS AND WHEN NECESSARY** |

**Guideline for Terms of Reference**

This tender is for the appointment of a Panel for the Supply, Repair, and Maintenance of Faulty Public Lights and Equipment for a period of three years as and when necessary.

**Background**

The Moqhaka Local Municipality requires the Supply, Repair, and Maintenance of Faulty Public Lights and Equipment as and when necessary where the Municipality does not have the necessary plant or equipment to deal with the situation.

1. **Scope of Work / Terms of Reference**

High Mast lights:

• Lowering of masts including crane hire

• Supply and installation of the following parts :

o Safety chain, turn buckle and d – shackles

o Tension bolts and thimbles, ferrule

o Harness (6mm steel cables)

o Trailing cable 7 core x 4mm

o Supply cable

o Distribution board (complete)

o Lamps and luminaires

o Day light switches

o Other relevant parts

• Commissioning of the mast

• Supply of a winch where needed

Street lights:

• Supply and installation of the following parts :

o Distribution box(complete)

o Lamps and luminaires

o Day light switches

o Poles

o Brackets

o Supply cable

o Other relevant parts

• Commissioning of the street light

Bill of Quantities / Pricing Schedule.

Tender prices to be fixed for the first twelve (12) months and only annual escalation will be provided for as per the Service Level Agreement (SLA).

1. **Panel**

In this panel, the municipality will appoint a maximum of **10** service providers who scored the highest points scored in terms of the Preferential Procurement Policy of Moqhaka Local Municipality.

1. **Sourcing of Quotations**

**Quotations** will be requested only from the service providers appointed on the panel to ensure all service providers appointed on the panel have an opportunity of being selected during the contract period.

Should the service providers on the panel not be in a position to supply the required product within the desired timeframes, the municipality will deem it necessary to invite quotations outside the appointed panel. Prior written consent from the Municipal Manager will need to be obtained before proceeding with such a deviation.

The municipality will derive a flat rate from the prices submitted by the successful bidders. This flat rate will be offered to the bidders through a negotiation process. This will assist the municipality with a fair and equitable process of rotation. This will also prohibit the municipality from paying more for the same product between service providers on the panel.

1. **Performance Management**

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of panels will be done as and when their services are utilised.

1. **Preferential Points System**

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| *Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.* |
| 80/20  *A maximum of 20 points (80/20 preference points system), will be allocated for specific goals.* The maximum points for these goals are as follows:   * Locality of Supplier – 10 Points * Youth Ownership of Company (Youth is 35 years and younger) - 10 Points   *These goals are specified in MBD6.1 in terms of the PPR2022.* |

1. **Duration of the Contract**

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| *State how long the contract will take* |
| 3 Years |

1. **Functional or Technical Evaluation Criteria (If Applicable)**

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| *See examples of Functional Evaluation Criteria below in Annexure A* |

**ANNEXURE ‘’A’’**

**Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline**

Only those tenderers who score the minimum of 65 points in respect of the following criteria are eligible for further evaluation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Weight** | **Points** | **Documents to be submitted as proof to score points** |
| **Demonstrate the company experience in similar projects.**  **Number of projects** | | **30** | For the Bidder(s) to be considered, the bidder(s) must provide **signed** appointment letters from clients.  Appointment letters of similar projects with contact details that can be contacted by the Municipality to confirm that the appointment letter is valid.  Or  Reference letter with a valid purchase order from the client of similar projects with contact details that can be contacted by the Municipality to confirm that the reference letter is valid. |
| * 5 or more Appointment letters or Reference letters | 5 |
| * 4 Appointment letters or Reference letters | 4 |
| * 3 Appointment letters or Reference letters | 3 |
| * 2 Appointment letters or Reference letters | 2 |
| * 1 Appointment letter or Reference letter | 1 |
| * No Appointment letter or Reference letter | 0 |
| **Qualifications and skills based on Project Personnel’s CV (all staff must have a minimum of 5 years experience)**   * Qualified Engineer or Technologist or Technician * Electrician with wireman’s License * Electrician (Qualified) | | **25** | Proof of qualifications and CVs of the required professionals must be submitted.  Proof of training and previous experience of similar jobs need to be submitted with the tender |
| No required personnel | 0 |
| * 1 of 3 personnel | 3 |
| * 2 of 3 personnel | 4 |
| * 3 of 3 personnel | 5 |
| **Vehicle and Plant**   * Truck with suitable vehicle Mounted Crane 5 ton lifting Capacity * LDV with canopy * Truck with hydraulic platform 12m extension | | **25** | Provide proof of ownership for the plant or letter to intend to hire signed by the owner of the plant on their company letterhead for all plant required, which should be listed and a copy of NATIS should be provided |
| No Vehicle or Plant | 0 |
| * 1 of 3 Vehicle and Plant | 2 |
| * 2 of 3 Vehicle and Plant | 3 |
| * 3 of 3 Vehicle and Plant | 5 |
| **Response time** | | **20** | Provide a list indicating the response times in the form of a signed letter on the company’s letterhead.  (Penalty will be applied during the contract if the bidder fails to deliver as specified on the tender) |
| No response time | 0 |
| * Less than 2 days | 5 |
| * 3 to 4 days | 4 |
| * 5 to 6 days | 3 |
| * 7 to 8 days | 2 |
| * More than 8 days | 1 |  |  |
| **MAX POSSIBLE SCORE** |  | **100** |  |

**Bill of quantities**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **Unit** | **QTY** | **Unit price for Materials excl. VAT** | **Unit Price for Labour Excl. VAT** | **Total Price Excl. VAT** |
| 1 | 500v megger test between cores & core | ea | ea |  |  |  |
| 2 | Bandit strap all cables to pole (1m intervals) | ea | ea |  |  |  |
| 3 | Bandit strapping (per pole) | ea | ea |  |  |  |
| 4 | Complete Refurbish Pillar Box | ea | ea |  |  |  |
| 5 | Decommission existing LV line | m | m |  |  |  |
| 6 | Decommission redundant Bare OHL conductor & removal & offload | m | m |  |  |  |
| 7 | Decommission redundant MSS, remove, load and transfer | ea | ea |  |  |  |
| 8 | Decommission redundant MV switchgear, remove, load and transfer | ea | ea |  |  |  |
| 9 | Decommission redundant pole remove, load and transfer | ea | ea |  |  |  |
| 10 | Decommission redundant pole transformer, remove, load and transfer | ea | ea |  |  |  |
| 11 | Decommission redundant transformer, remove, load, transfer | ea | ea |  |  |  |
| 12 | Decommissioning of meters | ea | ea |  |  |  |
| 13 | Decommissionsing of supply | ea | ea |  |  |  |
| 14 | Disconnect and lower High Mast pole | ea | ea |  |  |  |
| 15 | Disconnect,reconnect & test excluding MV taped termination | ea | ea |  |  |  |
| 16 | Disconnect,reconnect & test LV Terminination (excluding LV taped) | ea | ea |  |  |  |
| 17 | Emergency Call Out | ea | ea |  |  |  |
| 18 | Inspection and complete report of High Masts (Checklist) | ea | ea |  |  |  |
| 19 | Inspection of LV overhead lines (per circuit) | ea | ea |  |  |  |
| 20 | Inspection of MV overhead lines (per circuit) | ea | ea |  |  |  |
| 21 | Install & fix double shackle pole including all assembly | ea | ea |  |  |  |
| 22 | Install & fix inter-pole including all accessories | ea | ea |  |  |  |
| 23 | Install & fix terminal-pole including accessories | ea | ea |  |  |  |
| 24 | Install & wire Photocell | ea | ea |  |  |  |
| 25 | Install +C315 trailing cable for High Masts | ea | ea |  |  |  |
| 26 | Install 11.5 D-Curved pole, lmr & Lamp | ea | ea |  |  |  |
| 27 | Install 11.5 stl pole, lmr & Lamp | ea | ea |  |  |  |
| 28 | Install 11.5m Curved pole, lmr & Lamp | ea | ea |  |  |  |
| 29 | Install 11.5m steel pole including insulation | ea | ea |  |  |  |
| 30 | Install 17m stl pole, lmr & Lamp | ea | ea |  |  |  |
| 31 | Install 4-way term block & photocell | ea | ea |  |  |  |
| 32 | Install 7.2/9 m steel pole including.insulation | ea | ea |  |  |  |
| 33 | Install 7.2/9.2m stl pole, lmr & Lamp | ea | ea |  |  |  |
| 34 | Install 8/10.5m grp pole, lmr & Lamp | ea | ea |  |  |  |
| 35 | Install 9.2 Curved pole incl lmr & Lamp | ea | ea |  |  |  |
| 36 | Install a by pass switch for photocell | ea | ea |  |  |  |
| 37 | Install ABC double strain fitting (120-50) | ea | ea |  |  |  |
| 38 | Install ABC single strain fitting (120-50) | ea | ea |  |  |  |
| 39 | Install ABC single suspension fitting (120-50) | ea | ea |  |  |  |
| 40 | Install abc t-off strain fitting (120-50) | ea | ea |  |  |  |
| 41 | Install chamber light wiring | ea | ea |  |  |  |
| 42 | Install CT's and VT's | ea | ea |  |  |  |
| 43 | Install earth leakage isolator high mast Distribution Board | ea | ea |  |  |  |
| 44 | Install earth spikes & connect including CAD welding | ea | ea |  |  |  |
| 45 | Install fitting & lamp (different sizes) | ea | ea |  |  |  |
| 46 | Install fly-stay- Pole including accessories | ea | ea |  |  |  |
| 47 | Install including saddles 2.5mm² 2 x 19 core | ea | ea |  |  |  |
| 48 | Install IPCS | ea | ea |  |  |  |
| 49 | Install LV distribution board | ea | ea |  |  |  |
| 50 | Install LV Distribution board (steel) & plinth | ea | ea |  |  |  |
| 51 | Install LV Distribution Board fuse | ea | ea |  |  |  |
| 52 | Install LV Pillar Box(fibre) & Base | ea | ea |  |  |  |
| 53 | Install MV VCB cubicle units | ea | ea |  |  |  |
| 54 | Install of any outreach bracket | ea | ea |  |  |  |
| 55 | Install or replace streetlight bracket | ea | ea |  |  |  |
| 56 | Install pole earths, including all excavation works | ea | ea |  |  |  |
| 57 | Install pole mounted distributor transformer | ea | ea |  |  |  |
| 58 | Install pole-extension-2,3m ( Motor way) | ea | ea |  |  |  |
| 59 | Install stainless steel wire rope | ea | ea |  |  |  |
| 60 | Install stl lmr & 100mm-brack including lamp | ea | ea |  |  |  |
| 61 | Install street lighting luminaires- all sizes | ea | ea |  |  |  |
| 62 | Install streetlight control circuit in L/C | ea | ea |  |  |  |
| 63 | Install suspension fitting | ea | ea |  |  |  |
| 64 | Install, test and comm. RAT#s in MSS (E) | ea | ea |  |  |  |
| 65 | Install,commissioning street light SDB/SPB on pole | ea | ea |  |  |  |
| 66 | Installation of flying stay assembly | ea | ea |  |  |  |
| 67 | Installation of lamps only (Street lights) | ea | ea |  |  |  |
| 68 | Installation of LV stay assembly | ea | ea |  |  |  |
| 69 | Installation of MV stay assembly | ea | ea |  |  |  |
| 70 | Installation of MV VCB + meter cubicle (BMK) | ea | ea |  |  |  |
| 71 | Installation of plain mast dis 1 | ea | ea |  |  |  |
| 72 | Issue Engineer 's certificate of completion | ea | ea |  |  |  |
| 73 | Joint abc 10mm2 split concentric LV cab | ea | ea |  |  |  |
| 74 | Joint ABC 10mm2 split concentric LV cable | ea | ea |  |  |  |
| 75 | Joint ABC 120mm2 x 3 + n + e + s/l | ea | ea |  |  |  |
| 76 | Joint ABC 25mm2 x 3 (s/l) | ea | ea |  |  |  |
| 77 | Joint ABC 50mm2 x 3 + n/e + s/l | ea | ea |  |  |  |
| 78 | Joint ABC 70mm2 x 3 + n/e + s/l | ea | ea |  |  |  |
| 79 | Joint ABC 95mm2 x 3 + n/e + s/l | ea | ea |  |  |  |
| 80 | Laying of 12 core x 2.5mm CU PVC SWA PVC 600/1000v | m | m |  |  |  |
| 81 | Laying of 12 core x 4mm CU PVC SWA PVC600/1000v | m | m |  |  |  |
| 82 | Laying of 185mm x3 MV 3 core cable | m | m |  |  |  |
| 83 | Laying of 20 pair control cable | m | m |  |  |  |
| 84 | Laying of 300mm x3 MV 3 core cable | m | m |  |  |  |
| 85 | Laying of 4 core x 2.5mm CU PVC SWA PVC 600/1000v | m | m |  |  |  |
| 86 | Laying of 4core x 4mm CU PVC SWA PVC 600/1000v | m | m |  |  |  |
| 87 | Laying of 95mm x3 MV 3 core cable | m | m |  |  |  |
| 88 | Laying of LV 4 core cable 300mm2 | m | m |  |  |  |
| 89 | Laying of LV 4 core cable 70 to 185mm2 | m | m |  |  |  |
| 90 | Laying of LV 4core cable 25 to 35mm2 | m | m |  |  |  |
| 91 | Laying of LV cable 16mm2 | m | m |  |  |  |
| 92 | Laying plastic marker tape | m | m |  |  |  |
| 93 | Lift & stack preservation of lawn grass | m2 | m2 |  |  |  |
| 94 | Lifting & stacking of paving bricks | m2 | m2 |  |  |  |
| 95 | Lowering and raising a luminaries (high mast) | ea | ea |  |  |  |
| 96 | Lowering and raising a repaired high mast | ea | ea |  |  |  |
| 97 | Lowering and raising of sectional poles (Scissor mast) | ea | ea |  |  |  |
| 98 | LPU site inspection and certificate installation | ea | ea |  |  |  |
| 99 | LV cable fault location | ea | ea |  |  |  |
| 100 | LV joint for 16mm2 >=2core cable or more cable | ea | ea |  |  |  |
| 101 | LV joint for 25mm & 35mm x 4 core cable | ea | ea |  |  |  |
| 102 | LV joint for 300mm2 x 4 core cable | ea | ea |  |  |  |
| 103 | LV joint for 70 to 185mm2 x 4 core cable | ea | ea |  |  |  |
| 104 | LV Make-off & term. >=16mm x4 core | ea | ea |  |  |  |
| 105 | LV Make-off & termination >=25mm2 & 35mm2 x4 core | ea | ea |  |  |  |
| 106 | LV Make-off & termination 16mm2 >= 2 core | ea | ea |  |  |  |
| 107 | LV Make-off & termination 300mm2 4 core | ea | ea |  |  |  |
| 108 | Make off and connect 2,5mm² 2 x 19 core pilot cable | ea | ea |  |  |  |
| 109 | Painting damaged galvanizing high mast | ea | ea |  |  |  |
| 110 | Painting of all poles (any length) | ea | ea |  |  |  |
| 111 | Painting of pillar box | ea | ea |  |  |  |
| 112 | Painting of substations/Load Centre (brick sub) | m2 | m2 |  |  |  |
| 113 | Painting of Transmission towers | ea | ea |  |  |  |
| 114 | Painting perimeter fencing & walling | m | m |  |  |  |
| 115 | Pillar Box Repair | ea | ea |  |  |  |
| 116 | Pole-mounted Distribution Box 1&3 phase boxes | ea | ea |  |  |  |
| 117 | Removal of ABC 35mm2 (per span) | m | m |  |  |  |
| 118 | Removal of ABC 120mm2 (per span) | m | m |  |  |  |
| 119 | Removal of ABC 50mm2 (per span) | m | m |  |  |  |
| 120 | Removal of ABC 95mm2 (per span) | m | m |  |  |  |
| 121 | Removal of fox per line ( Not ABC) | M | M |  |  |  |
| 122 | Removal of Hare per line ( Not ABC) | m | m |  |  |  |
| 123 | Removal of illegal connection | ea | ea |  |  |  |
| 124 | Removal of mink per line ( Not ABC) | ea | ea |  |  |  |
| 125 | Removal of redundant cables off pole | m | m |  |  |  |
| 126 | Removal of welded covers | ea | ea |  |  |  |
| 127 | Remove and replace any size luminaire inc lamp | ea | ea |  |  |  |
| 128 | Repair loose connection | ea | ea |  |  |  |
| 129 | Replace 30amp triple pole circuit | ea | ea |  |  |  |
| 130 | Replace 400 watt lamp | ea | ea |  |  |  |
| 131 | Replace 5 pin female socket outlet in mast | ea | ea |  |  |  |
| 132 | Replace 5 pin male plug top on trailing cable | ea | ea |  |  |  |
| 133 | Replace complete Distribution Board inside mast | ea | ea |  |  |  |
| 134 | Replace compression glands for above | ea | ea |  |  |  |
| 135 | Replace earth mats | ea | ea |  |  |  |
| 136 | Replace earth guards | ea | ea |  |  |  |
| 137 | Replace existing Low Voltage 1 phase circuit breaker | ea | ea |  |  |  |
| 138 | Replace existing Low Voltage 3 phase circuit breaker | ea | ea |  |  |  |
| 139 | Replace faulty contactor | ea | ea |  |  |  |
| 140 | Replace fiberglass hood/canopy (luminaire) | ea | ea |  |  |  |
| 141 | Replace jumpers | ea | ea |  |  |  |
| 142 | Replace luminares cable splitter box | ea | ea |  |  |  |
| 143 | Replace LV & MV insulators | ea | ea |  |  |  |
| 144 | Replace LV fuse | ea | ea |  |  |  |
| 145 | Replace LV fuse & carriage | ea | ea |  |  |  |
| 146 | Replace neutral bar on highmast Distribution Board | ea | ea |  |  |  |
| 147 | Replace photo-electrical cell | ea | ea |  |  |  |
| 148 | Replace pole cover | ea | ea |  |  |  |
| 149 | Replace pole cover only | ea | ea |  |  |  |
| 150 | Replace pulley for trailing cable (High mast) | ea | ea |  |  |  |
| 151 | Replace pulley & housing 4 steel wire rope (High mast) | ea | ea |  |  |  |
| 152 | Replace steel wire ropes compl.with accs | ea | ea |  |  |  |
| 153 | Replace street light bracket complete-all sizes | ea | ea |  |  |  |
| 154 | Replace street lighting luminaires - all sizes | ea | ea |  |  |  |
| 155 | Replace surge arrestors | ea | ea |  |  |  |
| 156 | Replace-photo cell | ea | ea |  |  |  |
| 157 | Reset any size circuit breaker | ea | ea |  |  |  |
| 158 | Reset LV MCB | ea | ea |  |  |  |
| 159 | Retentioning of ABC of 120mm² (4 core + plu) (per span) | M | M |  |  |  |
| 160 | Retentioning of ABC of 35mm² (4core) (per span) | m | m |  |  |  |
| 161 | Retentioning of ABC of 35mm² (4core+plu) (per span) | m | m |  |  |  |
| 162 | Retentioning of ABC of 50mm² (4 core) (per span) | m | m |  |  |  |
| 163 | Retentioning of ABC of 50mm² (4 core+plu) (per span) | m | m |  |  |  |
| 164 | Retentioning of ABC of 95mm² (4 core + plu) (per span) | M | M |  |  |  |
| 165 | Retentioning of Ferret per conductor | m | m |  |  |  |
| 166 | Retentioning of Fox per conductor | m | m |  |  |  |
| 167 | Retentioning of Hare per conductor | m | m |  |  |  |
| 168 | Retentioning of LV conductor (per circuit) | ea | ea |  |  |  |
| 169 | Retentioning of Mink per conductor | m | m |  |  |  |
| 170 | Retentioning of MV conductor (per circuit) | ea | ea |  |  |  |
| 171 | Retentioning of Squirrell per conductor | m | m |  |  |  |
| 172 | Soil dig, backfill, comp hand pickable | m3 | m3 |  |  |  |
| 173 | String. ABC (new) of 35mm² (4/5 core) (per span) | m | m |  |  |  |
| 174 | String. ABC (new) of 50mm² (4/5 core) (per span) | m | m |  |  |  |
| 175 | String. ABC (new) of 120mm² ( 4/5 core + sl) (per span) | m | m |  |  |  |
| 176 | String. ABC (new) of 16mm to 25mm 2/3 core (per span) | m | m |  |  |  |
| 177 | String. ABC (new) of 95mm² (4/5 core)(per span) | m | m |  |  |  |
| 178 | Stringing of Airdic 10mm & 16mm | m | m |  |  |  |
| 179 | Stringing of Fox per conductor | m | m |  |  |  |
| 180 | Stringing of Hare per conductor | m | m |  |  |  |
| 181 | Stringing of Mink per conductor | m | m |  |  |  |
| 182 | Supply & install earth spike | ea | ea |  |  |  |
| 183 | Supply & replace 5 pin female socket outlet in mast | ea | ea |  |  |  |
| 184 | Supply & replace 5 pin male plug top on trailing cable | ea | ea |  |  |  |
| 185 | Supply & replace complete Distribution Board inside mast | ea | ea |  |  |  |
| 186 | Supply acceptable filling soil | m3 | m3 |  |  |  |
| 187 | Supply and cast concrete (self mix) | m2 | m2 |  |  |  |
| 188 | Supply and install 110mm steel pipe | m | m |  |  |  |
| 189 | Supply and install complete Distribution Board | ea | ea |  |  |  |
| 190 | Supply and install holding down nuts per mast | ea | ea |  |  |  |
| 191 | Supply and install new concrete slabs | m2 | m2 |  |  |  |
| 192 | Supply and install new inter lock blocks | m2 | m2 |  |  |  |
| 193 | Supply and install new lawn | m2 | m2 |  |  |  |
| 194 | Supply and install new paving bricks | m2 | m2 |  |  |  |
| 195 | Supply and install new tar | m2 | m2 |  |  |  |
| 196 | Supply and mount stubby | ea | ea |  |  |  |
| 197 | Supply and tack welding a new nuts | ea | ea |  |  |  |
| 198 | Supply dry clean river sand | m3 | m3 |  |  |  |
| 199 | Supply of 12 core x 2.5mm CU PVC SWA PVC 600/1000v | m | m |  |  |  |
| 200 | Supply of 12 core x 4 mm CU PVC SWA PVC 600/1000v | m | m |  |  |  |
| 201 | Supply of 4 core x 2,5mm CU PVC SWA PVC 600/1000V | m | m |  |  |  |
| 202 | Supply of 4 core x 4 mm CU PVC SWA PVC 600/1000v | m | m |  |  |  |
| 203 | Tack welding a used nuts | ea | ea |  |  |  |
| 204 | Tar paving cut & remove | m2 | m2 |  |  |  |
| 205 | Terminate ABC 120 mm2 x 3 + n + e + s/l | ea | ea |  |  |  |
| 206 | Terminate ABC 25mm2 x 3 (s/l) | ea | ea |  |  |  |
| 207 | Terminate ABC 50 mm2 x 3 + n/e + s/l | ea | ea |  |  |  |
| 208 | Terminate ABC 70 mm2 x 3 + n/e + s/l | ea | ea |  |  |  |
| 209 | Terminate ABC 95 mm2 x 3 + n/e + s/l | ea | ea |  |  |  |
| 210 | T-off strain fittings for (120/95/50/25) | ea | ea |  |  |  |
| 211 | Touch up paint (per container) | ea | ea |  |  |  |
| 212 | Tree cutting under emergency | ea | ea |  |  |  |
| 213 | Trench on concrete road | m3 | m3 |  |  |  |
| 214 | Under road drilling | ea | ea |  |  |  |
| 215 | Welding of pole covers | ea | ea |  |  |  |
| 216 | Wire any pole size | ea | ea |  |  |  |
| 217 | Quotations will be solicited from the appointed service providers. |  |  |  |  |  |