

## **TERMS OF REFERENCE**

### **FOR**

### **APPOINTMENT OF SERVICE PROVIDER TO INSTALL FIT-OUT AT THE RSR OFFICES**



## 1. INTERPRETATION

### 1.1 Abbreviations

Term	DESCRIPTION
Service Provider	Service provider shall mean the Bidder who is capable of installing offices with the required relevant experience.
Contract	Contract shall include the General Conditions of Contract and/or Special Conditions of Contract (if any), the specifications including any schedules attached to the specifications, and any agreement entered into in terms of these General Conditions of Contract.
Safe Electrical plugs	Shall mean red plugs
Fit Out	Shall mean the internal office installations
HVAC	Means Heating, Ventilation, and Air conditioning. The system is used to provide heating and cooling services to buildings.
LAN	Local Area Network used to connect devices such as laptops, phones and printers to each other and to the internet
VoIP	Voice over Internet Protocol (VoIP), is a technology that allows you to make voice calls using a broadband Internet connection instead of a regular phone line
Category 6 cable	Cable used mainly for computer networks reaching a Gb (1000 Mbps) or one Gbps of data transfer speed (DTR) or higher

## **2. PURPOSE**

- 2.1 The purpose of this document is to outline the terms of reference (TOR) with regards to the appointment of a qualified service provider to install office fit out (Installations) with electrical points (both normal and safe plugs) and network points that support voice-over Internet Protocol (only category 6 network LAN points) as per the office design layout.

## **3. INTRODUCTION**

- 3.1 The Railway Safety Regulator (RSR) was established in terms of the National Railway Safety Regulator Act, Act 16 of 2002 ("the Act") as amended.
- 3.2 The primary legislative mandate of the RSR is to oversee and enforce safety performance by all railway operators in South Africa including those of the neighboring States whose rail operations enter South Africa. Notwithstanding the foregoing, operators are, in terms of the Act, primarily responsible and accountable for ensuring the safety of their railway operations.

## **4. BACKGROUND**

- 5.1 The facilities management is responsible for provision of sufficient fit for purpose office for the RSR. The offices must also comply with relevant prescripts such as OHS Act, building regulations municipal bylaws and organisational policies.
- 5.2 The RSR moved into the current Midrand offices which is approximately 3400m<sup>2</sup>. The office layout was designed to fit the then in 2018 operating model which has since been reviewed. The review in the structure necessitates the need to review the office layout to accommodate the changes in the structure and the personnel.

5.3 The new office design was reviewed by a space planner and has been approved for Installations.

## 5. SCOPE OF WORK

5.1 The RSR requires a reputable service provider to demolish and or install fit-out at the following RSR offices in Midrand:

5.1.1 Building 2: Ground floor and First Floor. Areas to be installed 200m<sup>2</sup> and 300m<sup>2</sup> respectively (Refer to the attached layout for the area)

5.1.2 Building 4: Ground floor (COO wing). area to be changed is 50m<sup>2</sup> .(Refer to the attached layout)

5.1.3 CEO pause area. Area to be installed is 5m<sup>2</sup>. (Refer to the layout)

NB: Please refer to the attached plan for the affected area referred to in 5.1.1 to 5.1.3.

5.2 The RSR requires the following services:

- Interpretation and implementation of redesigned office layout – attached.
- Site preparation
- Shopfitting
- Demolish where necessary.
- Electrical work -Procure and install electrical wiring and plugs (normal and safe plugs)
- Installation of LAN and category 6 cabling
- Procure and install internal divisions and internal wall finishes (doors, painting etc)
- Procure and install flooring (carpets and or tiles etc)
- Procure and install and or reinstall HVAC.
- Procure, install and or reconnect/reinstall lighting.

- Procure and install/reinstall of ceiling.
- Installation of light sensors
- Reconfiguration and or installation of fire sensors
- Installation of dry walls, doors and frames
- Painting
- Cleaning and waste management
- Project management
- All relevant professionals required for the duration of the project.
- Provide for Certificate of Compliance (COC)
- Finalise the bill of quantities

## 7. PROPOSAL SUBMISSION

7.1 The bidder must provide a detailed proposal as part of the Request for Quotations, addressing and including at least the following:

- 7.1.1. Organisation registration documents and profile indicating years of experience in conducting office installations.
- 7.1.2. Letters of testimonials from previous contracts obtained relating to office installations of similar size or bigger.
- \*RSR reserves the right to contact the references to confirm the veracity of the information.*
- 7.1.3. A project management plan for the completion of the installations.
- 7.1.4 CV and certified qualification for key personnel. Qualification in Architecture/Quantity Surveyor or Project Management at minimum NQF level 7.

## 8. FUNCTIONALITY CRITERIA

**8.1** The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

No	Criteria	Sub- Criteria	Weight/ points
8.1.1	<b>Project Plan:</b>	Project Plan <ul style="list-style-type: none"> <li>Exceptionally defined project plan indicating, project scoping, project charter, milestones, deliverables, budgeting, and reporting = <b>25 Points</b></li> <li>Moderately defined project plan indicating stakeholder engagement, project scoping, project charter, milestones, deliverables, budgeting, and reporting = <b>15 Points</b></li> <li>Poorly defined project plan indicating stakeholder engagement, project scoping, project charter, milestones, deliverables, budgeting and reporting = <b>5 Points</b></li> <li>No Project Plan = <b>0 Point</b></li> </ul>	25
8.1.2	<b>Company Experience</b> A minimum of five (05) years' experience in	Company experience in office installations: <ul style="list-style-type: none"> <li>10 years and more = <b>25 Points</b></li> <li>7 years to below 10 years = <b>20 Points</b></li> <li>5 years to below 7 years = <b>15 Points</b></li> </ul>	25

	office installations as a registered company, based on the detailed company profile and company registration documents	<ul style="list-style-type: none"> <li>• 3 years to below 5 years = <b>10 Points</b></li> <li>• 1 year to below 3 years = <b>5 Points</b></li> <li>• Less than 1 years = <b>0 Points</b></li> </ul>	
<b>8.1.3</b>	<b>Demonstration of experience in office installations.</b>	<p>Testimonials must be submitted on a client's letterhead, with contact details and signed by the client.</p> <ul style="list-style-type: none"> <li>• 5 or more reference letters = <b>25 Points</b></li> <li>• 4 reference letters = <b>20 Points</b></li> <li>• 3 reference letters = <b>15 Points</b></li> <li>• 2 reference letters = <b>10 Points</b></li> <li>• 1 reference letter = <b>5 Points</b></li> <li>• No / invalid reference letter = <b>0 Points</b></li> </ul>	25
<b>8.1.4</b>	<b>Key project personnel qualifications and experience</b>	Project Manager experience in office installations. Submit a CV and relevant qualifications. The CV should clearly indicate the relevant years of experience in undertaking office installations projects.	25



		<b>Experience</b> <ul style="list-style-type: none"> <li>• Less than 4 years = 0 points</li> <li>• Above 4 up to 5 years = 15 points</li> <li>• Above 5 up to 6 years = 10 points</li> <li>• Above 6 up to 7 years = 15 points</li> <li>• Above 7 years = 20 points</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>• Below NQF level 7 or no qualification = 0 points</li> <li>NQF level 7 or higher SAQA accredited tertiary qualification or above in Quantity Survey /Architecture /Project Management Engineering = 5 points</li> </ul>	
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9.2. Bidders must attain a minimum of **70 points** to be evaluated on price and Specific Goals points.

## 9. THE FINANCIAL PROPOSAL

9.1 The service providers are required to submit a detailed financial proposal costing the services per deliverables as set out in the scope of work. The total costs must be VAT inclusive.