

TERMS OF REFERENCE FOR THE PRE-QUALIFICATION OF THE SERVICE PROVIDERS TO RENDER PLANNED AND UNPLANNED GENERAL BUILDING MAINTENANCE FOR A PERIOD OF THIRTY SIX (36) MONTHS FOR THE DEPARTMENT OF MINERAL RESOURCES AND ENERGY (DMRE).

1. BACKGROUND

The Department of Mineral Resources and Energy (DMRE) intends to pre-qualify proficient service providers with the appropriate experience to render planned and unplanned general building maintenance for various technical services for its head offices, regional offices across the country.

The DMRE offices and addresses are as follows;

Province and office	City	Physical address
Gauteng – Head Office 1	Pretoria	Trevenna Campus 70 Meintjies street, Sunnyside, cnr: Francis Baard and Meintjies streets. Block 2B and 2C.
Gauteng – Head Office 2	Pretoria	Matimba House (old Land Bank building) 192 Visagie Street. c/o Vasagie and Paul Kruger street.
Gauteng – Regional Office	Johannesburg	Mineralia Building, 78 De Korte street, cnr: De Korte and De Beer streets; Braamfontein, 1 st and 2 nd floors
North West – Regional Office 1	Klerksdorp	Vaal University of Technology, cnr; Margaretha Prinsloo and Corrie De Kock streets.
North West – Regional Office 2	Mafikeng	Katlego House, 21 Connaught Street

North West – Regional Office 3	Rustenburg	PropCor Building, 256A Bayers Naude,
Kwa-Zulu Natal – Regional Office	Durban	Durban Bay House at 333 Anton Lambede street, 2 nd and 3 rd floors.
Western Cape – Regional Office	Cape Town	Atterbury building, Corner Riebeek and Lower Burg streets, 09 th and 10 th floors.
Eastern Cape – Regional Office 1	Port Elizabeth	Pier 14 Shopping mall, 444 Govan Mbeki Street,
Eastern Cape – Regional 2	East London	3-33 Phillip Frame office Park, Chisselhurst
Eastern Cape – Satellite Office	Umtata	PRD Building, 96 Sutherland street
Free State – Regional Office	Welkom	The Strip building, cnr; 314 Stateway and Bok streets.
Mpumalanga – Regional Office 1	Witbank	Save Ways Crescent Centre, cnr; Mandela road and OR Tambo streets.
Mpumalanga – Regional Office 2	Witbank	ABSA Building, c/o High and Rhodes street

Limpopo – Regional office 1	Polokwane	Premier House 101 Dorp street.
Limpopo – Regional office 2	Polokwane	18A Landros Mare building, 20 Landros Mare Street
Northern Cape – Regional office	Kimberley	Telkom Building, 41 Schmidtdrift road
Northern Cape – Satellite Office	Springbok	Hopley Centre, corner Van der Stel, Van Riebeck and Hoff Streets.

2. CONTRACT PERIOD

The expected duration of the project is thirty six (36) months after signing of the contract.

3. OBJECTIVE

The main objective of this project is to provide, as far as reasonably practicable, a working environment that is safe and without risk to the health of employees and public.

4. SCOPE OF WORK.

4.1. Planned building maintenance.

- 4.1.1. The service provider/s will be required to provide a schedule for periodic, predictive and preventative for the following building maintenance services;

- 4.1.1.2. Fire Equipment and Alarm systems: The service provider will be required to provide quarterly inspections reports regarding fire/smoke detectors, breaker glasses and emergency exit door release units. The service provider/s will be required to provide schedule for annual service for fire equipment, fire alarm systems and fire/smoke detectors. The service provider/s will be required to repair or supply and install new units as and when required.
- 4.1.1.3. Air Conditioning: The service provider/s is required to provide a six monthly schedule for servicing of air conditioning systems, split units and server room temperature logger system. The service provider/s will be required to provide inspections every two months and give report and advice. The service provider/s will repair as and when necessary. The service provider/s will be required to supply and install new units or spares as and when required.
- 4.1.1.4 Power Generators or Solar system Service provider/s will be required to provide annual service schedule. Provide quarterly inspections and give report and advice. The service provider/s will be required to repair as and when required. The service provider/s will be required to supply and install spares, solar panel and batteries and refill fuel as and when required. The service provider/s will be required to provide a full load testing every three months.
- 4.1.1.5. Disposal of used fluorescent tubes/lights: The service provider is required to provide a schedule for the disposal of fluorescent lights/tube/bulbs. The service provider will be required to supply disposal boxes, and dispose used fluorescent tubes every three months in accordance to regulation 15 of hazardous chemical substances regulations promulgated under OHSA.

4.2. Unplanned and Routine building maintenance

- 4.2.1. The service provider/s will be required to be available 24/7 for the unplanned for the following building maintenance services;
- 4.2.1.1. Plumbing works: The service provider/s will be required to provide reparations to blocked or out of order or broken or leaked toilets tubs, urinals, basins, kitchen sink basins, burst geysers, burst toilet pipes and drainage or sewerage systems. The service provider/s will be required to supply and install spares.

The service provider/s will be required and supply and install toilet seats as and when necessary.

4.2.1.2. Electrical works: The service provider/s will be required to provide maintenance or repairs of non-functioning electrical plugs, light fittings, light switches and all components associated with electric. The service provider/s will be required to supply and install spares, light fittings, balusters/chokes, starters and fluorescent lights as and when required. The service provider/s will be required to provide

4.2.1.3. The service providers shall provide labour, spares, accessories, transportation, and equipment for services required.

4.2.1.4 Bidders are required to submit one proposal per service if applying for more than one service.

4.3. TURNAROUND TIME FOR UNPLANNED MAINTENANCE

4.3.1 Plumbing: response time within three (3) hours.

4.3.2 Electricity: response time within three (3) hours.

4.3.3 Generators: response time within three (3) hours.

4.3.4 Air conditioning: response within three (3) hours.

5. DELIVERABLES OR PROJECT OUTPUT AND OR OUT COME

5.1 The expected output would be a well-maintained building for the benefit of health and safe working environment.

5.2 The expected output would be to sustain the quality of the building.

5.3 The service provider/s shall be responsible for planning and monitoring of work or service performed by his/her staff members.

5.4 The service providers must comply with provisions of Occupational Health and Safety Act (OHSA) and Compensation of Injuries and Diseases Act (COIDA).

5.5 The work or service shall be completed within the agreed timelines, if there is any problem the Department must be notified immediately.

6. COMPANY EXPERIENCE

- 6.1. The service providers must have a minimum of three (3) operational experience in general building maintenance for the relevant technical service/s bidding for.
- 6.2. The service providers must provide a signed testimonial/s not older than three (3) years on the business letter head indicating similar service/s rendered, period and contactable references.
- 6.3. The experience will be determined by testimonial/s.
- 6.4. The Department reserve the right to verify the testimonial/s.

7. QUALIFICATION AND EXPERIENCE OF TEAM LEADER

- 7.1 Team leader/s must have a minimum of two years relevant supervisory experience.
- 7.2 The team leader/s must have a minimum qualification of National Technical Certificate (NTC) three (3) for a relevant service/s.
- 7.3 The service provider/s must submit certified of qualification.
- 7.4 The service provider/s bidding for the disposal of fluorescent tubes must provide a valid accredited certificate/s for disposing fluorescent bulbs/lights.
- 7.5 Failure to provide a valid accredited certificate/s for disposal of fluorescent lights, will lead to a disqualification.

8 PROJECT PLAN AND HEALTH SAFETY PLAN

- 8.1. The service providers shall provide a detailed work plan for corrective planned/ scheduled and unplanned building maintenance.
- 8.2. The service provider/s shall indicate timeframes.
- 8.3. The service provider shall indicate realistic turnaround time per service/s for planned and unplanned maintenance.
- 8.4. The service provider shall indicate the contingency plan.
- 8.5. The service providers shall provide a detailed safety and health and safety plan in compliance with the provision of Occupational Health and Safety Act.

9. INFRASTRUCTURE

9.1. The service provider/s shall indicate and quantify all appropriate tools/equipment for the following service/s

9.1.1 Plumbing.

9.1.2 Electrical.

9.1.3 Air conditioning.

9.1.4 Generators or Solar system.

9.1.5 Disposal of fluorescent tubes/lights.

9.2 The service provider/s shall indicate the supply of spares per service.

9.3 The service provider/s shall indicate type of disposal boxes for the fluorescent tubes/lights.

9.4 The service provider/s must indicate the reasonable markup percentage for the supply of spares and boxes.

9.5 The service provider/s must provide a sample of a job card.

9.6 The service provider/s must provide have an office, transport and contact details.

10 REPORTING REQUIREMENTS

10.1. The service providers shall report to the Director Auxiliary Support

10.2. The service provider will be appointed as when required on the once off service.

10.3. The service provider shall provide reliable contact details and alternative/s for 24 hours and seven days service/s.

11 ROLE OF THE DEPARTMENT

11.1. The Department will provide support with all reasonable requests of the service provider/s to enable the service provider/s to perform its duties in terms of the contract.

12 CONFIDENTIALITY OF INFORMATION

- 12.1. Any patents or copyright developed from this project will belong to the Department.
- 12.2. The service provider will sign a confidentiality agreement regarding the protection of DMRE information that is not in the public domain.

13 PAYMENT

The Department will not make an upfront payment to a successful service provider. Payments will only be made in accordance to the delivery of service that will be agreed upon by both parties and receipt of an original invoice.

14 TAX CLEARANCE CERTIFICATE

- 14.1. The potential service provider/s must ensure compliance with their tax obligations.
- 14.2. The potential service provider/s is/are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 14.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 14.4. The potential service provider may also submit a printed TCS together with the proposal.
- 14.1 In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.
- 14.2 Where no TCS is available but the potential service provider/s is registered on the central supplier database (CSD), a CSD number must be provided

15 EVALUATION METHODOLOGY

15.1 Phase 1: Compliance and Technical Review:

- 15.1.1. Each submission is checked for compliance. The following documents are compulsory:

A valid Tax Clearance Certificate	
A valid B-BBEE Certificate	
Signed SBD forms	

Proof of CSD registration	
Valid accredited fluorescent tubes disposal registration (For service provider/s bidding for disposal of fluorescent lights/tubes)	

15.1.2 Service providers will be evaluated based on functionality. The minimum threshold for functionality is 60 out of 100 points. Service providers who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and preference points for B-BBEE.

NO	CRITERIA	SCORING	WEIGHTS
1	<p>Company Experience:</p> <p>(i) The service providers must have a minimum of three (3) operational experience in general building maintenance for the relevant technical service/s bidding for.</p> <p>(ii) The service providers must provide a signed testimonial/s not older than three (3) years on the business letter head indicating similar service/s rendered, period and contactable references.</p>	<p>I. 5 years or more experience = 5 points</p> <p>II. 4 year experience =4 points</p> <p>III. 3 year experience =3 points</p> <p>IV. 2 year experience = 2 points</p> <p>V. 1 year or less experience =1 point Letter indicating</p> <p>I. Letter indicating 5yrs or more experience =5points.</p> <p>II. Letter indicating 4year experience = 4 points.</p> <p>III. Letter indicating 3 year experience = 3 points.</p>	<p>20</p> <p>10</p> <p>10</p>

		<p>IV. Letter indicating 2 year experience = 2 points.</p> <p>V. Letter indicating 1 or less experience = 1 point.</p>	
2	<p>Team leader and team members:</p> <p>15.1 Team leader/s must have a minimum of two years relevant supervisory experience.</p>	<p>(i) 4 years and more experience = 5 points</p> <p>(ii) 3 year experience = 4 points</p> <p>(iii) 2 year experience = 3 points</p> <p>(iv) 1 year experience = 2 points</p> <p>(v) Less 1 year experience = 1 point</p>	<p>20</p> <p>10</p>
3.	<p>Qualifications:</p> <p>(i) The team leader/s must have a minimum qualification of National Technical Certificate (NTC) three (3) for a relevant service/s.</p> <p>(ii) The service provider/s must submit certified copy/s of qualification.</p>	<p>(i) NTC 5 and more = 5 points</p> <p>(ii) NTC 4 = 4 points</p> <p>(iii) NTC 3 = 3 points</p> <p>(iv) NTC 2 = 2 points</p> <p>(v) NTC 1 or no indication = 1 point</p>	<p>10</p>

4	<p>Project Plan:</p> <ul style="list-style-type: none"> (i) The service providers shall provide a detailed work plan for corrective planned/scheduled and unplanned building maintenance. (ii) The service provider/s shall indicate timeframes. (iii) The service provider shall indicate realistic turnaround time per service/s for planned and unplanned maintenance. (iv) The service provider shall indicate the contingency plan. (v) The service providers shall provide a detailed safety and health and safety plan in compliance with the provision of Occupational Health and Safety Act. 	<ul style="list-style-type: none"> (i) Detailed project plan with project deliverables and realistic time frames/turnaround time for plan and unplanned maintenance. Detailed contingency plan. Detailed health & Safety plan. Indication of flexibility. =5 points (ii) Detailed project plan with project deliverables and realistic time frames and turnaround times for plan and unplanned maintenance. Detailed contingency plan. Detailed health & safety plan. = 4 points (iii) Project plan with project deliverables and realistic time frames and turnaround time for planned and unplanned maintenance. Contingency plan. Health and safety. = 3 points (iv) Inadequate Project Plan with project deliverables and time frames and turnaround times for planned and unplanned 	30
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		<p>maintenance. Contingency plan. Health safety plan. = 2 points (v) No Project plan =1 point</p>	
	<p>Infrastructure</p> <p>9.1 The service provider/s shall indicate and quantify all appropriate tools/equipment for the following service/s</p> <p>9.2 Plumbing.</p> <p>9.3 Electrical.</p> <p>9.4 Air conditioning.</p> <p>9.5 Generators or Solar system.</p> <p>9.6 Disposal of fluorescent tubes/lights.</p> <p>9.7 The service provider/s shall indicate the supply of spares per service.</p> <p>9.8 The service provider/s shall indicate type of disposal boxes for the fluorescent tubes/lights.</p> <p>9.9 The service provider/s must indicate the reasonable markup percentage for the supply of spares and boxes.</p> <p>9.10 The service provider/s must provide a sample of a job card.</p> <p>9.11 The service provider/s must provide have an office, transport and contact details.</p>	<p>(i) Detailed proof of capabilities of office, transport and contacts. Detailed indication of tools and equipment. Detailed indication of required spares and markup percentage. Detailed job card. Indication of flexibility=5 points</p> <p>(ii) Detailed proof of capabilities of office, transport and contacts. Detailed indication of tools and equipment. Detailed indication of required spares and markup percentage. Detailed job card.=4 points</p> <p>(iii) Proof of capabilities of office, transport and contacts. Indication of tools and equipment. Indication of required spares and markup percentage. Submission of job card. = 3 points</p>	30

		(iv) Inadequate capabilities of office, transport and contacts. Inadequate Indication of tools and equipment. Indication of required spares and markup percentage and job card. =2 points. (v) No indication of infrastructure = 1 point.	
Total			100

For purpose of evaluating functionality, the following values will be applicable:

1=	Very poor	Does not understand the requirements
2=	Poor	Will not be able to fulfil the requirements
3=	Average	Will partially fulfil the requirements
4=	Good	Will be able to fulfil the requirements
5=	Excellent	Will fully fulfil the requirements

16. PHASE 2: PRICING AND BBBEE

16.1. Bids will be evaluated on the 80/20 preference point system as outlined in the Procurement Preferential Regulation of 2017. Bidder that scores the highest points in this phase will be awarded the tender.

CRITERIA	WEIGHT
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Price	80
B-BBEE Status level contributor	20

16.2 COST / PRICING

16.2.1 The service provider will be requested to provide a quoted proposal regarding the work to be undertaken.

16.2.2 The total cost must be VAT inclusive and should be quoted in South African Rands (i.e. ZAR).

16.2.3 The service provider should provide hourly rates as prescribed by Department of Public Service and Administration (DPSA), Auditor- General (AG) or the body regulating the profession of the consultant.

16.2.4 The service Provider should provide (Subsistence & Travel (S&T)) rates that are in aligned to the National Treasury instruction note as follows:

- i) Hotel Accommodation – R1550 per night per person, including breakfast, dinner and parking
- ii) Air travel must be restricted to economy class
- iii) Claims for kilometres may not exceed the rates approved by the Automobile Association of South Africa.

16.3 BROAD-BASED BLACK ECONOMIC EMPOWERMENT

16.3.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) of 2000 and its regulation of 2017 will apply in terms of awarding points.

16.3.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.

16.3.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

16.3.4 Accounting Officers must ensure that the B-BBEE Status level Verification Certificates submitted are issued by the following agency:

- Verification agencies accredited by SANAS.

16.3.5 Bidders who qualify as EMEs and QSEs must submit:

- Sworn affidavit signed by the EME or QSE representative and attested by a Commissioner of oath.

16.4. The table below depicts the B-BBEE status level of contribution:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

17 SPECIAL CONDITION OF THE CONTRACT

17.1 The General Conditions of Contract must be accepted as these are issued by National Treasury and are non-negotiable.

17.2 The appointment of the successful service provider will be subject to annual performance review.

17.3 The appointment of the successful bidder is subject to positive security screening and vetting results by the State Security Agency.

17.4 The successful service provider will be subject to enter into signing of the Service Level Agreement (SLA) with the department.

17.5 The shortlisted service providers may be required to conduct presentation regarding the proposal.

17.6 The service provider must comply with the provision of Occupational Health and Safety Act (OHSA) and Compensation of Injury and Disease Act (COIDA).

17.7 The successful service provider shall provide acceptable protective clothing/uniform and name tags for staff members.

17.8 The successful service provider shall provide valid Unemployment Insurance Fund (UIF) certificate, Workman compensation certificate and provident fund registration.

17.9 The DMRE will only proceed with the appointment should there be a minimum of three (3) service providers per region/ commodity.

18 FORMAT OF SUBMISSION OF PROPOSAL

18.1. Service providers are requested to submit four (4) copies of technical proposals plus the original.

18.2. Service providers are requested to index their proposals for easy reference.

19 PRE-BID MEETING / BRIEFING SESSION DETAILS-

19.1. Non-compulsory briefing sessions will be held the on the following date and time.

REGIONAL OFFICES	ADDRESS	BRIEFING SESSION DATE AND TIME
Head Office Trevenna	Pretoria- 70 Meintjies Street, Travenna Campus, Sunnyside	10 October 2022@11am
Braamfontein	Mineralia Building, 78 De Korte street, cnr: De Korte and De Beer streets; Braamfontein, 1st and 2nd floors	11 October 2022@11am
Rustenburg	PropCor Building, 256A Bayers Naude,	12 October 2022@11am
Klerksdorp	Vaal University of Technology, cnr; Margaretha Prinsloo and Corrie De Kock streets.	13 October 2022@11am
Durban	Durban Bay House at 333 Anton Lambede Street, 2nd and 3rd floors.	17 October 2022@11am
East London	3-33 Phillip Frame office Park, Chisselhurst	18 October 2022@11am

Cape Town	Atterbury building, Corner Riebeek and Lower Burg streets, 09th and 10th floors.	19 October 2022@11am
Port Elizabeth	Pier 14 shopping mall, 444 Govan Mbeki Street,	20 October 2022@11am
Kimberley	Telkom Building, 41 Schmidtdrift road	24 October 2022@11am
Polokwane	Premier House 101 Dorp street.	26 October 2022@11am
Witbank	Save Ways Crescent Centre, cnr; Mandela Road and OR Tambo streets.	27 October 2022@11am
Welkom	The Strip building, cnr; 314 Stateway and Bok streets.	31 October 2022@11am

20. CLOSING DATE

20.1 Proposals must be submitted on or before 11 November 2022 at 11:00 at Department of Minerals Resource and Energy, at Trevenna Campus, 70 Meintjies Street, Sunnyside, Pretoria in the bid box marked in the bid box marked Department of Minerals Resource and Energy. **No late bids will be accepted.**

21. ENQUIRIES

21.1. **All general enquiries relating to bid documents should be directed to:**

Ms. Lucia Nkhethoa / Ms. Nonhlanhla Zingwevu

Tel No: (012) 444 3778/ 3055

E-mail: Lucia.Nkhethoa@dmre.gov.za/Nonhlanhla.Zingwevu@dmre.gov.za

21.2 **Technical enquiries can be directed to:**

Mr Alfred Thibela / Ms. Naledi Salagae.

Tel No: 012 444 3543/3544

E-mail: Alfred.Thibela@dmre.gov.za / Naledi.salagae@dmre.gov.za