



INTERSITE
ASSET INVESTMENTS

Umjantshi House | 30 Wolmarans Street | Braamfontein | Johannesburg

1.Scope of work

1.1 DESCRIPTION OF WORK

General Building Maintenance, repairs and replacement of any structures and equipment at Umjantshi House.

1.2 GENERAL REQUIREMENTS

The contractor shall be NHBRC and COIDA registered. Comply with all building laws and standards.

The contractor should follow all safety rules and statutory provision for carrying the work as per relevant standards SANS 10155:2009, OHS ACT, 1993 (act no 85 of 1993) (BUILDING WORKS) and the contractor will be solely responsible for liabilities arising out of it. INTERSITE ASSET INVESTMENT will not be responsible to any accident/injuries and will not be able to provide any compensation thereof.

1.3 GENERAL SCOPE OF WORKS

- Only qualified bricklayers, painters, tillers, and carpenters shall have access/work on the building structures/installation, other than that work shall be carried out under supervision if not performed by a qualified person.
- You will be required to work on the parameter fence, repair clear view and palisade fencing.
- You will be required to work on paving, lifting paving/replace, do road markings, and install new signage where necessary.
- The contractor will be required to work at any height of the building. (whenever required). Campus buildings floors:
 - Umjantshi House: 15 Storie Building with 3 basements.
- Replacement of different carpets, floor tiles, ceiling tiles door handle and any other items that comprise of Building works.

1.4 MAINTENANCE PERIOD

- 36 months

1.5 MANDATORY REQUIREMENTS

1.5.1 MANDATORY REQUIREMENTS

- GRADING – 4GB or Higher
- NHBRC Certificate
- COIDA



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1.6 ADDRESSES OF THE BUILDING WHERE SERVICES WILL BE RENDERED

Building Name	Address
Umjantshi House	30 Wolmarans Street, Braamfontein. JHB

2. Definitions

- 2.1 *Intersite Asset Investment*: One of the subsidiaries of Passenger Rail Agency of South Africa (PRASA) group responsible for managing the property portfolio of the group and the maintenance thereof.
- 2.2 *Facilities Manager*: A manager of INTERSITE ASSET INVESTMENT responsible of building and infrastructure portfolio or any person authorised to act in that capacity.
- 2.3 *Normal Working Hours*: Hours of work as determined by a wage regulating measure or statutory enactment for any trade or activity, during which the basic minimum rate of pay is applicable and excludes all time for which a higher rate of pay is obligatory. Where no wage regulating measure is in force, the hours will be 07h00 to 17h00 Mondays to Fridays excluding a daily meal break.
- 2.4 *Contractor*: Successful tender who is appointed by INTERSITE ASSET INVESTMENT and will be responsible to carry out the works as per this specification.



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3. Maintenance

3.1 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.

3.2 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 and on the approval of such quotations the Contractor will correct or repair accordingly.

3.4 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.

4. Contract Performance

4.1 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
- the turnaround time to attend to emergency callouts.
- planned vs. actual progress.
- submission of reports, invoices, and other administration duties



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- payment of invoices

4.2 Services Measure and Expectations

Response Times for:

- Emergencies – within 3hrs
- Urgent - within 5hrs
- Non-Urgent - within 24hrs

5 General Information

5.1 The contractor shall be or have in his employment qualified Artisans leading maintenance teams, proof of qualifications for maintenance team leaders shall be provided on request.

5.2 The Contractor must have the capacity to be able to work on more than one site at any given time.

5.3 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.

5.4 All material removed to be returned to INTERSITE ASSET INVESTMENT unless otherwise stated.

5.5 Compliance certificates are to be issued on completion of all new work done at no cost to INTERSTE ASSET INVESTMENT. Compliance certificates required for existing installations to be priced at the prescribed rate.

6. SAFETY AND PROVISION OF MATERIALS:

6.1 The contractor is reponsible for supply of all material required to repair the faults as per job cards /work order.

6.2 All material used shall be of high standard (SABS approved).

6.3 The material item price shall be based on standard market related plus the percentage mark-up fee.

6.4 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



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contractor justifies a copy of the material purchased, invoices or actual quotes from reputable suppliers.

6.5 All materials supplied and workmanship to meet the prescribed Statutory Requirements, including the Occupational Health and Safety Act of 1993.

NB: The contractor material supplier must be a reputable material supplier and only market related material prices will be accepted by Intersite Asset Investment.

6.6 Provision of a Safety File is a requirement and must be submitted prior to any work commences. The provisional amount of R6000.00 for a Safety File is included in the schedule of rates table.

7. 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.

8. 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 Facilities department 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 being 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 Artisan in specific Trade.

9. Pre-qualification requirements

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

- CIDB grade 4 GB or higher



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10. PRICING SCHEDULE

Table1; MATERIAL LIST PRICING BILL

ITEM NO.	ITEM DESCRIPTION	QTY	Year 1- Rates (Excl Vat)	Year 2 – Rates (Excl Vat)	Year 3- Rates (Excl Vat)
1	Chip Board Sheets	Each			
2	Wood glue 5 L	Each			
3	Contact glue 5L	Each			
4	Carpet glue 1l	Each			
5	Silicone Clear 750 ml	Each			
6	Welding Rods 2.5 MM(PACK)	Each			
7	Dry wall plugs (PACK)	Each			
8	Dry wall screws– 30MM	Each			
9	Dry wall screws– 50 MM	Each			
10	Dry wall screws – 70 MM	Each			
11	White paint-5L	Each			
12	Cream white paint- 5L	Each			
13	Red ox paint– 5L	Each			
14	Crack filler	Each			
15	Thinners– 5L	Each			
16	2 Lever door lock-SET	Each			
17	Baral lock-SET	Each			
18	Glass sheet (per m ²)	M ²			
19	100 m Extension Cord-Industrial	Each			
20	Grinder Blades- STEEL	Each			
21	Grinder Blades- UNIVERSAL	Each			
22	Grinder Blades -STONE	Each			
23	1.7 m X 2.3 m perforated blinds	Each			
24	0.5 m x 2.3 m perforated blinds	Each			
25	1.7 m X 2.3 m Wooden blinds	Each			
26	0.5 m X 2.3 m Wooden blinds	Each			
27	30 mm Cylinder locks	Each			



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28	40 mm Cylinder locks	Each			
29	Roller Shutter door 3 m x 2.1 m	Each			
30	Floor porcelain tiles, Non slippery 600 mm x 600 mm (box) m ²	Each			
31	Palisade heavy duty fence panel 3m x 1.6 m	Each			
32	50 kg building cement	Each			
33	Drywall rhino boards 1.2 m x 2.3 m	Each			
34	3 lever Mortice lock	Each			
35	Concrete Paving blocks 200mm x 100 mm x 50 mm	Each			
36	Concrete Paving Slabs 450 mm x 450 mm x 50 mm	Each			
37	Wood door hinge	Each			
38	Shade net cover- 1.8 m x 2.2m	Each			
39	Epoxy paint 5l	Each			
40	Roof zink IBR 6m	Each			
41	Heavy-duty double-sided tape	Each			
42	Natural Aluminium door with frame made of 76mm x 76 mm square tubing onside flushing against the wall, other against existing shopfront With 6.38mm shatterproof clear safety glass with door panel and manufactured off site and carefully delivered to site complete with roller catch locks, double handle and hinges. (813 mm x 2032 mm)	Each			
43	Natural Aluminium panel frame made of 76mm x76mm square tubing with 6,38mm shatterproof clear safety glass. (1 m x 2.3m high)	Each			
44	Timber single door (813mm x 2032mm)	Each			
45	Fire single door (813mm x 2032mm)	Each			



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46	Nexus Westminster tufted cut pile broadloom carpet : Tufted cut pile carpet , stainproof SDX solution dyed nylon Nexbac , SABS class 2 fire rating grade heavy commercial carpet tiles, broadloom 7mm pile height.- colour-isobar	M ²			
47	600 x 600mm min R9preferably R10 slip rated full bodied porcelain tiles , mineralized with 3mm grouting lines from union tiles= Natural finish Colour= light grey	M ²			
48	300 x 300mm polished porcelain tile, bedded to wall with cement adhesive, with black grout. Colour: black	M ²			
49	500 x 500mm Loose lay EQUINOX , Project number 1022. Belogotex Commercial carpet tiles with Nexbac backing. Colour: Taurus	M ²			
50	100x2mm high anodised aluminium skirting, glued or siliconed to walls.	m			
51	20 x 120mm solid meranti skirting, profile to detail image..	m			
52	1200 x 600 x 15mm thick acoustic ceiling tiles laid on pre-painted tees and adjustable hanger system. Colour: white	M ²			
53	1200 x 600 x 12,5mm vinyl faced ceiling panels laid on tees and adjustable hanger system.	M ²			
54	600 x 600 x 15mm thick acoustic ceiling tiles laid on pre-painted tees and adjustable hanger system. Colour: white	M ²			



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55	New horizontal timber venetian blinds with 50mm slats to all windows. size to fit window with 50 x 2.5mm thick slats including cordlock and roller pins, blinds to be fitted inside reveal to lintel.	M ²			
Subtotal of Material (Excl Vat)			R	R	R
Add Vat 15%			R	R	R
Total (Incl Vat)			R	R	R



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Table 2: Maintenance, Service and Repairs Work Rates

				Year 1 Rates (Excl Vat)		Year 2 Rates (Excl Vat)		Year 3 Rates (Excl Vat)	
Item	Description	Unit	QTY	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 Supplier	Material	%	%	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 Normal working hours (07:00 – 17:00) . This cost shall exclude material, which has previously been dealt with in this schedule.	Artisan	Rate/ hour	1	R	R	R	R	R
5		General Worker	Rate/ hour	1	R	R	R	R	R
6		Artisan	Rate/ hour	1	R	R	R	R	R
7	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 After working hours and Saturdays (17:00 – 07:00) . This cost shall exclude material, which has	General Worker	Rate/ hour	1	R	R	R	R	R



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	previously been dealt with in this schedule.									
8	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 Sunday and Public Holiday . This cost shall exclude material, which has previously been dealt with in this contract	Artisan	Rate/ hour	1	R	R	R	R	R	R
9		General Worker	Rate/ hour	1	R	R	R	R	R	R
10	Travel cost -from submitted proof of address of Office / Workshop to Umjantshi House		Rate/ km	1	R	R	R	R	R	R
						Total (Excl. VAT):	R		R	R
						Vat (15%)	R		R	R
						Total (Incl Vat)	R		R	R



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ANNEXURE 1: FINAL SUMMARY

General Building Maintenance at Umjantshi House.

Pricing Schedule Summary.

Financial Year	Amount
(Material total Sum + Maintenance rates) Total Year 1	R
(Material total Sum + Maintenance rates) Total Year 2	R
(Material total Sum + Maintenance rates) Total Year 3	R
GRAND TOTAL	R