



Corner Bonaero Drive and Cote D' Azur Avenue • Jewellery Manufacturing Precinct-  
 Building 4 • OR Tambo • SEZ Orta SEZ Precinct 1 • Bonaero Park  
 P. O. Box 16001 • Doornfontein • 2028 • South Africa  
 +27 (0) 11 223 7000 • info@sadpmr.co.za • www.sadpmr.co.za  
 @sadpmr sadpmr sadpmr

**REQUEST FOR BID**

**RFI NO: 144 -2025**

**DESCRIPTION: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE REPAIRS SERVICE AND MAINTENANCE OF AIRCONDITIONERS OF THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR (SADPMR) FOR THE PERIOD OF 36 MONTHS**

The Compulsory Briefing and site Inspection will be held at the SADPMR offices in Kempton Park

Date: **18 February 2026**

Time :10hH00 AM

Venue: Corner Bonaero Drive and Cote D Azur Avenue

Kempton Park 1622, South Africa Diamond, and Precious Metal Regulator

**The following conditions will apply:**

- **Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.**
- **Mandatory requirements must be attached.**
- **Late responses will not be considered.**

ISSUED BY:	CONTACT PERSON	CONTACT PERSON
	(SPECIFICATION)	(ADMINISTRATION)
<b>THE CHIEF EXECUTIVE OFFICER SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR P.O. BOX 16001 DOORFONTEIN 2028 Tel: (011) 223 7000</b>	<b>Ms. Cynthia Khadimovha</b>  <b>E-mail: <a href="mailto:cynthiak@sadpmr.co.za">cynthiak@sadpmr.co.za</a></b>	<b>Mr. Njabulo Mavuma</b>  <b>E-mail: <a href="mailto:njabulom@sadpmr.co.za">njabulom@sadpmr.co.za</a></b>

---

## **TABLE OF CONTENT**

**1. INVITATION OF BIDS (SBD 1)**

**2. DECLARATION OF INTEREST (SBD 4)**

**3. TERMS OF REFERENCE**

**4. OTHER CONDITIONS**

**PART A****INVITATION TO BID****YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR**

BID NUMBER:	RFI 144 - 2026	CLOSING DATE & TIME:	25 February 2026 @11:00AM
DESCRIPTION	<b>APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE REPAIRS SERVICE AND MAINTENANCE OF AIRCONDITIONERS OF THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR (SADPMR) FOR THE PERIOD OF 36 MONTHS</b>		

**BID RESPONSE DOCUMENTS *MUST BE SUBMITTED TO THE BELOW DETAILS.***

**RFQ must be submitted to [quotations@sadpmr.co.za](mailto:quotations@sadpmr.co.za) not later than 25 February 2026 @11h00AM**

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	<b>C Khadimovha</b>	CONTACT PERSON	<b>N Mavuma</b>
TELEPHONE NUMBER	<b>(011 223 7000</b>	TELEPHONE NUMBER	<b>(011) 223 7000</b>
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<a href="mailto:cynthiak@sadpmr.co.za">cynthiak@sadpmr.co.za</a>	E-MAIL ADDRESS	<a href="mailto:njabulom@sadpmr.co.za">njabulom@sadpmr.co.za</a>

**SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  Yes <input type="checkbox"/> No <input type="checkbox"/>		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  Yes <input type="checkbox"/> No <input type="checkbox"/>	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/>  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/>  [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
---	--	--	--

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA) YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE- TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER(PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution) DATE:

.....

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. Inline with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,

employed by the state?

**YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

**2.2** Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

**2.3** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to

\_\_\_\_\_

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

- I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	..... Signature
	Date
.....	.....
Position	Name of bidder

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

---

#### 5. GENERAL CONDITIONS

- The following preference point systems are applicable to invitations to tender:
  - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- **To be completed by the organ of state**

The applicable preference point system for this tender is 80/20.

- Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
  - (a) Price; and
  - (b) Specific Goals.

- **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 6. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 7. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 7.1 POINTS AWARDED FOR PRICE

#### 7.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 7.2 FORMULAE FOR GOOD AND SERVICES

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or 90/10**

$$P_{max} P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}}\right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}}\right)$$

Where  $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

## **8. POINTS AWARDED FOR SPECIFIC GOALS**

- 8.1. 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:
- 8.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

**NB: Please submit all supporting documents to substantiate the above, failure to submit will result in non-allocation of points.**

**8.3 DECLARATION WITH REGARD TO COMPANY/FIRM**

8.3.1 . Name of company/firm.....

8.3.2 Company registration number: .....

8.3.3. TYPE OF COMPANY/ FIRM

- a) Partnership/Joint Venture / Consortium
  - b) One-person business/sole propriety
  - c) Close corporation
  - d) Public Company
  - e) Personal Liability Company
  - f) (Pty) Limited
  - g) Non-Profit Company
  - h) State Owned Company
- [TICK APPLICABLE BOX]

8.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p>
<p><b>SURNAME AND NAME:</b> .....</p>
<p><b>DATE:</b> .....</p>
<p><b>ADDRESS:</b> .....</p> <p>.....</p> <p>.....</p>

# **TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR REPAIR AND MAINTENANCE OF THE SOUTH AFRICAN DIAMONDS AND PRECIOUS METALS REGULATOR (SADPMR) AIR-CONDITIONERS FOR A THIRTY-SIX (36) MONTH PERIOD.**

## **1. INTRODUCTION**

The SADPMR seeks to appoint a panel of service providers for the repair and/or maintenance of SADPMR Air- conditioners.

## **2. PROJECT OBJECTIVE**

The panel of service providers will be required to repair and/or do maintenance of air conditioners on the 1st Floor, ground floor: quantity 142 Aircons, and/or the ICT Server room: quantity 2 Aircons.

## **3. REQUIREMENTS**

Successful service providers will be required to provide the following services:

- a) Preventive Maintenance Services at SADPMR Premises -Kempton Office. The services shall be conducted when needs arise, unless recommended otherwise by the original equipment manufacturer (OEM) for any item covered. The Contractors will be required to notify SADPMR of the preventive schedule not less than fourteen (14) days in advance for processing of required approvals. The following preventive maintenance services are required to be taken up by the Contractor regularly as per the decided schedule: -
  - Preventive maintenance, including inspection, cleaning of equipment, testing, satisfactory execution of all diagnostics, and repairing of the equipment where necessary.
  - The Contractors will report regularly as per a preventive maintenance schedule.
  - Troubleshooting of all hardware components whenever required and communicated by SADPMR. Other preventive maintenance activities of components as per the manufacturer's recommendations/advice.
- b) Corrective Maintenance Services (Repairs)- at SADPMR Head Office in Kempton. The Contractors shall carry out Corrective Maintenance Services as and when required upon receiving information of any fault in the equipment covered under the contract as per SLA. The Contractors shall carry out troubleshooting and replacement of faulty equipment/ parts as and when required in coordination with the SADPMR authorised employee. The Contractors may provide standby parts or equipment in temporary substitution of faulty equipment and parts if the expected time to repair or replace faulty equipment would lead to downtime that would adversely affect normal operations. The Contractors shall maintain an inventory of SADPMR notifications and issues and details of the time taken to resolve them, as provided in the SLA. These reports will be forwarded to SADPMR more regularly if required.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS ON REPAIR AND MAINTENANCE OF THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR (SADPMR) AIR-CONDITIONERS FOR A THIRTY-SIX (36) MONTH PERIOD.**

- c) Service and repair all Variable Refrigerator Volume (VRV) systems and condensers and all internal units on the premises. Clean filters; check for leaks; and ensure that the system runs at full capacity. Consideration should be given to the following: -
  - i) Allow for testing and commissioning of all units.
  - ii) Make good all areas where units are installed/serviced.
  - iii) Noise levels are to be kept to a minimum.
  - iv) The work areas are to be always kept clean and neat.
  - iv) The Health & Safety file is to be kept on site.
  - vi) A works programme is to be submitted at least 3 working days after service/repairs. The service providers are to note that the workflow processes of SADPMR may not be affected during working hours.
- d) A Service Level Agreement (SLA) for repairs and servicing of all existing air conditioners at SADPMR Head Office in Kempton Park.
- e) Sign service sheets and job cards for confirmation of service performed.
- f) Submit recommendation reports based on faults identified and repairs required.

**NB: Briefing and Site inspection will be at SADPMR Head Office in Kempton Park.**

**Date: 18 February 2026**

**Time: 10h00**

#### **4 MANDATORY REQUIREMENTS**

The bidder will be required to submit proof of registration with SARACCA or SAIRAC for the Team Leader; failure to submit will result in disqualification.

The bidder must submit proof of valid CIDB registration of 1ME grading or above; failure to submit will result in disqualification.

#### **5 COMPLETION DATE**

The expected duration of the service is thirty-six (36) months.

#### **6 EVALUATION CRITERIA**

Responses will be evaluated in two stages. The first stage is the mandatory requirement, and the second stage is the functionality.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS ON REPAIR AND MAINTENANCE OF THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR (SADPMR) AIR-CONDITIONERS FOR A THIRTY-SIX (36) MONTH PERIOD.**

**6.1 PHASE 1: FUNCTIONALITY CRITERIA**

<b>Description of item</b>	<b>Requirements</b>	<b>Weighting</b>
Company experience	<p>Bidders should have a minimum of three (3) years' experience based on the previous award letters/ Signed SLA/contracts awarded, for rendering the services of repairing and/or maintaining air conditioners –</p> <p>0 to 2 years = 0 point; 3 to 4 years = 5 points; 5 to 6 years = 10 points; 7 to 8 years = 15 points; 9 years and above = 20 points</p>	20
Team Leader Requirements	<ul style="list-style-type: none"> <li>• The team leader should have a minimum of three (3) years' experience in repairing and/or maintaining air conditioners</li> <li>• A detailed CV must be attached on the technical proposal = 10 points</li> <li>• No detailed CV attached on the technical proposal = 0 points</li> <li>• Team leader certified qualifications for N 3 certification in Electrical/Mechanical Engineering =5 points, N3 -N6 certification in Electrical/Mechanical Engineering = 10 points, Above N6 certification in Electrical/Mechanical Engineering = 10 points.</li> <li>• No team leader certified qualifications in Electrical/Mechanical Engineering Certification = 0 points</li> <li>• Team leader competence (trade certificate) in system repair and safe refrigerant handling ( = 10 points)</li> <li>• No team leader competence (trade certificate) in system repair and safe refrigerant handling ( = 0 points)</li> </ul> <p><b>Experience in repairing and /maintaining air conditioners</b></p> <p>0 to 2 years = 0 point; 3 to 4 years = 3 points; 5 to 6 years = 5 points; 7 years and above = 10 points</p>	40
Repair and Maintenance of Airconditioners Experience	<p>Service provider to meet the service requirements referred to paragraph <b>3 above</b> on pages 1 to 2, as reflected in the reference letters or contract awarded, which is not older than five (5) years.</p> <p>No letters/contracts awarded = 0 points; 1-3 letters/contracts awarded = 5 points, 4-5 letters/contracts awarded = 7 points, 6 letters/contracts awarded and above =10 points</p>	10



Infrastructure Requirements	<ul style="list-style-type: none"> <li>Bidders are required to indicate basic facilities, which include an e- mail address and physical address.</li> </ul> <p><b>Company e-mail address = 10 points; None of the above = 0 points</b></p> <ul style="list-style-type: none"> <li>Bidders are required to provide proof of physical address e.g. municipal bill for rates/ taxes /water/ Lights or a lease agreement.</li> </ul> <p><b>Proof of physical address=10; No proof of address=0</b></p>	20
Project plan/methodology	<ul style="list-style-type: none"> <li>Bidders are required to provide a comprehensive project plan indicating how long it takes to repair and/or maintain air-conditioners</li> </ul> <p>No project plan= 0; Project plan without milestones and deliverables= 5; Project plan with milestones and deliverables= 10 (Attach project plan)</p>	10

**NB: ONLY BIDDERS OBTAINING 60 POINTS OR MORE WILL QUALIFY TO BE IN THE PANEL OF SERVICE PROVIDERS LIST.**

**4 OTHER CONDITIONS**

- SADPMR reserves the right not to appoint any bidders.
- SADPMR reserves the right to award the bid to a Bidders who are not the highest scoring Bidder.