

Annexure A

SCOPE OF WORK

APPOINTMENT OF THE SERVICE PROVIDER FOR PROVISION OF PLUMBING SERVICES TO THE SANPC REFINERY FOR A PERIOD OF 36 MONTHS (3 YEARS)

1. SCOPE OF WORKS

The scope of works include general plumbing installations and repairs, the execution of minor upgrades, HSSE compliance and routine maintenance works. Typically, this includes:

- The scope of the work / services to be provided by the contractor is to carry out planned and corrective plumbing maintenance to general building and infrastructure within the CEF/ SANPC Refinery precinct.
- The contractor shall supply all labour, supervision, consumables, materials, equipment, instruments, tools, services and transport required for performing the works.
- This includes but not limited to all Buildings, Ablutions, Workshops, Substations, Control Rooms and Fire Water to and including fire hose reels.
- The plumbing scope of work will be executed as when required ,the work in this contract will include but not limited to:
 - Repairs & maintenance of the sewer lines and septic tanks
 - Water pipe repairs
 - Gutters and down pipes repairs
 - Ablution supply and drainage including showers and interconnecting piping
 - Storm water, manholes and drainage
 - Geysers and water heaters
 - All associated fittings, fixtures, valves and consumables
- Work performed will be measured and remuneration shall be based on the Schedule of prices.
- Applying Adhesives, Sealants, and Caulk.
- Installing Appliances Like Refrigerators, Dishwashers, Water Softeners, and Water Heaters.

- Installing Pipe Systems for Gas, Water, Steam, and Other Liquids.
- Schedule preventative maintenance (to assist with elimination of equipment malfunctions or uninterrupted reliability) on a quarterly bases **(4 times a year)**.
- Ad hoc plumbing works that may arise in the duration of the contract.

2. DELIVERABLE

The selected service providers will be expected to:

- Offer plumbing services, including repairs and replacements as and when required.
- Prepare a Safety File for submission to the Health & Safety Office prior to commencement with the contract implementation , the cost for development / putting together the Safety File should be included on the Pricing Schedule
- Annual Renewal of staff medicals
- Annual allocation of PPE to staff

The Plumbing Scope of Work is however not necessarily limited to minor plumbing, therefore it includes but is not limited to the following activities

DESCRIPTION
1. Supply/Install Zip Filter Housings and cartridges and 10'' stainless steel housings and cartridges.
2. Maintenance of the Hydro boils, including the removal and repair of faulty units and re-installation.
3. Install and Connect Water and Waste Pipes. Including repairing leaks to Waste Traps, Burst Pipes, Clearing Blockages, and Blocked drains, etc.
4. Repairs to Toilets, Flush Masters and Urinals including replacement of cracked / broken Hand Basins, Urinals, Toilet Pans, Toilet Seats, Shower Heads and Taps, etc.
5. Management of the Legionella Disease Control Program (Including routine removal and replacement of shower heads to conduct Legionella Treatments, e.g. deep clean, de-scaling by Cleaning Contractor of all showerheads on a quarterly basis.

6. The inspection, maintenance and repair or replacement of Geysers, prv's, vacuum breakers, element, thermostat, safety probes and trays.
7. Routine cleaning and clearing of the Fat Traps in all related surfaces (kitchens and Canteen) including arranging for the gully sucking.
8. Repairs to Sewage Line, Storm Water Drains, Sewer Pump Housing and Sewer Pumps.
9. Repairs and rerouting of water lines.
10. Provision and maintenance of pre-paid water meters.
11. Provision and maintenance of water tanks including booster pumps and associate fittings.

Turnaround time for restoring plumbing system

Description	Turnaround Time
Turnaround time for restoring plumbing system when it is not accessible:	Not more than 3 hours
Turnaround time for restoring critical fault: a major function or component of the plumbing system is not functioning	Not more than 5 hours
Turnaround time for restoring non-critical plumbing system service that is down:	Less than 24 hours
Turnaround time for implementing scheduled maintenance	Less than 72 hours

3. SERVICE POINT DELIVERY

SANPC REFINERY
1 Prospecton Road
Prospecton
Durban

4. CONTRACT TERM

The contract will be effective over a period of thirty six (36) months.

5. SPECIAL REQUIREMENTS

5.1 All works will be in accordance with the following:

- Occupational Health and Safety Act, (Act No. 85 of 1993)
- Water Services Act, (Act No. 108 of 1997)
- National Building Regulations and Building Standards (Act No. 103 of 1977)
 - SANS 10400-Part P (Drainage, Plumbing)
 - SANS 10252
 - SANS 10254
- Other applicable Municipal By-Laws and Regulations as well as SANPC Refinery Rules and Regulations.

5.2 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.

5.3 Planned work will include but not limited to:

- Inspections of ablution facilities
- Inspection of kitchens facilities
- Inspection of fire hose reels
- Inspection of drinking water filters
- Inspection of sewer and drainage systems
- Inspection of geysers and hot water heaters

Inspections must include fittings, checking for leaks, blockages etc. The inspections must be carried out weekly by the contractor. This must be included in the site weekly plan. The contractor will have on record and submit copies of the weekly inspections and recommendations to the Facilities Manager and designates.

5.4 All materials required for the maintenance and repairs of the plumbing scope of work shall be supplied by the contractor and be included in the work pack/ work order.

- All resulting repairs/ modifications sourced from site reports and inspections shall be scoped by the contractor clearly indicating the labour and materials components required to complete. An estimate for the duration of the execution to be also provided for capture of the work order details.
- The contractor shall be or have in his employment qualified personnel to undertake the assigned work. Contractor staff to be trained and competent with evidence of training and qualifications available upon request.
- The contractor supervisor will be responsible for coordinating toolbox talks for all their employees as required by the CEF/SANPC Refinery safety representative. Records of these talks are to be kept on file for Auditing purpose.
- All work completed must be accepted/ signed off by the Facilities Manager designate. Job completion documents to be submitted together with invoices.

Annexure B

Evaluation Criteria

6. MANDOTARY REQUIREMENTS

At this phase service providers must submit the required supporting documents to substantiate compliance to the requirements below. It must be noted that if the service provider does not meet any of the requirements, the service provider will be disqualified and not be evaluated further.

No.	Description of the Mandatory requirements	Comply	Not Comply
6.1	The service provider must submit a Letter of Good Standing with the Compensation for Occupational Injuries and Diseases (Act. No 130 of 1993 and Act. No 61 of 1997) (COIDA). Submit a valid copy		
6.2	The service provider must submit proof of public liability insurance, in the form a policy schedule/ document, or a letter of intent in the name of bidder to the value of R1,000,000.00 issued by an accredited financial provider/ insurance company. Submit Proof of Insurance / Letter of intent issued by an accredited financial provider.		
6.3	The Lead Plumber / Project Manager must be registered with the Plumbing Industry Registration Board (PRIB) and must submit a valid registration certificate Submit a valid Registration Certificate		

7. Technical Evaluation Criteria

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is 70%. It must be noted that if the Bidder does not meet the 70% minimum threshold, the bidder will be disqualified and not be evaluated further.

Technical Information		Scoring	Proof of documents	Weighting Percentage
Company Experience The company must have delivered/rendered plumbing services to other companies. Bidder to provide positive reference letters not older than ten (10) years as proof of previous projects implemented. Reference letters must have the following; (a). Client's letterhead, (b). Date when work was executed, (c). Description of services rendered, (d). Signed by the client, (e). Client Name & contact details.			Reference Letters	40
5	Reference letters or more	5		
4	Reference letters	4		
3	Reference letters	3		
2	Reference letters	2		
1	Reference letters	1		
0	Reference letters	0		
Technical Information		Scoring	Proof of documents	Weighting Percentage
Lead Plumber/ Project Manager The Lead Plumber/ Project Manager must be registered with the Plumbing Industry Registration Board (PRIB) and have a minimum of 5 years relevant experience post registration. Points for years of relevant experience -calculated post professional registration			Lead Plumber/ Project Manager CV	30
5	years' experience or more	5		
4	years' experience	4		
3	years' experience	3		

2 years' experience	2		
1 year experience	1		
Less than 1 experience	0		
Technical Information	Scoring	Proof of documents	Weighting Percentage
Occupational Health & Safety Plan (OHS Plan) Bidders must submit Occupational Health & Safety Plan aligned to the Scope of work highlighting but not limited to the following elements: <ul style="list-style-type: none"> • Contractor's OHS policy • OHS compliance for employees • OHS Incident / Accident management Plan (including reporting, recording and investigation of incidents and accidents) • Baseline Risk Assessment • Personal Protective Equipment (PPE). • Emergency preparedness and response. 		OHS Plan	30
OHS plan addresses 5 listed points	5		
OHS plan addresses 4 listed points	4		
OHS plan addresses 3 listed points	3		
OHS plan addresses 2 listed points	2		
OHS plan addresses 1 listed points	1		
No OHS plan submitted	0		

SERVICES INTERVALS - YEAR 1

ITEM	DESCRIPTION	ESTIMATE SERVICE HOURS - YEAR 1	HOURLY COST /UNIT COST (1VAT EXCL.)	PRICE YEAR 1
1	Call out Fee	500		R
2	Repairs	960		R
3	Replacements	960		R
4	Maintenance (Quarterly : 4 x year)	250		R
5	Disbursements (Site Establishment , Safety File preparations including medicals, operational costs , including annual distribution of staff PPE etc ; issuing the Certificate Of Compliance)			R
Total Cost EXCL. VAT				R
VAT@15%				R
GRAND TOTAL COST FOR THE PROVISION OF PLUMBING SERVICES FOR YEAR No.1 (VAT INCL)				R

Year 2

SERVICES INTERVALS - YEAR 2				
ITEM	DESCRIPTION	ESTIMATE SERVICE HOURS - YEAR 2	HOURLY COST /UNIT COST (VAT EXCL.)	PRICE YEAR 2
1	Call out Fee	500		R
2	Repairs	960		R
3	Replacements	960		R
4	Maintenance (Quarterly : 4 x year)	250		R
5	Disbursements (Refinery Safety requirements including annual renewal of medicals, operational costs , including annual distribution of staff PPE etc)			R
Total Cost EXCL. VAT				R
VAT@15%				R
GRAND TOTAL COST FOR THE PROVISION OF PLUMBING SERVICES FOR YEAR No.2 (VAT INCL)				R

Year 3

SERVICES INTERVALS - YEAR 3				
ITEM	DESCRIPTION	ESTIMATE SERVICE HOURS - YEAR 3	HOURLY COST /UNIT COST (VAT EXCL.)	PRICE YEAR 3
1	Call out Fee	500		R
2	Repairs	960		R
3	Replacements	960		R
4	Maintenance (Quarterly : 4 x year)	250		R
5	Disbursements (Refinery Safety requirements including annual renewal of medicals, operational costs , including annual distribution of staff PPE etc)			R
Total Cost EXCL. VAT				R
VAT@15%				R
GRAND TOTAL COST FOR THE PROVISION OF PLUMBING SERVICES FOR YEAR No.3 (VAT INCL)				R

ITEM	ITEM DESCRIPTION	PRICE YEAR 1	PRICE YEAR 2	PRICE YEAR 3
1	PROVISION OF PLUMBING SERVICES FOR 36 MONTHS	R	R	R
TOTAL OFFER PRICE - VAT INCLUSIVE		R		