

## REVISED SCOPE OF WORK & TECHNICAL CRITERIA

FOR SERVICE, REPAIRS AND SUPPLY OF CONSUMABLES OF VISCOMETER SVM 3000 AND DENSITY METER DMA 4100 TO PETROLEUM AND FLOW SCIENCES LABORATORIES IN JOHANNESBURG AS AND WHEN REQUIRED BASIS.

### SCOPE OF WORK AND TECHNICAL EVALUATION

A Term Service contract – Long Term contract is required. The following tasks will be done as part of the contract:

#### 1. Scope of work/supply

To perform calibration/service and repairs as well as supply of consumables and spares on an as and when required basis for a period of 5 years.

- Viscometer SVM 3000
- Density Meter DMA 4100

#### 1.1. **Description of instruments:**

Viscometer SVM 3000 and Density Meter DMA 4100

1.2. Provide service on Viscometer SVM 3000 and Density Meter DMA 4100 instruments for P&FS Johannesburg Laboratories annually, see list of instruments on table 1 below. Maintenance on these instruments will be done as and when required. The list of instruments described below:

Table 1- List of instruments

Instrument Name	Serial Number	Frequency of service
Viscometer SVM 3000	8140 7408	Annually
Density Meter DMA 4100	8012 0391	Annually

#### 1.2.1. **Requirements:**

- Supplier to provide a report after each service/maintenance/repair done in each laboratory.
- Service/maintenance/repair agent must respond to the request within 48hrs of purchase order being issued.
- Calibration certificate must contain minimum information as follows:
  - ✓ Name of the requester,
  - ✓ unique number for the certificate,
  - ✓ address of requester and supplier,
  - ✓ supplier company name,
  - ✓ accreditation number (if accredited),
  - ✓ Serial number of instrument being calibrated,
  - ✓ Summary of status,
  - ✓ Results,
  - ✓ Uncertainty of measurements,
  - ✓ Environmental conditions at the time of calibration,
  - ✓ Date calibrated,
  - ✓ Name and signature of the technician calibrated the instrument

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- d. Supplier to provide proof that the instrument used to calibrate equipment is traceable to NIST.
- e. If the supplier is not accredited according to ISO 17025 or any other equivalent standard, the following **documents as per SANAS TR 25 section 3.3 in house calibration must be provided:**
  - ✓ A documented and validated calibrated procedure or method;
  - ✓ A calibration certificate or report, or some other suitable method of recording the calibration and measurement data;
  - ✓ Appropriate educational and training records to demonstrate the competence of the personnel performing the calibration;
  - ✓ Copies of certificates and reports to demonstrate traceability to the SI system of units or RMs;
  - ✓ All reference standards and measuring instruments shall be calibrated at appropriate intervals, the facility shall have and apply a documented procedure for establishing these calibration intervals.
  - ✓ A documented procedure for the estimation of the measurement uncertainty, which shall be applied for at least each type of calibration. The uncertainty of measurement shall be taken into account when making a statement of compliance.
  - ✓ Records to demonstrate the assurance of the calibration results i.e., participation in Inter-Laboratory Comparisons or Proficiency Testing;
  - ✓ Documented requirements for environmental conditions, and records where applicable; and
  - ✓ Evidence of internal audits of all activities that could influence the quality of calibration results.

1.3. Supply of spares and consumables as and when required for a period of five (5) years.

**Table 2 List of spares and consumables: Cataloguing**

Description	Service / Item	Additional info
Service and calibration (annually)	SVM 3000 Stabinger Viscometer :S/N 8140 7408	Service and calibration of equipment, annually, on-site, by a qualified technician, and provide service report and calibration certificate.
Repairs, Spares, consumables and maintenance	SVM 3000 Stabinger Viscometer: S/N 8140 7408	Repairs, maintenance, spares, and consumables and provide maintenance report.
		measuring cell
		condition of measuring cell and hoses

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		condition of measuring cell and hoses
		temperature
		PU Board for SVM3000, Computer board for Xsample 461 Xpress, Piston and glass cylinder for Xsample 461 Xpress, Membranes for Cylinder block for Xsample 461 Xpress, Filling hoses for Xsample 461 Xpress, Plugs (rubber stoppers) for 12ml vials, 12ml viscosity vials
Service and calibration (annually)	DMA 4100 Density Meter: S/N 8012 0391	Provide service and calibration of equipment annually on-site and provide service report and calibration certificate.
Repairs, spares, consumables and maintenance	DMA 4100 Density Meter: S/N 8012 0391	Repair equipment, as and when required, on-site by a qualified technician, provide repairs and maintenance report. Repairs on the following: air pump, diaphragms, temperature checks, density adjustments, air/water adjustments
		Spare luer adapters, Device Computer board, Sensor actor board
S3 100 ml Standard	SVM 3000 Stabinger Viscometer and DMA 4100 Density Meter instruments	
N7.5 100ml Standard	SVM 3000 Stabinger Viscometer and DMA 4100 Density Meter instruments	
N26 100ml Standard	SVM 3000 Stabinger Viscometer and DMA 4100 Density Meter instruments	
N415 100ml Standard	SVM 3000 Stabinger Viscometer and DMA 4100 Density Meter instruments	
12ml glass vials (100pc)	SVM 3000 Stabinger Viscometer instrument	
Plugs (rubber stoppers) for 12ml vials (2000pc)	SVM 3000 Stabinger Viscometer instrument	

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Certificate	
Travel time	
Travel rate p/km	
Labour rate p/hour	
Delivery charge	

### 1.3.1 Requirements:

- Spares/consumables must be for Viscometer SVM 3000 and Density Meter DMA 4000 brand of equipment.

### 1.4. Other requirements

#### 1.4.1. Supplier to include in the quotation:

- ✓ Labour rate per hour (certified technician)
- ✓ Travel rate per km
- ✓ Travel time per hour
- ✓ Delivery charge
- ✓ Call out charges

#### 1.5. Instrument service/calibration/repairs/spares and consumables to be delivered to the following address:

P&FS laboratory (Rosherville)  
Eskom Research & Innovation Centre  
Oil lab - Block B - Reception  
Lower Germiston Road  
Rosherville  
2022  
Contact person: 011 629 5715/5669

#### 1.6. Requirements:

- Supplier must be able to provide service to P&FS Johannesburg Laboratories.
- Service/repair agent must respond to the request within 48hrs.

## 2. Technical Evaluation

Technical Criteria	Description	Proof	Score allocation (%)	Total Score (%)
Availability of Spares and consumables	Supplier to provide all the spares/consumables as per the scope of work in table 1.	Quotation	10	10
Competency	Supplier to prove that they can service and repair SVM 3000 Stabinger	Training certificates on servicing and calibration of	25	25

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	Viscometer and DMA 4100 Density Meter instruments	Viscometer and Density Meter		
Reference	Supplier must provide references of similar work done including company names and contact details	Supplier to submit reference letters x3	3 letters 15	15
			2 letters 10	
			1 letter 5	
Turnaround time	The supplier must respond to request for repairs within 48 hours of receiving the purchase order number.	=48 hours	15	15
		>48 hours	5	
Experience	Relevant experience of not less than three (3) years on working SVM 3000 Stabinger Viscometer and DMA 4100 Density Meter instruments	Supplier to provide a CV with Training certificate	25	25
		CV Only	5	
Quality of work	Supplier must provide an example of certificate that meets the requirements as stipulated in the scope of work point number 1.2.1 (c).	Certificate that meets all requirements	10	
		certificate that meets minimum requirements	0	
<b>Total</b>		<b>100%</b>		

**Threshold 75%**

### 3. SHE Criteria

SHE evaluation criteria	Submitted (Yes/No)
1. Annexure B: Acknowledgement Form for Eskom OHS legal and other requirements	
2. Letter of Good Standing	
3. Signed OHS Policy	
4. Baseline Risk Assessment	
5. OHS Plan	
6. 37 (2) Eskom agreement	

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6. 37(2) Eskom Agreement

**Compiled by:** Bontle Mahura **Date:** 26 June 2023 

**Approved by:** Zanele Khuzwayo **Date:** 26 June 2023 Signature: 