



science, technology & innovation

Department:
Science, Technology and Innovation
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE (TOR)

APPOINTMENT OF A SERVICE PROVIDER WHO WILL PROVIDE ADHOC PLUMBING SERVICES FOR A PERIOD OF THREE MONTHS

1. BACKGROUND

The Department of Science Technology and Innovation (DSTI) is located in Building No.53 at the CSIR Campus in Meiring Naude Road and requires the services of a qualified plumber who will provide plumbing services as and when a need arises. **The DSTI is currently in the process of relocating to a new office. In the event that the relocation transpires before the contract expiration date, a one-month notice of termination will be provided.**

2. OBJECTIVES

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To procure the services of the service provider who will be able to perform the work as outlined in the par. 3 below.

3. SPECIFICATION

- 3.1 The appointed service provider shall render the following services:
 - 3.1.1 Repair and/or replace toilet taps and valves;
 - 3.1.2 Repair and/ or replace kitchen taps;
 - 3.1.3 Repair and/ or replace flush masters;
 - 3.1.4 Repair and/or replace toilet pan;
 - 3.1.5 Repair and/or replace toilet cistern;
 - 3.1.6 Repair and/or replace geyser (only if it's between 100&200lt);
 - 3.1.7 Cleaning of the stormwater
 - 3.1.8 Repair and/ or replace burst water pipes; and
 - 3.1.9 All related plumbing work not mentioned above
- 3.2 The appointed service provider shall be expected to respond to emergencies within five hours upon receipt of the request. In case of non-urgent requests, the service provider shall be expected to respond within twenty-four hours.
- 3.3 The department is using Gerberit products for the toilet system and the appointed service provider shall make use of the Gerberit products for any repairs/replacements required on the toilet systems.

4. PRICING SCHEDULE

- 4.1 Table 1: The service provider should use the table below for quoting in the company letterhead:

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SERVICE INTERVAL	RATE PER HOUR INCLUDING TRANSPORT AND OTHER RELATED COSTS (During normal hours Mond- Friday-8am to 5pm)
Repair and/or replace of toilet taps and valves	
Repair and/ or replace of kitchen taps	
Repair and/ or replace flush masters	
Repair and/or replace toilet seats	
Repair and/or replace toilet	
Repair and/or replace toilet cistern	
Repair and/or replace geyser	
Cleaning of the stormwater	
Repair and/ or replace burst water pipes	
After hours rate (Mon-Fri) including weekends and Public holidays	
Travelling cost per KM @	
Mark-up	
Other costs-please specify	

4.2 The prices quoted must include Vat and where the vendor is not registered for Vat, such must be indicated on the quotation. A valid Tax clearance certificate is submitted together with a quotation

NB: Please note that the DSTI reserves the right not to accept the lowest quote or not to proceed with this project. All costs that the service provider may incur due to the preparation of the project for the DSTI shall be the sole responsibility of the service provider.

5. APPLICABLE LEGISLATION/ REGULATIONS

- 5.1 Occupational Health and Safety Act, 1993 (Act No.85 of 1993);
- 5.2 National Building Regulations SANS 10400; and
- 5.3 Any other applicable legislation

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6. EVALUATION OF PROPOSALS

6.1 The proposals will go through two stages of the evaluation process which will include the following:

- Screening for Compliance;
- Functionality; and
- Price and BBEEE Evaluation.

6.2 Screening for Compliance

During this phase, a short list will be established, and the shortlisted service providers will be evaluated further. **Service providers must meet all the below requirements to proceed further to Pricing and BBBEE; failure to submit the following will result in disqualification:**

- a. Proof of registration to the Central Supplier Database (CSD) held by National Treasury.
- b. Compliant tax matters as per CSD or SARS e-filing.
- c. Completed and signed SBD 1, SBD 4 and SBD 6.1.
- d. Submit a certified B-BBEE certificate or Sworn Affidavit, failure to submit will not invalid your proposal.
- e. **Latest Company registration documents (CIPC) with detailed particulars of ownership, failure to submit will not invalid your proposal but will score 0 points for strategic goals.**
- f. A bid that fails to meet any pre-qualifying criteria, specifications/scope of work, terms and conditions stipulated in the tender documents is an unacceptable tender and will be disqualified.
- g. Detailed company profile, which clearly spells out the relevant experience, knowledge and accreditation of the company as well as directorship.
- h. Proof of registration with any relevant association as a plumber

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- i. It is estimated that tenderers must have a cidb contractor grading designation of 1SO or higher. Provide cidb number.

N.B. : *By providing us with your Personal Information, you consent to the DSTI processing your Personal Information, which the DSTI undertakes to process strictly in accordance with the section 18 informed consent document.*

6.3 Functionality Evaluation

- 6.3.1 Service providers' responses will be evaluated for functionality in this stage, based on achieving a minimum score of fifty percent (50%).
- 6.3.2 The DSTI panel members will individually evaluate the responses received against the following criteria as set out below:

PHASE 2: FUNCTIONALITY EVALUATION					
Rating: 1 = Poor 2 = Average 3 = Good 4 = Very good 5 = Excellent					WEIGHT
CRITERIA					
1 Experience and Expertise:					
Bidders must also submit a list of references for current and previous projects in plumbing services, which much cater for the following: institution where the project is/was undertaken (ii) duration of the project and service rendered (iii) contact person, (iv) his/her contact details (e-mail, telephone, address)					30
0-1 year	2-3 years	4-5 years	6-7 years	8yrs and above	
1	2	3	4	5	
2 Staff Capacity					30
Knowledge, experience in plumbing services (attach CV's and qualifications of team that will be deployed to the project):					
1 -2 years	3-4 years	5-6 years	7-8 years	9 and above	

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0-1	2-3	4-5	5-6	7+	
3	Capacity to render the service				
	The bidder must demonstrate if they have the necessary capacity to render cleaning services, this may include but not limited to:				
	<ul style="list-style-type: none"> a) List of equipment; b) Operation and scheduling capability. c) ISO certification d) List of vehicles and proof of registration; e) List of suppliers 				
4	Poor	Average (1 of the elements listed above)	Satisfactory (2 of the elements listed above)	Good (3 of the elements listed above)	Excellent (all or more elements listed)
	1	2	3	4	5
	Project Methodology				
	<ul style="list-style-type: none"> a) Service provider understanding of the project requirements b) Risk plan in relation to this project c) Company OHS policy; d) Total quality management (quality assurance and control); e) Emergency response plan (repose time, contact person in case of emergency). 				
	Poor	Average (1 of the elements listed above)	Satisfactory (2 of the elements listed above)	Good (3 of the elements listed above)	Excellent (all or more elements listed)
	1	2	3	4	5

6.4 PRICE AND BBBEE EVALUATION

Price inclusive of VAT will be evaluated as indicated below.

- a) In terms of regulation 4 of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the DSI on the 80/20 preference point system in terms of which points are awarded to service providers on the basis of:

- The bid price (maximum 80 points)
 - Specific Goals mentioned below in Table1 (maximum 20 points)

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Service providers can only claim specific goal credentials, by providing a valid certified BBBEE certificate or Sworn Affidavit.

- b) The following formula will be used to calculate the points for price in respect of service providers with a rand value of up to R50 000 000.00:

$$Ps = 80 \frac{Pt - Pmin}{Pmin}$$

Where

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration;

Pmin = Price of lowest acceptable tender.

- c) A maximum of 20 points will be awarded to a tenderer for the specific goal specified for the tender, as per the table below:

Table 1 – Specific goals

The specific goals allocated points in terms of this tender:	Number of points allocated (80/20 system)
EMEs and QSEs	
Companies owned by black people	5
Companies owned by women	5

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Companies owned by youth people	
Companies owned by people with disabilities	5
Companies owned by black people living in rural or underdeveloped areas	
Companies owned by black people living in townships	5

- i. A bidder must submit proof of its Specific goals' status and claim points on Standard Bidding Document SBD6.1. ii. Bidder to claim points for their specific goal(s) ownership as follows:
- Points allocated for EME or QSE as follows:
 - EME: 100% of points allocated and
 - QSE: 50% of points allocated.
 - The formula for the calculation of specific goals will be as follows:

$$\frac{(\text{Share percentage} \times \text{points allocated for specific goal})}{\text{Max percentage of ownership (100\%)}}$$
 - Formula to be used for each specific goal you claim points for.
 - Points for each specific goal claimed will be calculated together to get a final score out of 20 points.
 - A bidder failing to submit proof of Specific goals' status or failing to meet the Specific goals, may not be disqualified, but (a) may only score points out of 80 for price; and (b) score 0 points out of 20 for Specific goals.
 - A bidder may not be awarded points for specific goals status if the bid documents indicate that the bidder intends subcontracting

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- more than 25% of the value of the contract to any person or company that does not have the points that the bidder qualifies for (at least), unless the intended subcontractor is an EME that has the capability to execute the subcontract.
- v. The points scored by a bidder for Specific goals in accordance with the preceding paragraphs 6.4(c) must be added to the points scored for price under paragraph 6.4(b).
 - vi. The points scored must be rounded off to the nearest two decimal places.
 - vii. If the price offered by a tenderer scoring the highest points is not market-related, the Department may not award the bid to that tenderer.
 - The Department may negotiate a market-related price with the tenderer scoring the highest points or cancel the tender.
 - If the tenderer does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender.
 - If the tenderer scoring the second highest points does not agree to a market-related price, the Department may negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.
 - If a market-related price is not agreed in all the afore-mentioned respects, the Department must cancel the tender.
 - viii. In the event that two or more tenderers score an equal total number of points, (1) the contract must be awarded to the tenderer that scored the highest points for specific goals. (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.
 - ix. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

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NB: All costs that the service provider may incur due to the preparation of the project for the DSTI shall be the sole responsibility of the service provider

7. SUBMISSION OF PROPOSALS

- 7.1 The closing date for submission of proposal is **29 January 2026**.
- 7.2 The proposals should be sent to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to source.

8. SITE VIEWING

- 8.1 Site viewing will be carried out on an appointment basis. The appointment should be scheduled a day prior on 22 January 2026 . An email to be sent to Nombulelo.Dlalisa@dsti.gov.za and copying the Supplier Chain Practitioner who sourced the quotation.

9. CONTACT PERSONS

- 9.1 Technical Enquiries can be directed to:

Mr Ntsako Vuma
Facilities Practitioner
Ntsako.Vuma@dsti.gov.za

- 9.2 Enquiries relating to operational SCM issues should be addressed to the SCM Practitioner who sourced quotations.

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