

## REVISED SCOPE OF WORK & TECHNICAL CRITERIA

FOR SERVICE, REPAIRS AND SUPPLY OF CONSUMABLES OF PAMAS PARTICLE COUNTER 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.

- PAMAS Particle Counter :S/N 320-310

#### 1.1. Description of instruments:

PAMAS Particle Counter :S/N 320-310

- 1.2. Provide service on PAMAS Particle Counter instrument for P&FS Johannesburg Laboratory in Johannesburg-Rosherville annually, see list of instruments on table 1 below. Maintenance on this instrument will be done as and when required. The list of instrument described below:

Table 1- List of instruments

Instrument Name	Serial Number	Frequency of service
PAMAS Particle Counter	320-310	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
- Supplier to provide proof that the instrument used to calibrate equipment is traceable to NIST.

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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)	PAMAS Particle Counter :S/N 320-310	Service and calibrate equipment, annually, on-site, qualified technician, produce service report and calibration certificate

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Maintenance, Repairs and Consumables	PAMAS Particle Counter :S/N 320-310	Maintain, repair equipment and supply of consumables as and when required.  This catalogue item covers the following repairs of PAMAS Particle counter: <ul style="list-style-type: none"> <li>• Sensor</li> <li>• Compressor</li> <li>• Pump</li> <li>• Backlight for instrument display</li> <li>• Black cover on thermal printer</li> <li>• Roller lift for printer</li> <li>• Thermal printer</li> <li>• Moisture Trap</li> <li>• Filter for SBSS 230um</li> <li>• 10ml Syringe</li> <li>• Two pump tubes with pneumatic connectors</li> <li>• Drier Unit</li> <li>• Pressure regulator</li> <li>• Take up tube</li> <li>• Pressure Dome</li> <li>• Integrated magnetic stirrer</li> </ul>
Standards	PAMAS Particle Counter :S/N 320-310	Partistan 2806 Calibration Fluid 400ml

### 1.3.1 Requirements:

- Spares/consumables must be for PAMAS Particle Counter 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

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### 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.	Quotation	10	10
Competency	<ul style="list-style-type: none"> <li>• Supplier to prove that they can service and repair PAMAS Particle Counter instrument</li> </ul>	CV with certificate on servicing the specific equipment.	25	25
On-site service and repairs	Supplier must be able to perform service and repairs on P&FS Johannesburg laboratory site	Confirm commitment on company letterhead	15	15
Turnaround time	The supplier must respond to request for repairs within 48 hours of receiving the purchase order number.	Confirm commitment on company letterhead	10	10
Experience	Relevant experience of not less than three (3) years on working with PAMAS Particle Counter	Submit three (3) letter/s of reference from customer/s where related services were rendered.	20	25
		Submit two (2) letter/s of reference from customer/s where related services were rendered.	20	
Standards certificate of analysis	Supplier must provide example of certificate of analysis for standards	Example of certificate provided		15
		No certificate provided		0
<b>Total</b>		<b>100%</b>		

**Threshold 75%**

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### 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	

**Compiled by:** Bontle Mahura

**Date:** 28 June 2023



**Approved by:** Zanele Khuzwayo

**Date:** 28 June 2023

Signature: \_\_\_\_\_

