



TENDER

TWO-YEAR TERM CONTRACT FOR SUPPLY, SERVICING, REPAIRS AND MAINTENANCE OF ELECTRICAL AND MECHANICAL EQUIPMENT FOR DEPARTMENT OF SOCIAL DEVELOPMENT PROPERTIES IN THE JOE GQABI DISTRICT SCMU5-26/27-004 JGR

NAME OF COMPANY:

CSD Nr:

CRS Nr (CIDB):

CLOSING DATE: 20 AUGUST 2026

TIME: 11:00 am

ENQUIRIES:

SUPPLY CHAIN MANAGEMENT

EASTERN CAPE DEPARTMENT OF PUBLIC
WORKS & INFRASTRUCTURE
THEMBA KOJANA OFFICE PARK
N6 ROAD
MALETSWAI

SCM RELATED ENQUIRIES

Enquires: Ms. S. Kambi

Email Address: Simpiwe.Kambi@ecdpw.gov.za

Tel No: 0815498490

TECHNICAL ENQUIRE

Enquires: Ms. B. Mpanana

Email Address:

Babalwa.Mpanana@ecdpw.gov.za

Tel No.: 060 524 5206

Fraud, Complaints & Tender Abuse Hotline:
0800 701 701 (toll free number)

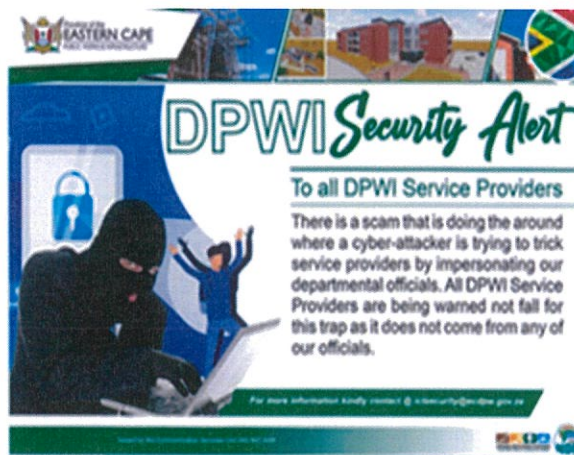




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THE TENDER



PART T1

TENDERING PROCEDURES



PART T1.1 TENDER NOTICE AND INVITATION TO TENDER



T1.1 Tender notice and invitation to tender

The Eastern Cape Department Public Works and Infrastructure Invites Contractors with a CIDB Grading of **3ME or Higher** in the following Class of works (**ME**). Bids for **TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PROPERTIES IN THE JOE GQABI DISTRICT FOR A PERIOD OF 24 MONTHS**

The contract will be based on the **NEC3 TERM SERVICE CONTRACT: APRIL 2013** the Eastern Cape Department of Public Works and Infrastructure will enter into a contract with the successful Bidder.

Bid documents are downloadable free of charge from Eastern Cape Department of Public Works and Infrastructure website (www.ecdpw.gov.za/tenders) or from National Treasury's tender portal (<http://www.etender.gov.za/content/advertised-tenders>) or from CIDB website at (<https://www.cidb.org.za/CIDBtenders>). Bid documents will be available on **31 July 2026**. No bid documents will be available at departmental offices.

It is the responsibility of the bidder/s to ensure that bid documents are submitted on or before closing time and the correct location as the department will not take responsibility of wrong delivery. Bidders using courier services for delivery of their bid documents must ensure the delivery is at the correct place / location and time as the department will not be held responsible for wrong delivery and not delivered to Departmental officials. The Department will not accept responsibility if Bids received by official if they are not timely deposited in the Bid Box. Bids may only be submitted on the BID documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of Bids are stated in the BID Data.

B. BID SUBMISSIONS:

The closing time for receipt of tenders by the ECDPWI is **11:00am on 20 AUGUST 2026** Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Bids must be submitted in sealed envelopes clearly marked '**SCMU5-26/27-004 TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PRPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS** must be deposited in the Bid box at EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

3102 N6 Road Themba Kojana Office Park
Maletswai
Eastern Cape
9762

C. BID EVALUATION:

This Bid will be Evaluated in Two (2) Phases as follows:

Phase One: Compliance, responsiveness to the bid rules and conditions, thereafter they will be evaluated on PPPFA.

Phase Two: Bidders passing all stages above will thereafter be evaluated on PPR2022.



PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Maximum points on price	-	80 points
Maximum points for Specific Goals	-	20 points
Maximum points	-	100 points

C. BID SPECIFICATIONS, CONDIT

- The minimum specifications, other bid conditions, and rules are detailed in the bid document in the Tender Data.
- The Department of Public Works and Infrastructure SCM policy applies.
- Tender validity period is **60 days**.

D. ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:

a. **SCM RELATED ENQUIRIES**

Ms. S. Kambi
Cell No: 0815498490
Email Address: Simpiwe.Kambi@ecdpc.gov.za

b. **TECHNICAL ENQUIRIES**

Ms. B. Mpanana
Tel No.: 060 524 5206
Email Address: Babalwa.Mpanana@ecdpc.gov.za

FOR COMPLAINTS, FRAUD, & BID ABUSE:

Call: 0800 701 701



PART T1.2 TENDER DATA



T1.2 Tender Data

The conditions of BID are the latest edition of SANS 10845-3, *Standard conditions of BID*. SANS 10845-3 makes several references to the BID Data for details that apply specifically to this BID. The BID Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3 and as contained in **Annexure F of Standard for Uniformity in Construction Procurement (Board Notice 136 Government Gazette No 38960 of 10 July 2015)**, Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies

Clause number	BID Data
3.1	The Employer is Public Works and Infrastructure - Eastern Cape
3.2	The BID documents issued by the employer comprise the following documents: THE BID Part T1: Bidding procedures T1.1 - BID notice and invitation to BID T1.2 - BID data Part T2: Returnable documents T2.1 - List of returnable documents T2.2 - Returnable schedules THE CONTRACT Part C1: Agreements and Contract data C1.1 - Form of offer and acceptance C1.2 - Contract data C1.3 - Performance Bond Part C2: Pricing data C2.1 - Pricing assumptions C2.2 - Bill of Quantities Part C3: Scope of work C3 - Scope of work Part C4: Site information C4 - Site information
3.3	The bid documents issued by the employer comprise the documents listed on the contents page
3.4	The employer's agent is: Name: Babalwa Mpanana Department of Public Works & Infrastructure Themba Kojana Office Park Maletswai Tel: 051 611 9800/ 060 534 5206 E-mail: Babalwa.Mpanana@ecdpc.gov.za
3.5	The language for communications is English.
3.6	The competitive negotiation procedure shall be applied.
3.7	Method 2: Two (2) stage procurement procedure shall be applied.
4	Bidders' obligations



4.1	Only those bidders who satisfy the following eligibility criteria and who provide the required evidence in their bid submissions are eligible to submit bids and have their bids evaluated:
4.1.1	The following Bidders who are registered with the CIDB, or are capable of being so registered prior to the evaluation of submissions, are eligible to have their Bids evaluated: a) contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum bid, or a value determined in accordance with Regulation 25 (1B) of 25(7A) of the Construction Industry Development Regulations, for a CIDB Grade 4ME or Higher class of construction work; and b) contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading designation CIDB Grade 4ME or Higher in terms of a) above and who satisfy the following criteria: 1 A contractor that is potential to develop and qualify to be registered in that higher grade as determined in accordance with the provisions of the CIDB Specification for Social and Economic Deliverables in Construction Works Contracts; and 2) whom the employer agrees that they will provide the financial, management or other support that is considered appropriate to enable the contractor to successfully execute that contract. Joint ventures are eligible to submit Bids provided that: every member of the joint venture is registered with the CIDB; the lead partner has a contractor grading designation in the CIDB Grade 3ME or Higher class of construction work; and the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum bid for a CIDB Grade 4ME or Higher class of construction work or a value determined in accordance with Regulation 25 (1B) of 25(7A) of the Construction Industry Development Regulations. Joint Venture Agreement to be attached
4.2	The employer will compensate the BID as follows as per the conditions of the NEC3 contract. The employer will not compensate the Bidder for any costs incurred in attending interviews or making any submissions in the office of the employer.
4.3	It is the responsibility of the Bidder to check the BID documents on receipt for completeness and notify the employer of any discrepancy or omission.
4.4	Confidentiality and copyright of documents Treat as confidential all matters arising in connection with the BID. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a BID offer in response to the invitation.
4.5	Obtain, as necessary for submitting a BID offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the BID documents by reference.
4.6	Acknowledge receipt of addenda to the BID documents, which the employer may issue, and, if necessary, apply for an extension to the closing time stated in the BID data, in order to take the addenda into account.
4.7	Seek clarification



	Request clarification of the BID documents, if necessary, by notifying the employer at least 7 (Seven) working days before the closing time stated in the BID data.
4.8	Bidders are required to state the rates and currencies in Rands. Include in the rates, prices, and the bidden total of the prices (if any), all duties, taxes which the law requires to be paid [except value added tax (VAT)], and other levies payable by the successful Bidder, that are applicable 14 days before the closing time stated in the BID data. Show the VAT payable by the employer separately as an addition to the bidden total of the prices. Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data. State the rates and prices in monetary value of the contract unless otherwise instructed in the BID data.
4.9	Do not make any alterations or additions to the BID documents, except to comply with instructions issued by the employer or to correct errors made by the Bidder and ensure that all signatories to the BID offer initial all such alterations. Do not make erasures using masking fluid.
4.10	Main BID offers are not required to be submitted together with alternative Bids.
4.11	No alternative BID offers will be considered
4.11.1	Parts of each BID offer communicated on paper shall be submitted as an original. Submit the parts of the BID offer communicated on paper as an original plus the number of copies stated in the BID data, with a translation of any documentation in a language other than the language of communication established in 3.5, and the parts communicated electronically by the employer of its agents on paper format with the BID.
4.11.2	Sign the original and all copies of the BID offer where required in terms of the BID data. State in the case of a joint venture which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the BID offer. NOTE The employer holds all authorized signatories liable on behalf of the Bidder.
4.11.3	A BID security in the amount of N/A is required and shall remain valid for a period not exceeding N/A days after the closing date for BID offers. The form of the BID security shall not differ substantially from the sample provided in Annex D of SANS 10845-3.
4.11.4	The employer's details and address for delivery of bid offers and identification details that are to be shown on each bid offer package are: Physical address: EASTERN CAPE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE 3102 N6 ROAD THEMBA KOJANA OFFICE PARK MALETSWAI EASTERN CAPE Identification details: SCMU5-26/27-004, TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL



	DEVELOPMENT (DSD) PRPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS Closing time and date: 20 AUGUST 2026 at 11:00 am
4.12.1	The Bidder is required to submit with his BID the following certificates: a copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order the South African Revenue Services. In the case of a Joint Venture/Consortium/Sub-contractors each party must submit a separate CSD report showing, amongst other things, that tax matters of the service provider are in order the South African Revenue Services. CIDB Grading certificate or CRS number.
4.12.2	A two-envelope procedure will not be required.
4.12.3	Telephonic, telegraphic, telex, facsimile or e-mailed BID offers will not be accepted. The Bidder accepts that the employer does not assume any responsibility for the misplacement or premature opening of the BID offer if the outer package is not sealed and marked as stated.
4.13	The closing time for submission of BID offers is as stated in the BID Notice and Invitation to BID. Ensure that the employer receives the BID offer at the address specified in the BID data not later than the closing time stated in the BID data. Proof of posting shall not be accepted as proof of delivery. Accept that, if the employer extends the closing time stated in the BID data for any reason, the requirements of the standard conditions of BID in this part of SANS 10845 apply equally to the extended deadline.
4.14.1	The BID offer validity period is 60 days. Hold the BID offer(s) valid for acceptance by the employer at any time during the validity period stated in the BID data after the closing time stated in the BID data. If requested by the employer, consider extending the validity period stated in the BID data for an agreed additional period, with or without any conditions attached to such extension. Extend the period of the BID security, if any, to cover any agreed extension requested by the employer.
4.14.2	Placing of contractors under restrictions / withdrawal of Bids If any Bidder who has submitted a BID offer or a contractor who has concluded a contract has, as relevant: withdrawn such BID or quotation after the advertised closing date and time for the receipt of submissions; after having been notified of the acceptance of his BID, failed or refused to commence the contract; had their contract terminated for reasons within their control without reasonable cause; offered, promised or given a bribe in relation to the obtaining or the execution of such contract; acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards the Provincial Government; or, made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of the Provincial Government that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements, such Bidder/s may be placed under restriction from Bidding with the state. Procedures are outlined in the EC SCM Policy for Infrastructure procurement and Delivery Management and also on Inform Practice Note #30. Excerpts of the policy can be availed on request of any interested Bidder.
4.15	The Conditions of Contract are clauses of the NEC3 TERM SERVICE CONTRACT: APRIL 2013. Copies of these conditions of contract may be obtained from the Association of South African Quantity



	Surveyors, Master Builders Association, South African Association of Consulting Engineers, South African Institute of Architects, Association of Construction Project Managers, Building Industries Federation South Africa, South African Property Owners Association or Specialist Engineering Contractors Committee.
4.16	the preferred Bidder will be required to submit an approved insurer undertaking to provide the Performance Bond / Guarantee / Surety / Security to the format and/or standard as per DPWI policy
5	Employer's undertakings
5.1	The Employer will respond to requests for clarification received up to Seven (7) working days before the BID closing time. If, as a result of the issuing of addenda, it is necessary to extend the closing time stated in the BID data, grant such extension and notify all respondents accordingly.
5.2	The employer shall issue addenda until Five (5) working days before BID closing time.
5.3	Bids will be opened immediately after the closing time for Bids at 11:00am
5.4	Do not disclose to Bidders, or to any person not officially concerned with such processes, information relating to the evaluation and comparison of BID offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful Bidder.
5.5	The Eastern Cape Department Public Works and Infrastructure Invites Contractors with a CIDB Grading of Grade 3ME/3EP or Higher in the following Class of works (ME) and (EP).
5.6	Determine, after opening and before detailed evaluation, whether each BID offer that was properly received Complies with the requirements of the standard conditions of BID in this part of SANS 10845, has been properly and fully completed and signed and is responsive to the other requirements of the BID documents. A responsive BID is one that conforms to all the terms, conditions, and scope of work of the BID documents, without material deviation or qualification. A material deviation or qualification is one which, in the employer's opinion, would d) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the scope of work, e) significantly change the employer's or the Bidder's risks and responsibilities under the contract, or f) affect the competitive position of other Bidders presenting responsive Bids, if it were to be rectified. Reject a non-responsive BID offer, and do not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
5.7	Arithmetical errors, omission and discrepancies Check responsive Bids for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern. For Vat related discrepancies, National and Provincial Treasury prescripts in relation to VAT procedures apply.
5.7.1	The financial offer will be reduced to a comparative basis using the BID Assessment Schedule.



Table F.1: Formulae for calculating the value of A

Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a
1	Highest price or discount	$A = \left(1 + \frac{(P - P_m)}{P_m} \right)$	$A = P/P_m$
2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{(P - P_m)}{P_m} \right)$	$A = P_m/P$
^a P_m is the comparative offer of the most favourable comparative offer. P is the comparative offer of the tender offer under consideration.			

5.7.2	The procedure for the evaluation of responsive Bids is Method 2: Phase 1: Administrative requirements and Mandatory requirements Phase 2: Price and preference (80/20 system)
5.7.3	STAGE 1: RESPONSIVENESS TO THE BID REQUIREMENTS AND RULES Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration: 1. Bid Document (This Document must be submitted in its original format) 2. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted. 3. Bidder must be registered with CIDB in the correct grading and class of works as per the tender notice and requirements. The status on CIDB must be active. It is the responsibility of the bidder to keep the status on CIDB active throughout bidding process (advert till award stage). 4. Bidders must be a legal entity or partnership or consortia. 5. Form of offer and Acceptance (fully completed and signed). 6. SBD 4- Declaration of Interest (fully completed and signed). SBD4 must be duly completed and signed. 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, such interest must be disclosed on question 2.3.1. 7. Incomplete or unsigned or poorly completed forms SBD 4 will lead to a bidder being declared non-responsive. 8. Compulsory Enterprise Questionnaire (Completed and signed) (JV partners must complete separate Questionnaire forms and submit). 9. If the offer (any of the items quoted for) is "Vat Inclusive", the VAT registration number of service provider must be indicated. Bidders are not entitled to claim the VAT if they are not VAT registered. 10. If the Bid Sum (amount in words) differs from the Bid Sum (amount in figures), the Bid Sum (amount in words) will govern. 11. The bidder must submit a valid employment contract of an employee who is qualified and certified as an air-conditioning and refrigeration technician. a copy of the certificate must be QCTO endorsed. In case of a company director being the air-conditioning and refrigeration technician, there is no need for an employment contract to be submitted but only a copy of air-conditioning and refrigeration technician certificate endorsed by QCTO. 12. The bidder must have completed a maintenance contract for the servicing of mechanical work (mechanical equipment and HVAC system) for at least one year, a confirmation by means of an appointment letter and completion certificate must be attached. Bidders must submit a minimum of three (3) written contactable references for projects successfully completed in the past (clearly indicating client name, contract value, contract term, contact person, contact details). Refer to Annexure J. 13. The bidder must comply with COIDA requirements in the relevant class of works, and the copy of the certificate or confirmation letter must be submitted with the bid. 14. The bidder must complete and sign the SBD 1 form.



15. The bid document must be completed in **black ink**.

Other Conditions of bid (Non eliminating unless expressly mentioned in the document):

1. The bidder must be registered on the Central Supplier Database (CSD) prior the award
2. All bidders' tax matters must be in order prior award. Bidders' tax matters will be verified through CSD. In cases where bidder's status found non-compliant the bidder will be granted 7 days to correct status. A bidder that fails to rectify its tax matters with SARS will be declared non-responsive.
3. The bidder must complete and sign the SBD 6.1 to claim points for specific goals. Failure will lead in non-awarding of points for specific goals.
4. Bidders must submit their company profiles, list of available resources, plant and machinery and any other additional capacity with the bid. Refer to Annexure K and H. This is not an elimination factor, but important for the department to make a decision. Unless it is used for Quality/functionality Points.
5. The bidder must also list all projects where there are pending litigations or litigations have been concluded. The form for this is also attached after Annexure J.
6. This tender will be awarded as a whole. All trades listed in the Bills of Quantities or Pricing schedule must be priced for (except provisional sums and allowances which also need to be added to the total), failure to do so will increase commercial risk of the bid and may lead to elimination or passing over of the bidder.
7. Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.
8. DPWI Policy applies.
9. Protection of personal information: Consent (POPIA)
10. The successful tenderer (after being informed) will be required to bring along an unsigned copy of the form of contract to be signed by parties (e.g. NEC3 TERM SERVICE CONTRACT: APRIL 2013)

STAGE 2: EVALUATION POINTS ON PRICE AND PREFERENTIAL PROCUREMENT REGULATIONS OF 2022

The 80/20 preference point system shall be applied for the purposes of this bid as per the requirements of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) and Specific Goals/ PPR2022

Criteria	Points
POINTS ON PRICE	80
SPECIFIC GOALS	20
TOTAL	100

The 80/20 preference point system for acquisition of services, works or goods up to Rand value of R50 million:

(a) The following formula must be used to calculate the points for price in respect of Bids (including price quotation) with a Rand value equal to, or above R 30 000 and up to Rand value of R 50 000 000 (all applicable taxes included):

The financial offer will be scored using the following formula:

$$A = (1 - (P - P_m))$$

P_m



	The value of value of W1 is: 1) 90 where the financial value inclusive of VAT of all responsive Bids received have a value in excess of R50 000 000 or 2) 80 where the financial value inclusive of VAT of one or more responsive BID offers have a value that equals or is less than R 50 000 000.
5.7.5	The procedure for the evaluation of responsive tenders is Method 2 (price and preference)
5.7.6	The quality criteria and maximum score in respect of each of the criteria are as follows: N/A
5.7.7	Each evaluation criteria will be assessed in terms of five indicators – N/A
5.8	The prompts for judgment and the associated scores used in the evaluation of quality shall be as follows: N/A
5.8.1	a) Adhere to EPWP specifications
5.9	The number of paper copies of the signed contract to be provided by the employer is 1.
T.2.1	List of returnable documents
1	Documentation to demonstrate eligibility to have Bids evaluated I.e. List all documentation to demonstrate eligibility to have a submission evaluated. • Appropriate CIDB grading suitable for the works (as stated in 4.1). • The Attach a list of past projects (stating the name, amount, client name, project manager, duration, completion date) – reachable references.
2	Returnable Schedules required for BID evaluation purposes The tenderer must fully and appropriately complete and sign the following returnable schedules as relevant: • Record of Addenda to Tender Documents • Proposed amendments and qualifications • Compulsory Enterprise Questionnaire (In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted). • SBD 1, 4, 6.1, • Protection of personal content: Consent • Form of Offer and Acceptance • Complete priced Bills of Quantities, including Final Summary • Certificate of Authority for Joint Ventures
3	Other documents required for BID evaluation purposes The tenderer must provide the following returnable documents: • A CSD Report for a contractor with valid and correct information. • A letter if good standing from the Compensation Fund or a licensed insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act 1993 (Act No. 130 of 1993)
4	Returnable Schedules that will be used for BID evaluation purposes and be incorporated into the contract The Bidder must complete the following returnable documents:



	(d) A duly completed form of Offer and Acceptance (and any revision of prices if there are any).
5	Only authorized signatories may sign the original and all copies of the BID offer where required. • In the case of a ONE PERSON CONCERN submitting a BID, this shall be clearly stated. • In the case of a COMPANY submitting a BID, include a copy of a <u>resolution by its board of directors</u> authorizing a director or other official of the company to sign the documents on behalf of the company. • In the case of a CLOSE CORPORATION submitting a BID, include a copy of a resolution by its members authorizing a member or other official of the corporation to sign the documents on each member's behalf. • In the case of a PARTNERSHIP submitting a BID, all the partners shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case proof of such authorization shall be included in the BID. • In the case of a JOINT VENTURE/CONSORTIUM submitting a BID, include a resolution of each company of the joint venture together with a resolution by its members authorizing a member of the joint venture to sign the documents on behalf of the joint venture. <u>Accept that failure to submit proof of authorization to sign the BID shall result in the BID offer being regarded as non responsive.</u>
6	Information and data to be completed in all respects Accept that BID offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as nonresponsive.
7	Canvassing and obtaining of additional information by Bidders The Bidder shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his bid, after the opening of the bids but prior to the Employer arriving at a decision thereon. The Bidder shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of bids.
	Prohibitions on awards to persons in service of the state The Employer is prohibited to award a bid to a person - a) who is in the service of the state; or b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or c) a person who is an advisor or consultant contracted with the Department or municipal entity. In the service of the state means to be - a) a member of: a) any municipal council; b) any provincial legislature; or c) the National Assembly or the National Council of Provinces; d) a member of the board of directors of any municipal entity; e) an official of any Department or municipal entity; f) an employee of any national or provincial department; g) provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); h) a member of the accounting authority of any national or provincial public entity; or i) employee of Parliament or a provincial legislature. In order to give effect to the above, the questionnaire for the declaration of interests in the BID of persons in service of state in part T2 of this procurement document must be completed.



9	Awards to close family members of persons in the service of the state Accept that the notes to the Employer's annual financial statements must disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state (defined in clause 8 above), or has been in the service of the state in the previous twelve months, including h) the name of that person; i) the capacity in which that person is in the service of the state; and j) the amount of the award. In order to give effect to the above, the questionnaire for the declaration of interests in the BID of persons in service of state in part T2 of this procurement document must be completed.
10	Respond to requests from the Bidder The employer will respond to requests for clarification up to 7 (Seven) working days before the BID closing time.
11	Opening of BID submissions Bids will be opened immediately after the closing time for Bids
12	Scoring quality / functionality: N/A
13	Cancellation and re invitation of Bids An organ of state may, prior to the award of the BID, cancel the BID if. a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or b) funds are no longer available to cover the total envisaged expenditure; or (c) no acceptable Bids are received. (a) BID validity period has expired. (b) Gross irregularities in the BID process and/or BID documents. Where applicable, the decision to cancel the BID will be published in the CIDB website and in the BID Bulletin or the media in which the original BID invitation as advertised.
14	Dispute resolution mechanism will be done through the Adjudication route.
15	The department must when acting against the Bidder or person awarded the contract on a fraudulent basis, consider the provisions of Regulation 14: The remedies provided for in Preferential Procurement Regulations 2017 do not prevent an institution from instituting remedies arising from any other prescripts or contract.
16	Where the employer terminates the contract due to default of the contractor in whole or in part, the employer may decide to: a) Refer the breach in contract to the cidb for investigation as a breach of the cidb Code of Conduct in terms of the cidb Regulations; or b) may impose a restriction penalty on the contractor in terms of Section 14 of the Preferential Procurement Regulations. The outcomes of such investigations in terms of both the cidb Regulations and the Preferential Procurement Regulations may prohibit the contractor from doing business with the public sector for a period not exceeding 10 years.
17	The duration of the contract shall be twenty-four (24) months from the commencement date.



PART T2 RETURNABLE DOCUMENTS



PART 2.1 LIST OF RETURNABLE DOCUMENTS



PT2.1 List of Returnable Documents

The Bidder must complete the following returnable documents:

1. Returnable Schedules required for quotation evaluation purposes

- Compulsory enterprise questionnaire
- Record of addenda issued (Only if addenda is issued)
- Certificate of authority for joint ventures (Only where the BID/ quotation is submitted by a joint venture)

2. Other documents required for quotation evaluation purposes

- Form of Offer and Acceptance
- Final Summary and Bills of Quantities
- SBD 1,4,6.1 and Compulsory Declarations forms
- Project References – at least 1 (if applicable)
- Record of projects: past

3. Returnable Schedules that will be incorporated into the contract

- Details of the Project Team and CV with Qualifications & Proof of Registration completed for each individual of proposed (where applicable)
- Schedule of Plant and Equipment*(where applicable)
- Record of projects: current on bid (where applicable).
- Subcontract agreement (where applicable)



SBD 1

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE					
BID NUMBER:	SCMU5-26/27-004	CLOSING DATE:	20 AUGUST 2026	CLOSING TIME:	11:00 AM
DESCRIPTION:	TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PRPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, 3102 N6 ROAD, THEMBA KOJANA OFFICE PARK, MALETSWAI.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. S. Kambi		CONTACT PERSON	Ms. B. Mpanana	
TELEPHONE NUMBER	0815498490		TELEPHONE NUMBER	060 524 5206	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Tieho.nyokana@ecdpw.gov.za		E-MAIL ADDRESS	Babalwa.Mpanana@ecdpw.gov.za	
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:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
[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]					
(a) ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		a) ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, COMPLETE 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

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
2.1	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
2.2	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
2.3	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.
2.4	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
- BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. - 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. - APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. - BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. - IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. - WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. - 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."	

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS

SIGNED:.....

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

DATE:.....



Compulsory Enterprise Questionnaire

A

Compulsory Enterprise questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

..

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships.

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number Tax
reference number

Section 6: The attached SBD 4 must be completed for each tender and be attached as a tender requirement.

Section 7: The attached SBD 6.1 must be completed for each tender and be attached as a requirement.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004; iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

1. 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.

2.3.1 If so, furnish particulars:

.....

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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 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.
- 3.5 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.

- 3.6 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.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
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

1. GENERAL CONDITIONS

1.1 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).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 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.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 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 tender, will be interpreted to mean that preference points for specific goals are not claimed

1.6 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 references, in any manner required by the organ of state.



2. 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).

3. FORMULA FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$		$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where;

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

3.2. FORMULA FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

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
$Ps = 80 \left(1 - \frac{Pt - P_{max}}{P_{max}} \right)$		$Ps = 90 \left(1 - \frac{Pt - P_{max}}{P_{max}} \right)$

Where;

Ps =	Points scored for price of tender under consideration
Pt =	Price of tender under consideration
Pmax =	Price of highest acceptable tender



4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. 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:

4.2. 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be Completed by the tenderer)
Historically Disadvantaged Individual:-			
	(a) 100% black ownership	6	
	(b) 51% to 99% black ownership	4	
	(c) Less than 51% black ownership	0	
Black women ownership:-			
	(a) 100% black women ownership	4	
	(b) 30% to 99% black women ownership	2	
	(c) Less than 30% black women ownership	0	
Black youth ownership:-			
	(a) 100% black youth ownership	4	
	(b) 30% to 99% black youth ownership	2	
	(c) Less than 30% black youth ownership	0	
People with disability:-			
	(a) 20% or more disabled people ownership	2	
	(b) Less than 20% disabled people ownership	0	
Locality:-			
	(a) Within the Eastern Cape	4	
	(b) Outside the Eastern Cape	0	



DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:.....
- 4.5. TYPE OF COMPANY/ FIRM
- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company [TICK APPLICABLE BOX]
- 4.6. 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.

	
	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	



**PROOF OF REGISTRATION ON THE NATIONAL TREASURY
CENTRAL SUPPLIER DATABASE (CSD REPORT)**

(ATTACH HERE)



**VALID CIDB CERTIFICATE OF A BIDDER
(ATTACH HERE)**



PROTECTION OF PERSONAL INFORMATION: CONSENT (POPIA)

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion. As part of its business activities, the Department of Public Works and Infrastructure obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the department of Public Works and Infrastructure from time to time. The Department of Public Works and Infrastructure confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

The Department of Public Works and Infrastructure hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Not unless directed to do so by an order of court, the Department of Public Works and Infrastructure does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will from time-to-time access and be seized with information of a personal nature pertaining to the Department of Public Works and Infrastructure. Some of the information may because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the Department of Public Works and Infrastructure requires that Bidders which receive or have

access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

AGREEMENT

1. The Department of Public Works and Infrastructure and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:

- a) They process the information only for the express purpose for which it was obtained.
- b) Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.
- c) They will introduce and implement all reasonable measures ensure the protection of all personal information from unauthorized access and/or use.
- d) They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.
- e) The Parties agree that if personal information will be processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.
- f) The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in its possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.

2. The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organization.

3. Bidder's Obligations

a) The Bidder is required to notify the Information Officer of Department of Public Works and Infrastructure, in writing as soon as possible after it becomes aware of or suspects any loss,



unauthorized access or unlawful use of any of the Department of Public Works and Infrastructure's personal information.

b) The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.

c) The Bidder shall be required to provide the Department of Public Works and Infrastructure with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.

d) The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of Department of Public Works and Infrastructure.

On behalf of the Bidder:

.....
Signature

.....
Date

.....
Position

.....
Name of the Bidder

On behalf of the Client:

.....
Signature

.....
Date

.....
Position

.....
Name of the Client Representative



THE CONTRACT



AGREEMENTS AND OTHER CONTRACT DATA



Annexure F

(normative)

FORM OF OFFER AND ACCEPTANCE

Project title	TWO YEAR-TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PROPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS
SCMU number	SCMU5-26/27-004

OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

.....The Bidder, identified in the offer signature block, has examined the documents listed in the BID data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of BID.

By the representative of the Bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Bidder offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....Rand (in words);

R.....(in figures) (or

other suitable wording)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the BID data, whereupon the Bidder becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s)_____

BID's
Name(s)_____

Authorized Person
(Names)_____

Address of the
Bidder:_____

Witnesses (Signatures):

1.
_____Date:_____

2.
_____Date:_____



ACCEPTANCE

By signing this part of this form of offer and acceptance, the employer identified below accepts the Bidder's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Bidder's offer shall form an agreement between the employer and the Bidder upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Agreements and contract data, (which includes this agreement)

Part C2 Pricing data

Part C3 Scope of work.

Part C4 Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the BID data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the Bidder and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule. The Bidder shall within 3 weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement. Notwithstanding anything contained herein, this agreement comes into effect on the date when the Bidder receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Bidder (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties¹

Signature

Name

Capacity

for the

Employer

.....

(Name and address of organization)

Name and signature

of witness Date

Schedule of Deviations

1 Subject

Details

2 Subject

Details

3 Subject

Details

¹As an alternative, the following wording may be used:

Notwithstanding anything contained herein, this agreement comes into effect two working days after the submission by the employer of one fully completed original copy of this document including the schedule of deviations (if any), to a courier-to-counter delivery / counter-to-counter delivery / door-to-counter delivery / door-to-door delivery / courier service (delete that which is not applicable), provided that the employer notifies the Bidder of the tracking number within 24 hours of such submission. Unless the Bidder (now contractor) within seven working days of the date of such submission notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.



A

RECORD OF ADDENDA TO BID DOCUMENTS

PROJECT TITLE	TWO YEAR - TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PROPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS		
SCMU NUMBER	SCMU5-26/27-004		
I/ We confirm that the following communications received from the Department of Public Works before the submission of this BID offer, amending the BID documents, have been taken into account in this bid offer: (Attach additional pages if more space is required)			
Item	Date	Title of details	No. of Pages
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Attach additional pages if more space is required.

Signed_____

Date_____

Name_____

Position_____

Bidder_____



B

PROPOSED AMENDMENTS AND QUALIFICATIONS

The Bidder should record any deviations or qualifications he may wish to make to the BID documents in this Returnable Schedule. Alternatively, a Bidder may state such deviations and qualifications in a covering letter to his BID and reference such letter in this schedule. The Bidder's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

PROJECT TITLE	TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PROPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS
SCMU NUMBER	SCMU5-26/27-004

Page	Clause/Item	Proposal
The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the Bidder are within my personal knowledge and are to the best of my knowledge both true and correct.		

Signed _____ Date _____

Name _____ Position _____

Enterprise Name _____



C

RESOLUTION FOR SIGNATORY

A CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____
Mr/Ms _____, whose signature appears below, has been duly authorized to
sign all documents in connection with the BID for Contract No. _____
and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

DIRECTOR (NAMES)			
DIRECTOR (NAMES)			
DIRECTOR (NAMES)			
DIRECTOR (NAMES)			
DIRECTOR (NAMES)			
DIRECTOR (NAMES)			

If you cannot complete this form, attach a separate sheet (in a company letter head, project specific and signed by all directors):



D

CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this BID offer in Joint Venture and hereby authorise Mr/Ms . . .
, authorised signatory of the company
, acting in the capacity of lead
 partner, to sign all documents in connection with the BID offer and any contract resulting from it on
 our behalf.

PROJECT TITLE	TWO YEAR- TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PRPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS	
SCMU NUMBER	SCMU5-26/27-004	
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner: 		Signature..... Name Designation.....
..... .		Signature..... Name Designation.....
..... .		Signature..... Name Designation.....
..... .		Signature..... Name Designation.....



E

CAPACITY OF THE BIDDER

PROJECT TITLE	TWO YEAR -TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PRPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS
SCMU NUMBER	SCMU5-26/27-004
WORK CAPACITY: (The Bidder is requested to furnish the following capacity particulars and to attach additional pages if more space is required. (where applicable as per bid conditions) Artisans and Employees: (Artisans and Employees to be, or are, employed for this project)	

Quantity / No. of Resources	Categories of Employee - Key Personnel (part of Business Enterprise)	Professional Registration No.	Date of Employment
	Site Agent		
	Project Manager		
	Foreman		
	Quality Control & Safety Officer-Construction Supervisor		
	Artisans		
	Unskilled employees		
	Others		
The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the Bidder are within my personal knowledge and are to the best of my knowledge both true and correct.			
Signed:		Date:	
Name:		Position:	
Enterprise Name:			





F

RELEVANT PROJECT EXPERIENCE – COMPLETED PROJECTS

Bidders must submit a description of at least one project successfully completed

The description of each project must include the following information:

1. Essential introductory information:

- 1.1. Name of project.
- 1.2. Name of client.
- 1.3. Contact details of client.
- 1.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
- 1.5. The period during which the project was performed, and also, if this is different, the period during which the Bidder's team members were contracted.
- 1.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO.	NAME OF PROJECT.	NAME OF CLIENT.	CONTACT DETAILS OF CLIENT.	PROJECT VALUE	DATE COMPLETED
1.					
2.					
3.					

If there are more projects, attach a separate page to address this issue (the above table is just for reference purposes).

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the Bidder are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed.....

Date.....

Name.....

Position.....

Enterprise name.....



G

RELEVANT PROJECT EXPERIENCE – CURRENT PROJECTS IF APPLICABLE

Bidders must submit description of at least one project under construction/ on hold/ just handed over/ towards completion (if they exist).

The description of each project must include the following information:

2. Essential introductory information:

- 2.1. Name of project.
- 2.2. Name of client.
- 2.3. Contact details of client.
- 2.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
- 2.5. The period during which the project was performed, and also, if this is different, the period during which the Bidder's team members were contracted.
- 2.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO.	NAME OF PROJECT.	NAME OF CLIENT.	CONTACT DETAILS OF CLIENT.	PROJECT VALUE	STAGE OF PROJECT
1.					
2.					
3.					

Attach a separate page to address this issue (the above table is just for reference purposes).

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the Bidder are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed.....

Date.....

Name.....

Position.....

Enterprise name.....



H

OTHER OFFERS SUBMITTED AT TIME OF THIS BID FOR WHICH RESULTS ARE PENDING (if they exist)

(Any other client's BID must also be included)

BID NO. / PROJECT NUMBER	PROJECT NAME	CLIENT NAME & CONTACT NO.	VALUE BIDDED IN RANDS	DATE SUBMITTED	CONTACT DETAILS (CLIENT)
1.					
2.					
3.					
4.					

If there are more projects, attach a separate page to address this issue (the above table is just for reference purposes).

Signed.....

Date.....

Name.....

Position.....

Enterprise name.....



I

SCHEDULE OF BIDDER'S LITIGATION HISTORY

The Bidder shall list below details of any litigation with which the Bidder (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

NO.	NAME OF CLIENT.	OTHER LITIGATING PARTY	BRIEF DETAILS OF DISPUTE	PROJECT VALUE	DATE RESOLVED OR STATUS OF LITIGATION
1.					
2.					
3.					
4.					

Signed.....

Date.....

Name.....

Position.....

Bidder name.....



J

Project Reference Forms – 1

Project title	TWO YEAR -TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PRPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS
SCMU number	SCMU5-26/27-004

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar complexity that was completed successfully by the Bidder.

I, _____ (name and surname) of
_____ (company name) declare
that I was the Project Manager on the following building construction project successfully
executed by _____ (name of Bidder):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

A. Please evaluate the performance of the Bidder on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of subcontractors / cash flow, etc						
Total						

B. Would you consider / recommend this Bidder again:

Yes	No

C. Any other comments:



D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus, signed at _____ on this _____ day of _____ 20____

Signature of principal agent

COMPANY STAMP

NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the Bidder to put referees who are reachable.

Name of Bidder

Signature of Bidder

Date



Project Reference Forms – 2

Project title	TWO YEAR-TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PRPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS
SCMU number	SCMU5-26/27-004

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of
_____ (company name) declare

that I was the Project Manager on the following building construction project successfully executed by _____ (name of tenderer):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of subcontractors / cash flow, etc						
Total						

B. Would you consider / recommend this tenderer again:

Yes	No

C. Any other comments:



D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus, signed at _____ on this _____ day of _____ 20_____

Signature of principal agent

COMPANY STAMP

NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

Name of Tenderer

Signature of Tenderer

Date



Project Reference Forms – 3

Project title	TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PROPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS
SCMU number	SCMU5-26/27-004

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of
_____ (company name) declare
that I was the Project Manager on the following building construction project successfully
executed by _____ (name of tenderer):
Project name: _____
Project location: _____
Construction period: _____ Completion date: _____
Contract value: _____

A. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
2. Quality of workmanship						
3. Resources: Personnel						
4. Resources: Plant						
5. Financial management / payment of subcontractors / cash flow, etc						
Total						

B. Would you consider / recommend this tenderer again:

Yes	No

C. Any other comments:



D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus, signed at _____ on this _____ day of _____ 20_____

Signature of principal agent

COMPANY STAMP

NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

Name of Tenderer

Signature of Tenderer

Date



K

BASELINE RISK ASSESSMENT

PROJECT TITLE	TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PROPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS
SCMU NUMBER	SCMU5-26/27-004
PLEASE NOTE THAT THIS IS A BASELINE RISK ASSESSMENT AND NOT A DETAILED RISK ASSESSMENT OF ALL ANTICIPATED ACTIVITIES ON SITE	

Activity	Risk to Safety	Risk to Health	Risk to Environmental	Risk to Public Safety	Control Measures
Working at Heights	Fall of persons & material	Fatal/serious injuries. Strains, back injuries, slip or fall	Spillages	Being struck by material and debris	All persons working at heights to be issued with full body harness with a double lanyard for attaching
Climbing the ladder	Fall of persons, slipping and falls	Head, Body injuries, being struck by falling objects	Spillages	Being struck by falling material, slipping and falls	Warning signs, ladder to be placed inside the scaffold
Working on occupied premises	Electric shock, gas and water leaks,	Gas inhalation, tripping and falling	Ground pollution due to spillages	Tripping on electric cables, debris and material	Warning signs, communicating with the building occupier on live services & special requirements
Handling of materials	Uneven footing, falling materials	Strains, back injuries, low level trip, slip or fall	Falling material	Falling materials resulting in trip, slip and falls	Heavy objects to be carried by two employees. Induction and toolbox talks
High Master pole	Physical injury, Fatality				PPE, Use of Scaffolding
Lights Plugs	Skin irritation, temporary blindness	Long term breathing problems	Ground contamination		Use of PPE, guarding off site on work areas

You can list all activities on a separate page to address this issue (the above table is just for reference purposes). The contractor acknowledges and confirms that the above-mentioned points will be observed when undertaking safety requirements.

Signed.....

Date.....

Name.....

Position.....

Enterprise name.....



L.

EASTERN CAPE INFRASTRUCTURE INPUT MATERIAL

PROJECT TITLE	TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PRPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS
PROJECT DESCRIPTION (SCOPE)	TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PRPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS
SCMU NUMBER	SCMU5-26/27-004
CONTRACTOR NAME:	

1. Below is the list of building material which must be sourced from Eastern Cape based suppliers, manufacturers or accredited agents.
2. On monthly basis, the contractor will report the purchasing of any of this material.
3. The report will then be communicated to PT & OTP on quarterly basis or in whichever intervals, as prescribed by PT & OTP.

A. BUILDING MATERIAL LISTS– BUILDING RELATED STRUCTURES (NEW, REFURBISHMENTS & RENOVATIONS) IF APPLICABLE

B. ITEM	BUILDING MATERIAL (TYPE)	QUANTITY	ESTIMATE AMOUNT(Rands)
1.	Air Conditioners Cassettes		
2.	Air Conditioners Console		
3.	Remote Controls		
4.	AAA batteries		
5.	Thermostat		
6.	Compressors		
7.	Capacitors		
8.	Condensate Pumps		
9.	External lights		
10.	Internal Lights		
11.	Plugs		
12.	Motors		

C. CONFIRMATION

1. I.....(Contractor name) acknowledge and confirm the above-mentioned material will be sourced in the Eastern Cape Province, from Eastern Cape based material suppliers and manufacturers.
2. I confirm that on monthly basis I will produce a proof of purchase of this material used or to be used, either in the form of delivery notes, tax invoices or any formal document which verifies that the material or goods were sourced from an Eastern Cape based supplier or manufacturer.

.....
Representative of the Contractor (Name)

.....
Signature

.....
Date



PART C1.2 CONTRACT DATA



NEC3 TERM SERVICE CONTRACT: APRIL 2013

A PROJECT INFORMATION

A1.0 Works [1.1]

Project name	TERM CONTRACT FOR MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DEPARTMENT OF SOCIAL DEVELOPMENT (DSD) PROPERTIES IN THE JOE GQABI REGION FOR A PERIOD OF 24 MONTHS
Reference number	SCMU5-26/27-004
Works description	Refer to document C3 – Scope of Work

A2.0 Site [1.1]

Erf / stand number	Refer to document C4 – Site Information
Township / Suburb	Maletswai, Sterkspruit and Steynsburg Eastern Cape.
Site address	Refer to document C4 – Site Information
Local authority	Joe Gqabi District Municipality

A3.0 Employer [1.1]

Official Name of Organisation	Eastern Cape Department of Public Works and Infrastructure		
Business registration Number	N/A		
VAT/GST number	N/A		
Country	South Africa		
Employer's representative: Name	Babalwa Mpanana		
E-mail	Babalwa.Mpanana@ecdpw.go.za		
Mobile number	060 534 5206	Telephone number	
Postal address	Private Bag X 20230, Maletswai	Postal Code	9750
Physical address	3102 N6 Road, Themba Kojana Office Park Maletswai , Eastern Cape	Postal Code	9750



A4.0 Agent [1.1]

Discipline	Project Manager		
Name	Eastern Cape Department of Public Works & Infrastructure		
Legal entity of above		Contact Person	Babalwa Mpanana
Practice number		Telephone number	
		Mobile number	060 534 5206
Country		Email	Babalwa.mpanana@ecdpw.gov.za
Postal address	Private Bag X 20230, Maletswai		Postal code 9750
Physical address	3102 N6 Road, Themba Kojana Office Park Maletswai , Eastern Cape		Postal code 9750

A5.0 Agent [1.1]

Discipline			
Name			
Legal entity of above		Contact Person	
Practice number		Telephone number	
		Mobile number	
Country		Email	
Postal address			Postal code
Physical address			Postal code

A6.0 Agent [1.1]

Discipline			
Name			
Legal entity of above		Contact Person	
Practice number		Telephone number	
		Mobile number	
Country		Email	
Postal address			Postal code
Physical address			Postal code



PART C1.2: CONTRACT DATA

Part 1– Data provided by the Employer

Clause	Statement	Data
1. General		
	The conditions of contract are the core clauses and the clauses for main Option:	A Priced contract with price list
	dispute resolution Option and secondary Options	W1 Dispute resolution procedure
		X1 Price adjustment for inflation
		X13 Performance Bond
		X17 Low service damages
		X18 Limitation of liability
		X19 Task Order
		X20 Key Performance Indicators
	of the NEC3 Term Service Contract (April 2013)	

10.1 The Employer is (name):		
Address		Themba Kojana Office Park 3102 N6 Road Maletswai Eastern Cape
Represented By:		
Tel No.		TBA
Fax No.		
The Service Manager is (name):		
		TBA
Address		
Tel		
Email		



11.2(2) The Affected Property is	Various Government Buildings in Joe Gqabi Region
11.2(13) The service is	Re-active Air-conditioning Maintenance to Government Buildings in Joe Gqabi Region
11.2(14) The following matters will be included in Risk register	N/A
11.2(15) The Service Information is in	The Contract Part 1: Service Information - Scope of Works. Works Information and all documents which it makes reference.
12.2 The law of the contract is the law of	the Republic of South Africa
13.1 The language of this contract is	English
13.2 The period for reply is	7 days

2. The Contractor's responsibility (If the optional statement for this section is not used, no data will be required for this section)

21.1 The Contractor submits a first Plan for	2 weeks of the Contract Date acceptance within
--	---

3. Time

30.1 The starting date is 30.2 The service period is	at the Site Handover Meeting Date 24 Months – Please note: Either the expiry of the contract period or depletion of the contract amount, whichever comes first would terminate the contract.
---	---

4. Testing and defects

Special testing may be requested by the Service Manager.



50.1 The assessment interval is	Monthly
51.1 The currency of this contract is the	South African Rand
51.2 The period with which payments are made is	30 Days after submission of a valid TAX Invoice to the Employer
51.4 The interest rate is	(i) zero percent above the publicly quoted prime rate of interest (calculated on a 365-day year) charged from time to time by the South African Reserve Bank (as certified, in the event of any dispute, by any manager of such bank, whose appointment it shall not be necessary to prove) for amounts due in Rands.

6. Compensation Events	(if the optional statement for this section is not used, no data will be required for this section)
These are additional compensation N/A events	

7. Use of Equipment Plant and Materials	No data is required for this section of the conditions of contract.
---	---

8. Risks and Insurance	
80.1 These are additional Employer's risks	N/A
83.1 The Employer provides these insurances from the Insurance Table	N/A
83.1 The Employer provides these additional insurances	N/A
83.1 The minimum amount of cover for insurance against loss and damage caused by the Contractor to the Employer's property is	R 5 000 000.00
83.1 The insurance against loss of or damage to the works, Plant and Materials is to include cover for Plant and Materials provided by the Employer to an amount of	R 5 000 000.00
83.1 The minimum amount of cover for insurance in respect of loss of or damage to property (except the Employer's property, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) arising from or in connection with the Contractor's Providing the Service for any one event is:	R 5 000 000.00



83.1 The Minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the Contractor arising out of and in course of their employment in connection with this contract any one event is:	As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the Contractor's common law liability for people falling outside the scope of the Act with a limit of Indemnity of not less than R 5 000 000.00
--	--

9. Termination	No data is required for this section of the conditions of contract.
----------------	---

10. Data for main Option Clauses	
A Priced Contract with Price List	Option A
20.5 The Contractor prepares forecasts of the final total of the Prices for the whole of the service at intervals of no longer than	4 Weeks

11. Data for Option W1	
W1.1 The Adjudicator is (Name)	TBA
Address Tel. No, Fax No. Email	
W1.2(3) The Adjudicator nominating body is:	TBA
W1.4(2) The Tribunal is:	Arbitration
W1.4(5) The Arbitration Procedure is	The latest edition of Rules for the Conduct of Arbitrations published by the Association of Arbitrators (South Africa) or its successor body. South Africa
The place where arbitration is to be held is The person or organization who will choose an arbitrator - If the Parties cannot agree a choice or - If the procedure does not state who selects an arbitrator, is	The Chairman for the time being or his nominee of the Association of Arbitrators (South Africa) or its successor body.



12. Data for Secondary Option Clauses

X1 Price Adjustment for Inflation

X1.1 The base date for indices is

Tender Closing Date

The proportions used to calculate the Price Adjustment Factor are:

Note: Requirements for CPA/Price inflation is that Prices must be Fixed and Firm for the First 12 months of the contract and only subject to escalation thereafter. A minimum of 10% of the contract price / prices is not adjustable throughout the life of the contract

Proportion	Linked to Index for	Index prepared (Source) by
	Non-Adjustable**	
100%		

X13 Performance Bond

X13.1 The Contractor gives the Employer a performance bond

The Tenderer must provide a performance bond form of a Fixed Performance Guarantee by means of a Bank Guarantee, or from an Insurer approved by the Service Manager, in the amount of 2.5% of the Awarded Contract Value, once the Contract has been awarded to him. This Bond must be given to the Employer with in four (4) weeks of the Contract Date.

X17 Low Service Damages

X17.1 The service level table is in

As per Demerit Table in Contact Data – Annexure CD1

X18 Limitation of Liability

X18.1 The Contractor's liability to the Employer for indirect or consequential loss is limited to

R0.0 (zero Rand)

X18.2 For any one event, the Contractor's liability to the Employer for loss of or damage to the Employer's property is limited to

R2 500 000.00

X18.3 The Contractor's liability for Defects due to his design of an item of Equipment is limited to

The greater of

- the total of the Prices at the Contract Date And
- R2 500 000

X18.4 The Contractor's liability to the Employer for all matters arising under or in connection with this contract, other than the excluded matters, is limited to

N/A

X18.5 The end of liability date is

3 Months after the end of the Service Period.



X19 Task Order

The Contractor submits a Task Order programme to the Service Manager within

Authorization to commence with any Task will be done by Task Order. This Task Order will be issued to the Contractor by the Service Manager. Maintenance Turn-around times are stated in the Works Instructions under specification clause GM7.

X20 Key Performance Indicators

Key performance Indicators will be used to monitor Contractor performance on a monthly basis



PART C1.3: DISPUTE RESOLUTION MECHANISM



C1.3 CIDB ADJUDICATOR'S AGREEMENT

This agreement is made on the day of between:
 (name of company / organization) of

 (address) and
 (name of company / organization) of

 .. (address) (the Parties) and (name)
 of
 (address) (the Adjudicator).

Disputes or differences may arise/have arisen* between the Parties under a Contract dated
and known as
 and these disputes or differences shall be/have been* referred to adjudication in accordance with the
 CIDB Adjudication Procedure, (hereinafter called "the Procedure") and the Adjudicator may be or has
 been requested to act.

* Delete as necessary

IT IS NOW AGREED as follows:

1. The rights and obligations of the Adjudicator and the Parties shall be as set out in the Procedure.
2. The Adjudicator hereby accepts the appointment and agrees to conduct the adjudication in accordance with the Procedure.
3. The Parties bind themselves jointly and severally to pay the Adjudicator's fees and expenses in accordance with the Procedure as set out in the Contract Data.
4. The Parties and the Adjudicator shall at all times maintain the confidentiality of the adjudication and shall endeavour to ensure that anyone acting on their behalf or through them will do likewise, save with the consent of the other Parties which consent shall not be unreasonably refused.
5. The Adjudicator shall inform the Parties if he intends to destroy the documents which have been sent to him in relation to the adjudication and he shall retain documents for a further period at the request of either Party.

SIGNED by: _____

Name: _____

who warrants that he / she is
duly authorized to sign for
and on behalf of the first
Party in the presence of

Witness: _____

Name: _____

Address: _____

Dare: _____

SIGNED by: _____

Name: _____

who warrants that he / she is
duly authorized to sign for
and on behalf of the second
Party in the presence of

Witness: _____

Name: _____

Address: _____

Dare: _____

SIGNED by: _____

Name: _____

The Adjudicator in the
presence of

Witness: _____

Name: _____

Address: _____

Dare: _____



Contract Data

1.	The Adjudicator shall be paid at the hourly rate of R. in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
2.	The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to: (a) Printing, reproduction and purchase of documents, drawings, maps, records and photographs. (b) Telegrams, telex, faxes, and telephone calls. € Postage and similar delivery charges. (d) Travelling, hotel expenses and other similar disbursements. € Room charges. (f) Charges for legal or technical advice obtained in accordance with the Procedure.
3.	The Adjudicator shall be paid an appointment fee of R. This fee shall become payable in equal amounts by each Party within days of the appointment of the Adjudicator, subject to an Invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties.
4.	The Adjudicator is/is not* currently registered for VAT.
5.	Where the Adjudicator is registered for VAT it shall be charged additionally in accordance with the rates current at the date of invoice.
6.	All payments, other than the appointment fee (item 3) shall become due in 30 days after receipt of invoice, thereafter interest shall be payable at 5% per annum above the Reserve Bank base rate for every day the amount remains outstanding.

* Delete as necessary



**CONSTRUCTION HEALTH AND SAFETY
AWARDED TENDERER TO COMPLY WITH ALL OCCUPATIONAL
HEALTH AND SAFETY REQUIREMENTS**



EPWP SPECIFICATION

**AWARDED TENDERER WILL BE REQUIRED TO ADHERE TO ALL
EPWP SPECIFICATIONS AND REQUIREMENTS.**

FOR FULL SPECIFICATIONS AND REQUIREMENTS VISIT

www.epwp.gov.za



PART C2

PRICING DATA



PART C2.1: PRICING INSTRUCTIONS



C2.1 Pricing Instructions

1. The Bills of Quantities have been drawn up in accordance with the Standard System of Measuring Building Work as amended) published and issued by the Association of South African Quantity Surveyors (Sixth Edition (Revised)), 1999. Where applicable the:
2. The agreement is based on the NEC3 TERM SERVICE CONTRACT: APRIL 2013.
3. Reference to any particular trademark, name, patent, design, type, specific origin or producer is purely to establish a standard for requirements. Products or articles of an equivalent standard may be substituted.
4. The bills of quantities forms part of and must be read and priced in conjunction with all the other documents forming part of the contract document, The Standard Conditions of Tender, Conditions of Contract, Specifications, Drawings, The document "Construction Works: Specifications: General Specification (PW371-A) Edition 2.0" is obtainable on the Department's website (<http://www.publicworks.gov.za/> under "Consultants Guidelines"), and shall be read in conjunction with the bills of quantities / lump sum document and be referred to for the full descriptions of work to be done and materials to be used The document "Construction Works: Specifications: Particular Specification (PW371-B) Edition 2.0" is issued together with the drawings and shall be read in conjunction with the drawings and the bills of quantities / lump sum document.
5. Where any item is not relevant to this specific contract, such item is marked N/A (signifying "not applicable")
6. The Bills of Quantities is not intended for the ordering of materials. Any ordering of materials, based on the Bills of Quantities, is at the Contractor's risk.
7. The amount of the Preliminaries to be included in each monthly payment certificate shall be assessed as an amount prorated to the value of the work duly executed in the same ratio as the preliminaries bears to the total of prices excluding any contingency sum, the amount for the Preliminaries and any amount in respect of contract price adjustment provided for in the contract.
8. Where the initial contract period is extended, the monthly charge shall be calculated on the basis as set out in 11 but taking into account the revised period for completing the works.
9. The amount or items of the Preliminaries shall be adjusted to take account of the theoretical financial effect which changes in time or value (or both) have on this section. Such adjustments shall be based on adjustments in the following categories as recorded in the Bills of Quantities:
 - a) an amount which is not to be varied, namely Fixed (F)
 - b) an amount which is to be varied in proportion to the contract value, namely Value Related (V); and
 - c) an amount which is to be varied in proportion to the contract period as compared to the initial construction period excluding revisions to the construction period for which no adjustment to the contractor is not entitled to in terms of the contract, namely Time Related (T).
10. Where no provision is made in the Bills of Quantities to indicate which of the three categories in 13 apply or where no selection is made, the adjustments shall be based on the following breakdown:



- a) 10 percent is Fixed
 - b) 15 percent is Value Related
 - c) 75 percent is Time Related
11. The adjustment of the Preliminaries shall apply notwithstanding the actual employment of resources in the execution of the works. The contract value used for the adjustment of the Preliminaries shall exclude any contingency sum, the amount for the Preliminaries and any amount in respect of contract price adjustment provided for in the contract. Adjustments in respect of any staged or sectional completion shall be prorated to the value of each section.
12. The tender price must include Value Added Tax (VAT). All rates, provisional sums, etc. in the bills of quantities must however be net (exclusive of VAT) with VAT calculated and added to the Total Value thereof in the Final Summary.
13. The Contractor shall adhere to "The national minimum wage determined by the Minister in accordance with the National Minimum Wage Act (NMWA)", and yearly pronounced increases for duration of contract. (Currently R 23.19 for each ordinary hour worked).
14. The tenderer will have to establish site at a central location of the Region which is Maletswai.



PART C2.2

SCOPE OF WORK (TERMS OF REFERENCE)



C2.2 SCOPE OF WORK (TERMS OF REFERENCE)

1. OVERVIEW OF THE WORKS

MAINTENANCE OF MECHANICAL AND ELECTRICAL INSTALLATIONS AT DSD PROPERTIES IN THE JOE GQABI DISTRICT, FOR A PERIOD OF 24 MONTHS

2. EXTENT OF THE WORKS

The execution of works consists of servicing and maintenance of Electrical and Mechanical works. The maintenance shall include, but not be limited to, all the items listed below.

HEATING VENTILATION AND AIR CONDITIONING UNITS

- Extractor fan and ventilation system
- Air Conditioning units
- Package type Roof Top Units and Ventilation

REFRIGERATION

- Replacement or Servicing Compressor
- Refilling of Gas
- Replacement of Thermostat if damaged
- Replacement of filter driers

SERVICING OF GENERATORS

- Servicing of generator engine

REPAIR/SERVICING OF ELECTRICAL WORKS

- Distribution boards and KIOSK
- Luminaires
- Light switches and Photocells
- Power outlets and appliances
- Power skirting and fittings
- Solid top Stove and Food Warmer
- Geyser elements and thermostat



C2.2.1 TECHNICAL SPECIFICATIONS – MECHANICAL



DETAILED MECHANICAL TECHNICAL SPECIFICATION

1. KNOWLEDGE

1.1 This specification is for the **comprehensive** maintenance, service and repairs of Mechanical equipment at various offices of Department of Social Development in the Joe Gqabi Districts. All work shall as a minimum be executed according to the manufacturer's requirements, this specification and the latest revisions of the following standards, regulations and specifications:

- i) SANS 10400: The Application of the National Building Regulations
- ii) Occupational Health and Safety Act and all Regulations
- iii) Department of Public Works & Infrastructure specification PW371: Specification of Materials and Methods to be used and is available from National Public Works website.
- iv) SANS 10142: The Wiring of Premises Part 1: Low Voltage Installations
- v) SANS 121/ISO 1461 and SANS 32/ISO 10240 Hot dip galvanizing
- vi) SANS 14713/ISO 14713 Protection against corrosion of iron and steel in structures.
- vii) All other relevant specifications, standards and documents whether referenced in the above documents or not.

This specification is supplemental to the above and more specific. Any conflicting information must be referred to the engineer for clarification.

- 1.2 It is important to note that this is a term tender, and the non-regulatory quantities and equipment listed in the schedules are not necessarily a guarantee of the volume and value of work to be done. The non-regulatory items will be used for additional work required that may become known during the course of the contract. Work instructions will be issued by the Department of Public Works & Infrastructure official managing the contract before commencement of un-scheduled work.
- 1.3 It is compulsory that bidders acquaint themselves with the content of all the above and indirectly referenced Standards and specifications. Bidders shall also check all data and satisfy themselves with the nature and extent of the work to be done and make allowance for any items omitted from the specification but obviously required and necessary for the completion of the work and proper functioning of the installation. Such additional allowances must be listed clearly in the schedule of prices that form part of this specification.
- 1.4 No additional costs will be entertained as a result of bidders not taking note of the above referenced documents.
- 1.5 The site is subject to security control and maintenance staff must wear clearly marked clothing and be identified as maintenance staff. No socializing between maintenance staff and employees or members of the public is allowed.
- 1.6 The appointed contractor to service and maintain the Mechanical equipment and shall be responsible for the proper and safe functioning of the installation and any claim on the grounds of want of knowledge will not be entertained.

2. LEGAL REQUIREMENTS

- 2.1 During the maintenance, inspection and supply, installation and commissioning all work shall be carried out according to the requirements of the Occupational Health and Safety Act and regulations. After completion the site and all systems shall comply with the Occupational Health and Safety Act as well as the national building regulations as per SANS 10400.
- 2.2 All required registration certificates, written local authority approvals, test certificates, copy of logbooks and certificate of compliance shall be submitted to the Department of Public Works & Infrastructure for record keeping and evaluation.



3. WARRANTY

- 3.1 The contractor is to guarantee their workmanship and any new parts installed for a period of 12 (twelve) months against any defects (latent or obvious), non-conformance and/or failure from date of completion and certification of the service and/or installation. Any such defects and/or failure that may occur or become evident during the twenty-four-month guarantee period shall be rectified within twenty-four (24) hours after being notified of the occurrence of the defect. If the nature of the defect is such that it cannot be rectified within the 24 hours, the repair time shall be mutually agreed between DPWI and the appointed contractor. In the event that such failure and/or defect constitute a threat to the health and safety of the user and/or occupants, the contractor shall take immediate steps to rectify the fault. The contractor shall also submit to the Department of Public Works and Infrastructure a full report describing the nature of failure, cause of failure and possible methods to prevent failure in the future.
- 3.2 In the event that the contractor does not attend to such defects after being notified, the Department and/or user reserve the right to affect the rectification of the defect and recover costs thus incurred from the contractor.

4. SUMMARY OF SCOPE OF WORK

- 4.1 This specification is for the effective and **comprehensive maintenance**, service and ad-hoc repair and replacement of Mechanical equipment of various facilities for the Department of Social Development in the Nelson Mandela and Sarah Baartman Districts.
- 4.2 The mechanical equipment consist of the following:
- HVAC System
 - Kitchen Equipment
 - Electric Stove with Oven
 - Food warmer - Baine Marie
 - Laundry Equipment
 - Washing Machine
 - Tumble Driers

The following main actions and requirements are included in the scope of work:

- 4.2.1 Ensure all facilities and buildings comply with all health and safety requirements as per SANS 10142 and Occupational Health and Safety Act as well as this specification.
- 4.2.2 Provide a health and safety plan for approval complete with all the requirements of the OHS Act and this specification.
- 4.2.3 Do **comprehensive** maintenance and repairs resulting from general wear and tear and as required by the manufacturer, relevant regulations, risk assessment and this specification.
- 4.2.4 Report any additional repairs to equipment not previously listed but required to ensure compliance.
- 4.2.5 Replacement of mechanical equipment when instructed by the designated representative from DPWI.
- 4.2.6 Attend to emergency repairs.
- 4.2.7 Provide all test certificates, compliance certificates and regulatory requirements for the replacement of mechanical equipment.
- 4.2.8 All safety notices, health and safety plan and safety equipment.



5. MAINTENANCE CHECKLISTS

HVAC SYSTEM

Scope

a) Servicing of the HVAC system

- Clean filters, seals and driers
- Clean Evaporators
- Check condenser fan
- Check Evaporators fan
- Check for noise and vibration
- Test for oil and refrigerant leaks
- Check brackets and tighten loose nuts
- Check condensate drainage
- Check remote control and replace batteries if required
- Check and note HP and LP settings and adjust if necessary
- Measure temperature differences, indoor and outdoor
- Regas

KITCHEN EQUIPMENT

Scope

a) Electric Stove and food warmer

Cleaning the Oven

- Switch off the electrical power supply before cleaning any part of the appliance.
- Open the oven door and allow the oven to cool down.
- For improved access, the shelves, trays and oven door may be removed. (see details below) Clean the oven with a damp, hot soapy cloth. Do NOT use steam cleaners.
- It may be necessary to soak burnt soils with a liquid cleaner to soften them before scrubbing them with a nylon brush or scouring sponge.
- Do not use metal objects or steel wool to clean the oven
- For your convenience, the shelves may be removed.

General cleaning

- Switch off the electrical power supply before cleaning any part of the appliance. Wipe down glass panels, cabinet, door, control knobs, trims and handles with a hot soapy cloth. Do Not use steam cleaners.
- Use only mild liquid household cleaners and avoid abrasive powders, scouring pads and caustic or ammonia-based cleaners.
- Rinse and wipe down with a clean cloth.

Oven light

- Replace a faulty light bulb, when necessary.
- Switch off the power at the wall isolator to avoid the possibility of electric shock. Remove the light cover by unscrewing it in an anticlockwise direction
- Unscrew the faulty bulb and replace with an equivalent wattage bulb rated for 300°C.
- Refit the light cover.



Hot plates

- Check that the hotplates and switches are working correctly by setting each control to low (1) and noting that the plates become progressively hot.

LAUNDRY EQUIPMENT

Scope

a) Washer

- Inspect water inlet valve hose connections on the back of the machine for leaks.
- Inspect steam hose connections for leaks (where applicable)
- Check door interlock before starting operation
- Clean the door gasket of residual detergent and all foreign matter.
- Clean the door glass with a damp cloth.
- Clean automatic supply dispenser lid and general area.
- Clean the machine's top, front and side panels with mild detergent.
- Check the machine for leaks
- Wash the filter with warm water and allow filter to air dry. As an alternative, the filter may be vacuumed clean.
- Check V-belt(s) for uneven wear and frayed edges
- For groove-pulley drive systems, verify alignment
- Verify that V-belts are properly tensioned
- Lubricate bearings and seals
- Remove back panel and check overflow hose and drain hose for leaks
- Unlock and remove the top cover and check the supply dispenser hoses and hose connections
- Clean inlet hose filter screens
- Tighten motor mounting bolt locknuts and bearing bolt locknuts. Check to see that the pin is in place.
- Use compressed air to clean lint from motor
- Clean interior of machine, both basket and shell, by wiping with a water-soaked sponge or cloth
- Use compressed air to clean all electrical components of moisture and dust
- Verify the insulation is intact on all external wires and that all connections are secure
- Clean AC drive cooling fan blades
- Tighten door hinges and fasteners, if necessary
- Tighten anchor bolts, if necessary
- Verify that the drain motor shield is in place and secure, if so equipped
- Check all painted surfaces for exposed metal. If bare metal is showing, paint with primer or solvent-based paint
- Clean customer-supplied steam filter, where applicable.

b) Driers

- Remove lint and debris from inside exhaust duct to maintain proper airflow and avoid overheating.
- Ensure even lint distribution over lint screen, replace if distribution of lint is uneven to maintain proper airflow and avoid overheating.
- Carefully wipe any accumulated lint off the cabinet high limit thermostat and thermistor, including perforated cover. Lint buildup will act as an insulator, causing machine to overheat.
- Clean lint and debris buildup from blower to maintain proper airflow, avoid overheating and prevent possible vibration.
- Use a vacuum to clean air vents on drive motors.
- Check for loose electrical connections



- Check cylinder and front panel seals.

LAUNDRY EQUIPMENT INSTALLATION

Scope

Washer Extractor

Washer extractors shall have dry load capacities to be advised and shall be of the electrically heated type. They shall be manufactured in accordance with the ISO 9001 and CE quality standards.

The washer extractors shall be of the front door type. The washer extractor shall be of the high spin free standing type. They shall have vacuum tight seals and heat-treated, shatterproof circular panelled door glass. The doors shall be interlocked with the starting mechanism so that the machines cannot run with the door in the open position.

The outer cabinets shall be fitted with stainless steel panels with a satin finish. The framework shall be constructed of heavy gauge mild steel hot dipped galvanised or protected against moisture with a porcelain finish. The top and front panels shall be easily removable for servicing.

The inner and outer drums shall be constructed of Grade 316 stainless steel with lifters pressed from solid sheet. The perforations of the inner drum shall be of the special large type to allow for easy penetration and extraction of liquid during the rinsing and extract processes. The drive shafts shall be supported on two heavy-duty roller bearings sealed against penetration of moisture but accessible for replacement without necessarily removing the drum.

Spin speeds shall be greater than 800 rpms with a resultant g-force of 300 – 350. Frequency controlled electric motors shall be fitted to achieve precise control and smooth acceleration of drum speed without imposing heavy impacts on the machine components during the acceleration phase.

25mm diameter water inlets shall be fitted to each of the units. Drain sizes shall be 75mm diameter or bigger but not exceeding 125mm. The water inlets shall be connected to a suitable water supply with a minimum pressure of 300kPa. The drain outlets shall be run to the nearest drain. All water piping to be suitably sized copper tubing class 2.

The washers shall have completely automatic wash cycles with built in programmes to control water level and temperature, duration of wash and spin, supply dosing control, wash action rotation, flush control, rinsing and high-speed extraction. These shall include four (4) pre-set wash formulas for hot, warm, medium and cold water washed. Wash speed shall be 47 rpm and high extraction speed shall be not less than 800 rpm.

The washer Extractors shall incorporate multi-compartment self-cleaning dispensers to automatically dispense detergent for pre-wash, detergent for main wash and fabric softener for final rinse.

The washers shall be suitable for a 380 volt, three phase, 50Hz, AC power supply.

Maintenance and servicing of the units during the twelve month shall be included in the cost of the units.

Tumble Dryer

Tumble driers shall be of the electrically heated type and shall have dry mass per load capacities to be advised. They shall be manufactured in accordance with the ISO 9001 and CE quality standards.

The tumble dryers shall be of the vertical freestanding front loading types with large loading doors with heat-resistant glass. The doors shall be interlocked with the starting mechanism so that the machines cannot run with the doors in the open position.



Tumble driers shall be of an energy efficient design preferably incorporating axial airflow through the drum and/or drum reversing to aid disentangling linen and shortening drying times.

The inner drums shall be manufactured in heavy gauge galvanised sheet metal with outwardly embossed perforations and lifter to ensure thorough tumbling of goods processed.

The outer cabinets shall be fitted with sheet steel panels finished in stainless steel with a satin finish. The framework shall be constructed of heavy gauge mild steel hot dipped galvanised or protected against moisture with a porcelain finish. The top and front panels shall be easily removable for servicing.

The machines shall be fitted with self-cleaning fine mesh lint filters that automatically deposit lint into a large storage area for easy removal.

The tumble driers shall be activated by a push-to-start button and stopped when the door is opened. An illuminated light shall inform the user of drying cycle status.

The machines shall be equipped with microprocessor type control panels to enable a choice of drying temperatures and humidity's to be selected, and dial type timers shall be fitted.

Exhaust ductwork shall be installed from the tumbler to the outside of the building. Ductwork to be galvanized sheeting type, 200mm diameter or sized to suit the tumbler's air outlet. Duct work to include for all running joints, bends, fittings, supports etc., terminated in a galvanised wire mesh grille blowing in a cowl down wards.

The tumble driers shall be suitable for a 380 volt, three phase, 50 Hz AC power supply.

Maintenance and servicing of the units during the twelve months shall be included in the cost of the units.

Testing

Once the installation has been completed, it shall be thoroughly tested for leaks. The system shall be brought up to working pressure and the system shall hold this pressure without the compressor running, for a period of one (1) hour.

Maintenance and servicing of the units during the twelve month shall be included in the cost of the units.



C2.2.2 TECHNICAL SPECIFICATIONS – ELECTRICAL



DETAILED TECHNICAL SPECIFICATION

1. STANDARD CONDITIONS OF CONTRACT

- 1.1 The Supply Chain Management Policy of the Department shall apply to this contract.

2. KNOWLEDGE

- 2.1 This specification is for servicing, maintenance, repair and replacement of electrical installation to offices owned/leased by the Department of Social Development in the Nelson Mandela Metropolitan Area.
- 2.2 It is important to note that this is a term tender and no items, quantities or materials are specified. Once a contractor is appointed thorough inspection can be done to determine repair/maintenance work to be done. Work instructions will be issued by the Department of Public Works and Infrastructure official managing the contract and the relevant department will issue a works order prior to commencement of work.
- 2.3 All the work to be carried out by a registered Electrical Contractor.
- 2.4 The Electrical equipment repaired, maintained, serviced, supplied and installed shall be complete and functional and shall be as a minimum according to the specification, the latest revisions of the following standards and specifications as well as the standards and specifications referenced in the documents listed below:
- i) Department of Public Works standard specification for electrical installation is available from National Public Works website.
 - ii) SANS 10400: The Application of the National Building Regulations.
 - iii) Occupational Health and Safety Act and Regulations
 - iv) Department of Public Works specification PW371: Specification of Materials and Methods to be used and is available from National Public Works website.
 - v) SANS 10142: The Wiring of Premises Part 1: Low Voltage Installations

All other relevant specifications, standards and documents whether referenced in the above documents or not.

Any conflicting information must be referred to the electrical inspector/technician for clarification.

- 2.5 The equipment to be serviced, maintained, repaired, supplied and installed is intended for use on a daily basis.
- 2.6 The appointed contractor to service, repair, maintain, supply and install shall be responsible for the proper and safe functioning of the installations and any claim on the grounds of want of knowledge will not be entertained.
- 2.7 It is compulsory that bidders acquaint themselves with the content of all the above and indirectly referenced Standards and specifications. No additional costs shall be entertained as a result of bidders not taking note of the above referenced documents.



3. LEGAL REQUIREMENTS

3.1 During the supply, installation and commissioning all work shall be carried out according to the requirements of the Occupational Health and Safety Act and regulations and the health and safety plan. After completion each site/building/ shall comply to all the fire safety requirements as specified in the Occupational Health and Safety Act and regulations as well as the national building regulations as per SANS 10400 and with professional conduct and industry norms.

3.2 All registration certificates, written local authority approvals, test certificates and certificate of compliance shall be submitted to the Department of Public Works and Infrastructure before the installation will be accepted for first delivery.

4. WARRANTY

4.1 The contractor is to guarantee any item, plant, equipment and accessories repaired, serviced, maintained or supplied and installed for a period of twelve months against any latent or obvious defects and nonconformance from date of completion and certification of the annual service and/or installation. Any such defects and/or failure that may occur or become evident during the twelve-month guarantee period shall be rectified within twenty-four (24) hours after being notified of the occurrence of the defect. If the nature of the defect is such that it cannot be rectified within 24 hours, the repair time shall be mutually agreed between DPW and the appointed contractor. In the event that such failure and/or defect constitute a threat to the health and safety of the user and/or occupants, the contractor shall take immediate steps to rectify the fault. The contractor shall also submit to the Department of Public Works and Infrastructure a full report describing the nature of failure, cause of failure and possible methods to prevent failure in the future.

4.2 In the event that the contractor does not attend to such defects after being notified, the Department of Public Works and Infrastructure and/or user reserve the right to effect the rectification of the defect and recover the costs thus incurred from the contractor.

5. SUMMARY OF SCOPE OF WORK

5.1 This specification is for the systematic annual servicing, maintenance, general and repair and replacement of electrical installation of various government buildings for the Department of Social Development in the Joe Gqabi district.

5.2 The electrical installation mainly consists of the following:

- Distribution boards
- Luminaires
- Light switches
- Photocells
- Power outlets and fixed appliances
- Earthing, bonding and lightning protection
- Area lighting
- Security lighting
- Electric Fencing & Electric gate
- Access control & CCTV
- Generator



The following main actions and requirements are included in the scope of work:

5.3 Ensure all facilities and buildings comply with all the health and safety requirements as per SANS 10142.

5.4 Report any additional repairs and shortcomings to electrical installation not previously listed but required to ensure compliance.

5.5 Repair electrical installation on an ad-hoc basis as and when instructed by the designated representative from DPW&I.

5.6 Provide a health and safety plan for approval complete with all the requirements of the OHS Act and this specification.

5.7 Provide all safety notices, health and safety plan and safety equipment.

5.8 Allow for the use of specialist contractors to repair, service and/or replace lightning protection, pressure test cables and access control & CCTV.

Bidders take cognizance and make allowance for the fact that continuity and sequence of work is likely to occur but cannot be guaranteed. Claims arising from such instances will not be entertained.

6. SUPERVISION

6.1 The work shall at all times, for the duration of the contract be carried out under the supervision of a competent representative of the contractor.

All electrical work shall be performed by registered or licensed staff of the Contractor, as required by legal statute. Copies of registration or license documents shall be submitted at the beginning of this contract. Electrical testers for single phase do not comply with this requirement. Registered electrician and suitably skilled personnel shall be available to carry out any emergency repair work on a 24hour basis including weekends and public holidays.

Any repair/maintenance and servicing done by a non-registered person shall be regarded as incomplete and therefore not paid for.

7. SAMPLES AND ALTERNATIVES

All material used shall comply with the relevant SANS documents. DPW&I reserves the right to specify the equipment and or materials utilised in the works. No alternatives to equipment and or materials are to be used unless written approval is obtained from the designated DPW&I official.

All material used and installed to be SABS approved and clearly marked as such.

8. SERVICE PERSONNEL AND REGISTERED PERSONS

8.1 Servicemen has to have acceptable qualifications and experience to carry out the servicing and repairs to the electrical installation in terms of SANS 10142. Service assistants who are employed shall be familiar with the servicing and repair procedures of electrical and mechanical equipment but shall be under the direct supervision of a registered person. Assistants shall not be allowed to do the actual servicing.



8.2 Scheduled servicing and repair personnel and vehicles shall be made available according to requirements of the servicing schedules and repair orders to be issued by DPW&I as well as for the travelling time requirements that:

- No scheduled service shall be carried out later than 14 days after the due date indicated on the service schedule.
- All repairs which are not classified as emergency repairs shall be carried out within 72 hours after being instructed by DPW&I.

9. INSPECTIONS AND REPORTS

9.1 SERVICE/REPAIR REPORTS

- i) The service/repair report shall be submitted after each service/repair for all buildings or facilities and shall include the following:
 - Condition of equipment
 - Allocate a number which will include the department, location and appliance identification.
 - Dates of servicing/repair, next service and testing where required.
 - Defective or missing items
- ii) The format of the report is left to the contractor's discretion but is subject to the approval of the employer's representative.

9.2 FINAL EQUIPMENT INSPECTION, STATUS AND CONDITION REPORT

On the completion of the servicing and maintenance of a facility a report shall be submitted together with the job card on every item of equipment being repaired and maintained under the contract at that time as well as a full completion report giving the condition of equipment and quantity. The format of the report is left to the contractor's discretion but is subject to prior approval by DPW&I.

Should an inspection visit reveal any fault, neglect or shortcomings, these shall immediately be remedied by the contractor at his own expense and to the satisfaction of the inspector.

10. ADMINISTRATION, RECORD KEEPING AND REPORTING

- i) Administration
The contractor shall be responsible for the completion and submission to the employer's representative of all service records, test certificates, service schedules, completion certificates, payment claims, forms and any other documents required by the relevant SANS and DPW&I.
- ii) Work Instructions
The Departmental representative will issue work instructions for the contractor to proceed with the servicing. This Work Instruction together with the job card and equipment register will be signed off on completion of each building or facility.
- iii) Record Keeping
The contractor shall be responsible for maintaining detailed records of all work carried out in terms of this contract and in particular shall be responsible for the completion of forms as specified above.

11. HEALTH AND SAFETY

11.1 The contractor is to comply with the Health and Safety Act and Regulations. Employees are to be supplied with Personal Protective Equipment (PPE) as required.



11.2 A Health and safety Plan shall be submitted for approval by DPW&I prior to commencement on work on site.

11.3 Most luminaires in the various facilities are fitted with fluorescent tubes to provide the required lighting. Where these need to be replaced, great care shall be taken when removing them.

Risk analysis & safe work procedures relating to all fluorescent tube work shall be included in the Health & Safety Plan.

Fluorescent tubes contain phosphor and mercury toxins and are extremely hazardous to personal health and shall therefore be handled in terms of the EPA & other relevant Regulations.

All handling of fluorescent tubes shall be executed by an authorized person/s complying with the requirements of the Regulations. The certificate of the said authorized person/s shall be submitted to the Engineer. The certificate shall remain valid for the entire period during which the said person/s is/are performing work on hazardous material. Allowance shall be made for everything necessary including but not limited to safety containers, protective clothing, signs, tools & complete decontamination upon the removal of samples or bulk tubes.

A disposal certificate shall be submitted on completion of all removals. The waste from individual facilities shall be safely stored until such time as the removal of fluorescent tube material from each facility has been completed such that one bulk disposal can be made per facility.

12. SERVICING PROCEDURES

12.1 Any faulty equipment that must be condemned must be removed from site, made safe and disposed of in a manner that cannot cause any injury or death or any harm to the environment. Such removal and disposal shall be clearly documented and recorded.

The works to be carried out at the maintenance service visit shall include the following:

DISTRIBUTION BOARDS

Scope

The general checklist includes the following:

- Inspect and clean the distribution boards treat the enclosure for moisture ingress and corrosion.
- Check for rigidity and fastening of equipment trays, panels, doors and handling devices.
- Check locking mechanism and fit padlock. All padlocks shall be of local manufacture with brass bodies and 75 mm chrome shackles. Three keys (with PVC labels) shall be provided for each lock. Replace damaged or missing faceplates, doors, mounting frames, handles, thumb catches, etc.
- Check operation of distribution board equipment and meters, replace if faulty or damaged with an approved type.
- Remove all obsolete equipment and meters. Check and fasten wiring and cable terminations.
- Re-arrange wiring and equipment to give a neat installation. Trace outgoing circuits.
- Fit labelling and blank face plate covers.



- Replace the distribution boards if required and replacement is approved by Engineer. Check earth bar and earth continuity, record.
- Label all wiring and cabling with Grafoplast Trasp PVC markers.

LUMINAIRES

Scope

- Service luminaires: remove lens and lamp. Wash lens thoroughly. Wash luminaire body with detergent.
- Clean polished pure aluminium reflectors with benzine.
- Check condition of internal wiring, capacitor, ballasts and starters. Check condition of neoprene seal and replace if worn or damaged. Check condition of lamp holder.
- Seal conduit and wiring entry with silicone to eliminate water ingress. Fit new lamp.
- Check condition of earth stud and luminaire earth connection. Replace all missing screws, lens catches, bolts.
- Close cover securely, check stirrup bolts.
- Replace luminaires: Remove existing damaged luminaires, supply and install similar and approved luminaires complete with lamps and electronic control gear, if applicable.

LIGHT SWITCH

Scope

- Remove switch cover.
- Check continuity of earth connection.
- Check operation of switch and replace if suspect.
- Replace switch cover, fit new csk stainless steel screws if required.
- Switch cover shall be fitted with an engraved Traffolite label as per Nosa-standard
- Replace light switch: Remove existing damaged light switch, supply and install similar and approved light switch, if applicable

PHOTOCELL

Scope

- Wash translucent body with detergent. Cover photocell and verify operation. Check bypass manual switching circuit.
- Enclose all exposed wiring in 16 mm $\varnothing$ sprague.
- Replace photocell: Remove existing damaged photocell, supply and install similar and approved photocell, if applicable



POWER OUTLET AND FIXED APPLIANCES

Scope

- Inspect all power outlets and verify earthing.
- Check contact points and tighten screws.
- Replace missing screws and covers for outlet and draw boxes.
- Replace missing, faulty or damaged socket outlets and plugs.
- Check conditions and operation of local isolators and control switches for fixed equipment and replace if faulty, damaged or missing.
- Check earthing of fixed appliances and test for earth continuity. Inspect cable and wireways.
- Check for rigidity and fastening of the cable ducts, ladders, ducting, power skirting and surface conduiting, fasten or replace if loose or damaged, check earthing and test for earth continuity.

EARTHING, BONDING AND LIGHTNING PROTECTION

Scope

- Check earthing and bonding of outlet points, equipment, cable and wireways, fixed appliances, water and gas pipes, etc.
- Check installation and termination of protective conductors and earth electrodes. Test for earth continuity.
- Provide 6 mm² copper earth wire jumper between roof cladding and all gutter downpipes. Fasten with lugs and galvanized zinc bolts. Typically, ten downpipes per housing unit. Earth at least two gutter downpipes by means of 16mm² green insulated earth wire connected to 1.2m earth electrode by means of cadwelding. Typically two downpipes per 25m long housing unit.

AREA LIGHTING

Scope

- Service mast distribution boards and supply kiosks: Clean, label, check terminations and earthing. Service each luminaire, open control gear enclosures and treat for moisture ingress and corrosion. Wash luminaires with detergent and clean lenses. Check and replace neoprene seals.
- Re-lamp luminaires. Replace luminaires: Remove existing damaged luminaires, supply and install similar and approved uminaires complete with lamps and control gear, if applicable.
- Check consistency of aiming angles and tighten mounting bracket bolts.
- Check pole covers; measure earthing continuity and tighten foundation bolts. Replace all padlocks on distribution boards and kiosks.

ELECTRIC FENCING

Scope

- Check for any visible damage to the electric fence.
- Check for broken insulators to prevent strand from touching posts.
- Check that insulated cables are not abraded.
- Check that the metal fibres of the strand have not separated.



- Check for any loose connections on the wires.
- Clean the charger of any spider web and dust.
- Check that the battery is in good working condition.

ACCESS CONTROL & CCTV

Scope

- Check the operating systems of computers and update software.
- Check fragmentation of hard disk drives.
- Check intercom systems.
- Check and repair defective parts, if such defective parts are repairable.
- Check power supply.
- Clean camera eyeballs.
- Clean inside and outside of dome cover.
- Report any visible damages.

ELECTRIC GATES

Scope

a) Visual Inspection

- Check your moving gate for rust or corrosion. Check for missing or loose bolts and screws, wires that are frayed or damaged, and rollers or wheels that show signs of wear.

b) Track Cleaning

- Use a broom or leaf fan to get rid of any loose dirt or dust on the track. Use a wet cloth to wipe the track clean to get rid of tough dirt. To stop rust, make sure the track is completely dry.

c) Lubrication

- Make sure to grease the hinges, rollers or wheels, chain (if your gate has one), and motor gears. Use a silicone-based lube or one that the company that made your gate recommends.

d) Motor Care

- Make sure there is nothing in the motor case that is dirty. Make sure the motor stops when it hits resistance (this is a very important safety feature) and test the manual release device.

e) Sensor Maintenance

- Use a soft, dry cloth to clean the sensor lenses. Make sure the sensors are lined up correctly and test them by putting something in the gate's path and making sure it stops and turns around.

f) Control Board Check

- Make sure the inside of the control box is clean and dry. Look for signs of pests, like wires that have been chewed on, and any wire ties that aren't tight.

g) Battery Backup Test

- Make sure the links are clean and tight and check how charged the battery is. To test the system, turn off the main power and open and close the gate.

h) Gate Structure Inspection



- Look for signs of damage or bending and make sure all the panels are tightly attached. To keep metal gates from rusting, fix any paint chips that you see.

GENERATOR

Scope

a) Visual Inspection

- Check for any leaks, loose connections, or damage.
- Ensure the generator and surrounding area are clean and free of debris.
- Inspect exhaust system for blockages or leaks.

b) Fluid Levels

- Check oil, coolant, and fuel levels.
- Top off fluids as needed.
- Check for leaks in the fuel system.

c) Battery

- Check battery terminals for corrosion and clean them if necessary.
- Ensure the battery is properly charged.
- Check battery charger functionality.

d) Air Filter

- Inspect and clean or replace air filters.

e) Running Tests

- Start the generator and run it for a short period without a load to check for any issues.
- Perform a load test (if applicable) to ensure the generator can handle the required load.

f) Cooling System

- Check coolant levels and ensure the cooling system is functioning properly.
- Inspect radiator, fan, belts, hoses, and thermostat.

i) Oil Change

- Change the oil and oil filter as recommended by the manufacturer.

j) Spark Plugs

- Inspect and clean or replace spark plugs.

k) Electrical System

- Inspect electrical connections and wiring.

l) Load Bank Testing

- Perform a full load test to ensure the generator can handle its maximum capacity

m) Function Test

- Perform a function test to ensure all components are working correctly.

n) Fuel

- Test fuel for quality and ensure it is usable.
- Use fuel additives as appropriate.
- Do not store diesel fuel in the tank for more than one year.

o) Ventilation



- Ensure proper ventilation for the generator.
- p) **Exhaust System**
- Ensure that the exhaust does not have any blockages

TESTING

Scope

It is the responsibility of the Contractor to provide all labour, accessories and properly calibrated and certified measuring instruments necessary to record the following parameters (but not limited to):

- Continuity of ring final circuit conductors
- Continuity of protective conductors, including main and supplementary equipotential bonding earth electrode resistance
- Insulation resistance polarity
- Earth fault loop impedance
- Operation of residual current devices phase voltage
- Current per phase illumination levels in lux

The Contractor is responsible for the arrangement of such tests. He shall give at least 72 hours' notice to the Engineer prior to the test date.



Asset Register

BURGERSDORP CHILD AND YOUTH CARE CENTRE

AIR CONDITIONERS				
Type	Manufacturer	Model Code Indoor Unit	Model Outdoor Unit	Refrigerant
Wall-mounted Split type	Midea	MS11D-09HRDN1	MS11D-09HRDN1	R410A/640g
Four-way Cassette Split Universal	Midea	MCA2-12HRDN1-Q	MOU-12HDN1	R410A/1130g
Four-way Cassette Split Universal	Midea	MCD-18HRDN1-Q	MOU-18HDN1	R410A/1320g
Wall-mounted Split type	TLC	TAC-12CHSA/KCSYM	TAC-12CHSA/KCSYM	R410A/860g
Four-way cassette Split Universal	Midea	MCD-24HRDN1-Q	MOU-24HDN1	R410A/2100g
Package unit	Midea		CSU-26RTN1	R410A/6000g

Kitchen Appliances				
Appliance	Manufacturer	Model No.	Serial No.	Refrigerant
Flat top Stove	Vulcan	143/3	3/10549	
Double Door Fridge	Vulcan	RB-1200C	201511125	R134a
Freezer	Defy	CF530-HC	1714625401	R600a/71g

Laundry			
Appliance	Manufacturer	Model No.	Serial No.
Washer	Speed Queen	SCL080KNVP12E01	1605029910
Tumble Dryer	Speed Queen	ST075EREM1A2Q01	1606032370

Generator				
Type	Size	List No	Serial No.	Type
PERKINS	140kVA	2332/1800	YD73346	U890877s

MALETSWAI-COMMUNITY DEVELOPMENT CENTRE

AIR CONDITIONERS				
Type	Manufacturer	Model Code Indoor Unit	Model Outdoor Unit	Refrigerant
Wall-mounted Split type	SAMSUNG	AR18TSHGAWKN	AR18TSHGAWKX	R410A/1200g



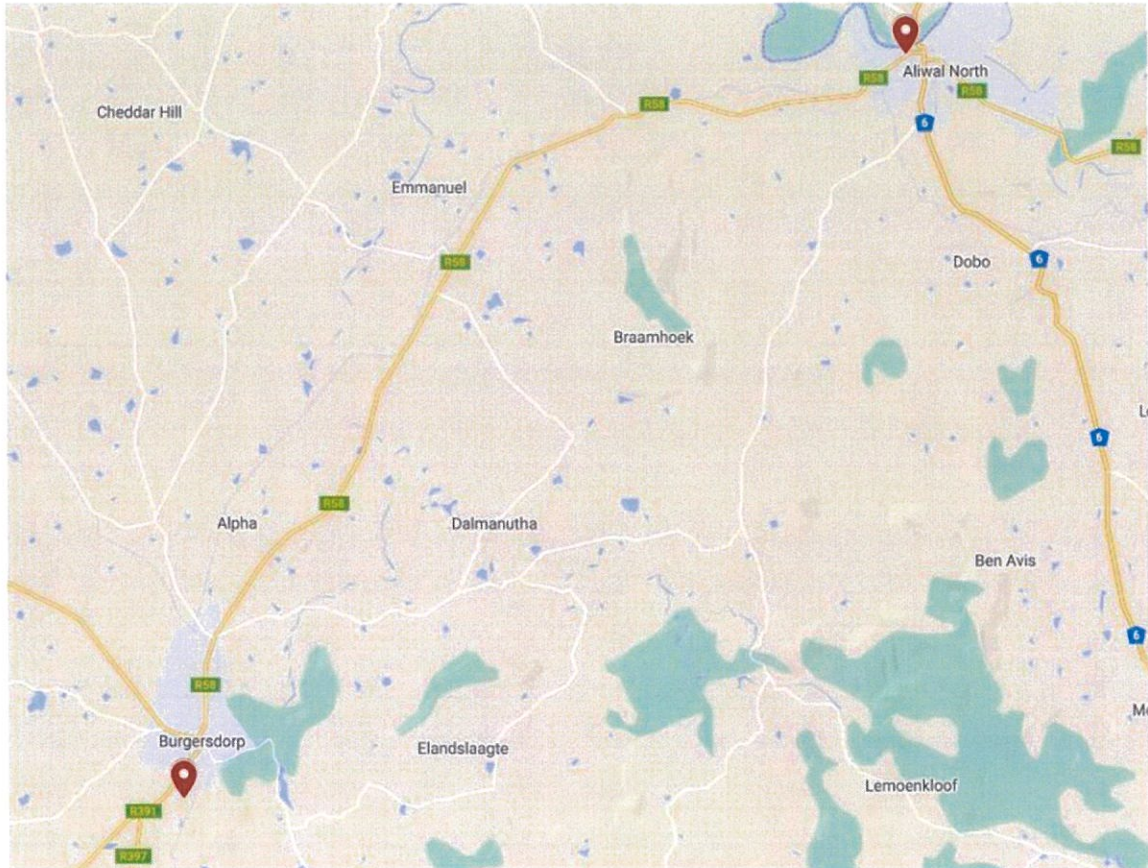
PART C3. SITE INFORMATION



C3 - Site information

LOCATION OF THE WORKS

Burgersdorp in the following building Department of Social Development (ERF 3515 TEMBISA LOCATION, Child and youth care Centre) and Maletswai Department of Social Development (Community Development Centre).





Part C4: Bills of Quantities



C4: PRICE SCHEDULE 1 – P&Gs

PRELIMINARIES AND GENERAL					
ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1.	FIXED-CHARGE ITEMS				
1.1	Site Establishment	Sum	1		
1.2	Remove Contractor's site establishment on completion or interim de-establishment (only on written instruction of Project Manager)	Sum	1		
1.3	Contractual Requirements	Sum	1		
2.	HEALTH AND SAFETY				
2.1	The contractor must make provision and price for all the requirements of the Occupational Health and Safety Act, Construction Regulations and Health and Safety Specification.(Incl. Site Specific Health and Safety plan)	Sum	1		
TOTAL SCHEDULE NO.1 - CARRIED TO SUMMARY PAGE					



C4: PRICE SCHEDULE 2 - MECHANICAL

This schedule of prices is a summary of the costs associated with the comprehensive maintenance, servicing and repairs of the mechanical equipment and HVAC system as described in this document. The prices quoted must be complete with all labour, consumables, travelling costs and any sundry items to complete the specified work. The prices reflected may also be used for additions and/or omissions as required and must include all costs, including costs associated with the health and safety plan and procedures.

A. SERVICING OF MECHANICAL EQUIPMENT AND HVAC SYSTEM					
ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	Note: Standard servicing and planned Maintenance Costs include all parts, consumables and lubricants, labour, travelling, accommodation and subsistence allowances (Price per equipment)				
1	<u>SERVICING OF HVAC SYSTEMS</u>				
1.1	Carry out major routine maintenance and servicing of the wall mounted split units - Refer to technical specification. NOTE: THE RATE IN THIS SCHEDULE OF BILL SHALL BE A COLLECTIVE AMOUNT INCLUSIVE OF FOUR (4) PLANNED SERVICE INTERVALS PER UNIT FOR THE DURATION OF THE CONTRACT TERM.				
1.1.1	Midea M/Wall Split 9 000 btu R410A	No.	5	4	
1.1.2	Samsung M/Wall Split 12000 btu R410A	No.	4	4	
1.2	Carry out major routine maintenance and servicing of the VRV Air Conditioning system - Refer to technical specification. NOTE: THE RATE IN THIS SCHEDULE OF BILL SHALL BE A COLLECTIVE AMOUNT INCLUSIVE OF FOUR (4) PLANNED SERVICE INTERVALS PER UNIT FOR THE DURATION OF THE CONTRACT TERM.				
1.2.1	Midea Cassette type 12000 btu R410A	No.	19	4	
1.2.2	Midea Cassette 18000 btu 3000W R410A inverter	No.	1	4	
1.2.3	400mm 220v 0,18kw Extraction Fan	No.	1	4	
2.	<u>SERVICING OF MECHANICAL EQUIPMENT</u>				
	Carryout maintenance and servicing of kitchen and laundry equipment - Refer to technical specification. NOTE: THE RATE IN THIS SCHEDULE OF BILL SHALL BE A COLLECTIVE AMOUNT INCLUSIVE OF TWO (2) PLANNED SERVICE INTERVALS PER UNIT FOR THE DURATION OF THE CONTRACT TERM.				
2.1	Laundry Equipment				
2.1.1	Washer	No.	1	2	
2.1.2	Tumble dryer	No.	2	2	





REPAIRS FOR MECHANICAL EQUIPMENT AND HVAC SYSTEM					
ITEM NO.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
3.	REPAIRS				
	The repair rates include transport, the replacement rings, labour to strip existing component, remove and replace faulty parts, assemble and commission				
3.1	REPAIRS TO HVAC SYSTEM				
3.1.1	Repairs to water leaks on console, window and split units up to 30 000 btu	No.	10		
3.1.2	Refrigerant gas per 13,6 kg container R410 A	No.	5		
3.1.3	Replacement of universal remote for Midwall split type units	No.	10		
3.1.4	Replacement of 600x 600 washable air filters	No.	25		
3.1.5	Supply and install air conditioning gas piping and fittings				
3.1.5.1	1/4" 6,35mm copper pipping	M	25		
3.1.5.2	3/8"9,35mm copper pipping	M	25		
3.1.5.3	1/2"12,7mm copper pipping	M	25		
3.1.6	Rotary compressors R 410 - 220 V - Supply and Install for the following units when necessary				
3.1.6.1	9000 BTU	No.	10		
3.1.6.2	12000 BTU	No.	5		
3.1.7	MISCELLANEOUS ITEMS: Supply and install the following items (Rates to include transport and labour)				
3.1.7.1	Replacement of indoor PC Board (Cassette)for Media VRV	No.	5		
3.1.7.2	Replacement of Outdoor PC Board (Cassette)for Media VRV	No.	5		
3.1.7.3	Replacement of condensate pumps for Midwall split	No.	5		
3.2	MECHANICAL EQUIPMENT (In the event of a faulty equipment, conduct Fault finding and perform repairs) Budgetary allowance for materials (One hundred thousand rand)				R 100 000.00
3.2.1	Kitchen equipment				
3.2.1.1	Double door fridge	No.	1		
3.2.1.2	Freezer	No.	1		
3.2.1.3	Cold room (Condenser, Evaporator, Compressor)	No.	1		
3.2.2	Laundry equipment				
3.2.2.1	Washer	No.	1		
3.2.2.2	Dumble Dryer	No.	1		
TOTAL SCHEDULE NO.2 - CARRIED TO SUMMARY PAGE					

C4: PRICE SCHEDULE 3 – ELECTRICAL

REPAIRS AND SERVICING – ELECTRICAL EQUIPMENT					
ITEM NO.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	NOTE: Standard servicing and planned Maintenance Costs include all parts, consumables and lubricants, labour,				



	travelling, accommodation and subsistence allowances (Price per equipment)					
1.	DISTRIBUTION BOARD AND KIOSK					
	NOTE: All equipment to be SABS approved and bear the SABS performance mark DB; and EARTHING & BONDING ((in case of metallic roofs, distribution board encloser, gutters, down pipes, and wastewater pipes), the resistance of the earth continuity path shall be less than 0.2Ω. To achieve this then the bonding conductor shall have at least a nominal cross-section area of 2.5mmsq to bond all the conductive above-mentioned items to common earth)					
1.1	Service distribution board					
	Corrosion resistant body, epoxy coated to colour, face plate, lockable doors on hinges, flush mounted, equipped as per detail on the drawing. Supplied with COC.					
1.1.1	1-3 phases, 48-way DB		No.	2		
1.1.2	1-3 phases, 72-way DB		No.	4		
1.1.3	1-3 phases, 120-way DB		No.	4		
1.2	Service Kiosk					
1.2.1	1-3 phases	Free standing fibreglass double door	No.	2		
1.2.2	1-3 phases	Free standing mild steel double door	No.	3		
1.2.3	1-3 phases	Mild Steel Wall Enclosure	No.	2		
1.2.4	1-3 phases	Surface Socket and Isolator Boxes	No.	2		
2.	GATE ELECTRIC MOTOR					
	Supply, delivery and installation of a D10 gate motor.		No.	1		
3.	GENERATOR					
	Servicing of standby generator (about 140kVA) as per checklist		No.	1		
4.	SUPPLY AND INSTALLATION OF ALL ELECTRICAL COMPONENTS AND FITTINGS					
4.1	Re-lamp luminaire:					
4.1.1	58 W Fluorescent		No.	10		
4.1.2	36 W Fluorescent		No.	10		
4.1.3	125 W MH		No.	10		
4.1.4	70 W HPS		No.	10		
4.1.5	400 W HPS		No.	10		
4.1.6	Dulux EL ECO 21W/E27		No.	10		
4.1.7	2400 mm Fluorescent, 75W		No.	10		
4.1.8	2D 28 W Lamp		No.	10		
4.1.9	100 W GLS lamp		No.	10		



4.1.10	250W HPS	No.	10		
4.1.11	Fluorescent starter switch	No.	10		
4.1.12	PL18 W LAMPS 2 PIN	No.	10		
4.2	Supply and install earth leakage units:				
4.2.1	60A double pole - Isolator type	No.	5		
4.2.2	20-60A double pole - Circuit breaker type	No.	5		
4.2.3	80A triple pole	No.	5		
4.4	Replace light fittings				
4.4.1	fluorescent fitting 1.2 m tripple	No.	5		
4.4.2	Vapour proof fluorescent fittings 1.2 m double	No.	5		
4.4.3	Surface mounted flourescent fitting 1.2 m double	No.	5		
4.4.4	Bulkhead 1x GR 28 W 2D	No.	5		
4.4.5	Downlight 2x G24d PL 26	No.	5		
4.4.6	Security light 1xE 27 70W HPS	No.	5		
4.4.7	Beka street light fitting	No.	5		
4.4.8	3-6m Steel Streetlight pole	No.	5		
4.4.9	Bawl fitting (porcelain gallery + holder)	No.	5		
4.4.10	Pin type flourescent lamp holder	No.	5		
4.4.11	Free standing bollards	No.	5		
4.5	Replace light switch:				
4.5.1	16A, single-lever, one-way Crabtree	No.	5		
4.5.2	16A, two-lever, one-way Crabtree	No.	5		
4.5.3	16A, single-lever, two-way Crabtree	No.	5		
4.4.4	16A four lever one-way Crabtree	No.	5		
4.6	Replace socket outlet:				
4.6.1	16A, double SSO Crabtree (4x4)	No.	5		
4.6.2	16A single SSO Crabtree (4x4)	No.	5		
4.6.3	16A, Power skirting mounted SSO Crabtree	No.	5		
4.6	Replace isolators:				
4.6.1	30A 2 pole	No.	5		
4.6.2	30A 2 pole weatherproof, in ABB YORK BOX : S15	No.	5		
4.6.3	30A 3 pole	No.	5		
4.6.4	60A 3 pole	No.	5		
TOTAL SCHEDULE NO.3 - CARRIED TO SUMMARY PAGE					



C4: PRICE SCHEDULE 4 – PROVISIONAL SUM

ITEM NO.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1.	Non-Scheduled Mechanical Works	Sum	1		R 100 000.00
2.	Non-Scheduled Electrical Woerks	Sum	1		R 200 000.00
TOTAL SCHEDULE NO.4 - CARRIED TO SUMMARY PAGE					



PRICING FINAL SUMMARY			
ITEM NO.	SUMMARY OF SCHEDULE OF QUANTITIES		
1.	TOTAL SCHEDULE NO 1	P&Gs.....	
2.	TOTAL SCHEDULE NO 2	Mechanical works.....	
3.	TOTAL SCHEDULE NO 3	Electrical works.....	
4.	TOTAL SCHEDULE NO 4	Provisional sum.....	R 300 000.00
5.	SUBTOTAL		
6.	ADD VAT (15%)		
7.	GRAND TOTAL CARRIED TO OFFER		