



science, technology & innovation

Department:
Science, Technology and Innovation
REPUBLIC OF SOUTH AFRICA

("The DSTI")

TERMS OF REFERENCE (TOR)

**APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE OF THE
FIRE EQUIPMENT AT THE DEPARTMENT OF SCIENCE, TECHNOLOGY
AND INNOVATION (DSTI) FOR SIX MONTHS**

1. BACKGROUND

The Department has fire equipment's that must be serviced in order to protect officials and property from injury or damage. The maintenance of the said equipment's will ensure compliance to the Occupational Health and Safety Act 85 of 1993. Note should be taken that the DSTI might relocate to another building before the end of the contract period.

DSTI therefore reserves the right to terminate the contract that would have been concluded with the appointed service provider any time before the contract expiry, should the DSTI relocate to another building. To effect the termination, the DSTI will give the appointed service provider a one month's notice of termination, following which all the rights and obligations of the parties in terms of the contract shall immediately cease to exist going forward.

2. PURPOSE

The purpose of this request is to procure the services of the service provider who will be able to perform the work as per the specifications for a period of six months.

3. SPECIFICATION

The appointed service provider will be expected to maintain the fire equipment as specified below:

3.4 Quarterly Preventative Maintenance

3.4.1 Public Address System

3.4.1.1 The service of the Public Address System shall be done on a quarterly basis as follows:

3.4.1.2 Check and ensure that all speakers in all floors are audible.

3.4.1.3 Connect loose cables and ensure everything works effectively.

3.4.1.4 Check audio levels and make sure that it is within the acceptable limits.

3.4.1.5 Check microphone pop caps and clean/replace if necessary.

3.4.2 Gas Suppression System

3.4.2.1 The department has four gas suppression systems:

QUANTITY	MAKE
4	40KG NAFS 125
4	84.5KG FM 200

3.4.2.2 The service of gas suppression system (Ziton) shall be done on a quarterly basis as follows:

3.4.2.3 Check the cylinders and refill if necessary.

3.4.2.4 Check the mounting.

3.4.2.5 Check the condition of the manifold.

3.4.2.6 Check gauges.

3.4.2.7 Check gas control unit and supply the key if necessary;

3.4.2.8 Check actuation.

3.4.2.9 Check and replace the discharge nozzle if necessary; and

3.4.3 Fire Panel and Smoke detectors

3.4.3.1 The service of the fire panels shall be done quarterly as follows:

- 3.4.3.1.1 Check if the fire brigades links are provide.
- 3.4.3.1.2 Check if the alarm is audible and ensure that everything that is connected is working effectively.
- 3.4.3.1.3 Check if the lifts are homing.
- 3.4.3.1.4 Check if ventilation interface is provided.
- 3.4.3.1.5 Check that battery connections are clean, tight and make contact.
- 3.4.3.1.6 Check all manual alarm system break glass units are in good order and nothing is missing or broken. Replace where needed and record on Service report.
- 3.4.3.1.7 Check the functionality of fire control panel.
- 3.4.3.1.8 Measure battery voltage and note abnormalities.

3.4.5 Remrad System

- 3.4.5.1 The service shall be done quarterly as follows:
- 3.4.5.2 Quarterly preventative maintenance inspection visits.
- 3.4.5.3 24-hour base station support
- 3.4.5.4 24-hour system monitoring

ONCE OFF

- 3.4.5.5 Recommissioning (this will only be applicable if the contract is concluded post the current contract)
- 3.4.5.6 Radio license fee (will be effective from August 2025)

3.4.6 Fire Service Log Book

- 3.4.6.1 Once off supply of a fire service logbook which shall be kept at the DSI premises.

3.4.7 Defects

- 3.4.7.1 The service provider shall notify the project owner of any defects that must be repaired, and approval must be obtained before commencing with such work.

4. STATUTORY REQUIREMENTS

- 4.1 The service provider must comply with the Occupational Health and Safety Act 85 of 1993.
- 4.2 The Compensation of Occupational Injuries and Diseases Act 130 of 1993.
- 4.3 SANS 10105-1 The use and control of firefighting equipment.

5. REQUIREMENTS FOR THE SERVICE PROVIDER

- 5.1 Registered with the Fire Detection Installers Association and any other relevant Association (proof to be attached), National Occupational Safety Association (NOSA) etc.
- 5.2 A valid Letter of Good Standing.

5. EVALUATION PROCESS

- 5.1 The evaluation process will comprise of the following phases:
- Phase 1: Screening for compliance.
 - Phase 2: Price and Specific Goals Evaluation

The following rating values for evaluation will be used:

6. SCREENING FOR COMPLIANCE

During this phase, a short list will be developed, and the shortlisted service providers **will be expected to meet the requirements listed below for them to proceed to the first phase of evaluation – functionality evaluation.**

- 6.1 Service provider must be registered on the Central Supplier Database (CSD) held by National Treasury.
- 6.2 Must complete and sign Standard Bidding Document (SBD) forms.
- 6.3 Service provider must accept the terms of reference, (ToR) by placing initials on each page of the terms of reference.
- 6.4 Service provider must accept the terms and conditions of the bid, by placing initials on each page of the General Conditions of Contract (GCC).
- 6.5 Must submit a certified B-BBEE certificate or Sworn Affidavit. **Failure to submit this will result in a service provider scoring 0 points for strategic goals.**
- 6.6 Latest Company registration documents (CIPC) with detailed particulars of ownership, failure to submit will not invalid your proposal but will score 0 points for strategic goals.
- 6.7 **Proof of registration with any Fire Detection Association and this must accompany the quotation. Failure to attach it will result in the proposal being disqualified.**

7. PRICING SCHEDULE

- 7.1 The service provider shall be expected to provide a quotation based on the table below: -

Table 1:

FIRE EQUIPEMET	QUANTITY	SERVICE INTERVAL	Unit price	Total Price
Public Address	3	Quarterly		
Fire panel and smoke detectors	3	Quarterly		
Gas suppression 40kg	3	Quarterly		
Gas suppression 84.5kg	3	Quarterly		
Remrad system service	3	Quarterly		
Recommissioning		Once off		
Radio license fee		Once off		
TOTAL AMOUNT				

- 7.2 The Service provider shall be required to provide the services after hours for disruptive services such as the PA and Fire panel. The servicing of gas suppression system will be done during working hours.

8. Price and Specific Goals Evaluation

Price inclusive of VAT will be evaluated as indicated below.

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

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

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

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

$$P_s = 80 \times \frac{P_t - P_{\min}}{P_{\min}}$$

Where

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration;

P_{min} = Price of lowest acceptable tender.

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

Table 1 – Specific goals

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

The specific goals allocated points in terms of this tender:	Number of points allocated (80/20 system)
Companies owned by people with disabilities	
Companies owned by black people living in rural or underdeveloped areas	5
Companies owned by black people living in townships	

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

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

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

- ix. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

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

9. AWARDING OF THE BID

- 9.1 The successful service provider will work in close collaboration with the DSTI team so as to ensure that the objectives of the Department are accommodated.
- 9.2 The successful service provider will be required to enter into a formal contract with DSTI for a period of 6 months.

10. SITE VIEWING

- 10.1 Site viewing will be carried out on an appointment basis. The appointment should be scheduled a day prior before 15:00 Monday to Friday. An email to be sent to Nombulelo.Dlalisa@dst.gov.za and copying the Supplier Chain Practitioner who sourced the quotation.

11. SUBMISSION OF PROPOSALS

- 11.1 The closing date for submission of proposals is 28 July 2025 **at 11:00**.

- 11.2 The proposals should be sent to the relevant SCM Practitioner who sourced quotations using the details provided through the email used to source or acquisition@dsti.gov.za.

12. CONTACT PERSONS

- 12.1 Technical Enquiries can be directed to:

Ntsako Vuma

Ntsako.Vuma@dsti.gov.za Cell: 0825109820