



### **Scope of work**

1. Services required cover maintenance of plant and systematically inspect, adjust, lubricate, clean the plant and all equipment as defined in the detailed maintenance procedures:
  - a. BMS will be done by another service provider
  - b. Chillers on the roof are part of the scope of work
  - c. Water Treatment: Contractor to submit water test results and give quote if there is a need for dosing.
  - d. Compressor Oil
  - e. Oil filters driers
  - f. Refrigerant
2. Services required, maintenance of plant and systematically inspect, adjust, lubricate, clean the plant and all equipment as defined in the detailed maintenance procedures:
  - a. Taking compressor oil for analysis (quote will be submitted before samples are taken)
  - b. Change refrigerant filters if required (Quote submission should parts be required)
  - c. Check electrical connections and switchgear inspection of contactor points
  - d. Check control set up and set parameters
  - e. Check gas charges full load
  - f. Check for leaks and repair
  - g. Check evaporator approach temp and report findings
  - h. Clean condenser coils
  - i. Check condenser approach temp and report findings
  - j. Check function and operations of chillers
  - k. Check load and unload sequence of chillers
  - l. Check oil heaters
  - m. Check all safety and water flow interlocks
  - n. Check compressor oil levels.



Recommendations for screw compressor regarding oil change are that compressor oil should only be changed every 3 years or if oil test report indicates that oil is not fit for further use.

3. Chilled Water Pumps: service of pumps will include:
  - a. Checking oil level and topping up if required
  - b. Assessing vibration of pump
  - c. Checking general condition of pumps
  - d. Cleaning switchboards and control panels
  - e. Inspect electrical switchgear and tightening of all terminals.
4. Air Handling Units: service of Units includes:
  - a. General cleaning of Units and clean all washable air filters
  - b. Clean all panels and check for damages
  - c. Heat exchange coils cleaning
  - d. Checking of all heater elements
  - e. Checking of all V-belts for correct tension and alignment
  - f. Where necessary, checking and replacement of Pulleys
  - g. Cleaning of electrical components, switchboards and electrical panels, also check for defect and replace if required.
  - h. Checking and recording of vibration and general operation
  - i. Examination of all ferrous metal components and corrosion treatment
  - j. Checking and greasing of all fan bearings.
5. Split type air-conditioning units includes: console units, mid and high wall split, under ceiling split and cassette type split. Service of Units includes:
  - a. Checking of cooling and heating operation
  - b. Checking of fan and fan motor operations
  - c. General cleaning will be carried out.
  - d. Evaporator and Condenser coils to be chemically cleaned
  - e. Condensate panels to be removed and cleaned
  - f. Leak testing of Refrigerant system
  - g. Operation of the unit to be checked and reporting of any malfunction.



- h. All ferrous metal components to be checked for rust and treated if necessary.
6. Fan Coil Units include ducted hideaway and cassette type. Servicing of all fan coil units includes one annual major service of all units.
7. Service includes:
  - a. Washing or replacement of all filters
  - b. Removal and cleaning of all condensate panels
  - c. Heat exchanger coils to be chemically cleaned
  - d. Ferrous metal components to be checked for rust and treated if required
8. AC Distribution Boards:
  - a. Electrical heater connections to be checked for correct amperage and faulty elements recorded.
  - b. Thermal overload setting to be checked and reset if required
  - c. Insulation resistance to be checked
  - d. Automatic operation sequence to be checked
  - e. Panel labelling to be checked.
9. Water Treatment: The contractor will once a year take water samples and give test report to the CEF (SOC) Ltd. If the test shows a need to dose chemicals, a quote will be issued for corrosion and scale inhibitors chemicals.
10. Issue a Certificate of Compliance on completion of works.

All additional work, repairs and spare parts outside the scope of work, shall first be communicated/reported to CEF and clearly defined before implementation by the contractor. An official Purchase Order must be generated by CEF before any work is carried out.

A representative (Technician) from the appointed service provider will attend to all complaints, while attending to any faults including during the servicing of the plant. The service provider will notify CEF prior commencing with any work/service and will not unduly disturb the occupants of each area concerned. The Technician will replace and fix all screws, bolts and nuts if necessary.

- Site visit to determine the scope and area coverage for service at CEF House.



- The service provider will submit indemnity forms and list of all staff members expected to undertake service; also proper indication of supervisory staff on site.
- Show milestones of process for each area.
- Duration to complete service.
- Outline of milestones for duration to be taken to complete service.

Acknowledgement of service and report will be completed by Contractor/Technician and signed off by CEF. Reports will be given on all remedial work undertaken and, on any fault detected/found, replacements and required repairs. An SLA will be prepared outlining services to be conducted (including this scope) and signed by both parties.

No payments will be released prior inspection and approval by CEF Facilities Manager.

## 2. EVALUATION CRITERIA

### PHASE 1: MANDATORY REQUIREMENTS

NO	Mandatory requirement	Comply	Not comply
01.	Bidder must submit valid registered electrician who can issue Certificate of Compliance (CoC) for a three-phase installation as verified by the Department of Employment and Labour in compliance to Occupational Health and Safety Act 85 of 1993 as proof of compliance.		
<b>Substantiate/Comment if necessary (i.e., state page number where information is at in the proposal).</b>			
02	Bidder to provide validation credential for confirmation with South African Qualification and Certification Committee for Gas (SAQCC Gas) that they are certificated as mandated by the Department of Labour to ensure all gas		



	<p>practitioners are trained, certified and registered under the Pressure Equipment Regulations (PER).</p> <p>Kindly note that this will be verified electronically with SAQCC Gas at evaluation for validity.</p>		
<b>Substantiate/Comment if necessary (i.e., state page number where information is at in the proposal).</b>			
<b>03</b>	<p>Bidder must submit compliance to Occupational Health and Safety Plan Act 85 of 1993 and compliance to SANS10147.</p>		
<b>Substantiate/Comment if necessary (i.e., state page number where information is at in the proposal).</b>			

## PHASE 2: COMMERCIAL EVALUATION

A maximum of 20 points will be awarded to a tenderer for specific goals specified for the tender/RFQ as follows:



Specific goals	Points
<b>Historically disadvantaged individual (HDI)</b>	
Enterprises with ownership of 51% or more by person/s who are black	10
Enterprises with ownership of 51% or more by person/s who are women	5
Enterprises with ownership of 51% or more by person/s who are youth	3
Enterprise with ownership of 10% or more by person/s with disability	2
<b>Total</b>	<b>20</b>

**Tenders must submit their B\_BBEE certificate issued by an authorized body or person or a B-BBEE sworn affidavit to claim preference points.**

- The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- The contract must be awarded to the tenderer scoring the highest points.
- If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

CEF (SOC) Ltd will utilise the following formula in its evaluation of Price offers:

[Weighted score 80 points]

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

Ps = Score for the Tender under consideration

Pt = Price of Tender under consideration

Pmin = Price of lowest acceptable Tender

Preference points/specific goals criteria

[Weighted score 20 points]

Specific goals / Preference Points Claim



Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
<b>TOTAL SCORE:</b>	<b>100</b>



### PRICING SCHEDULE

No	Description	Unit	Qty	Rate	Total Amount
1	Service HVAC system	No	1		
2	Water treatment testing and reporting	No	1		
3	Replacement of <b>all filters</b>				
a)	Roof top size(495mm x 595mm x 30mm)	No	9		
b)	East wing from 3rd floor to the Ground floor size (500mm x 600mm x 50mm)	No	12		
c)	West wing from 3rd floor to the Ground floor size(5495mm x 495mm x 48mm)	No	24		
4	Services required, maintenance of plant and systematically inspect, adjust, lubricate, clean the plant and all equipment as defined in the detailed maintenance procedures	Sum	1		
5	Call out fee	No	2		
6	Other <b>(Clearly Specify)</b>				
<b>SUB TOTAL (EXC.VAT)</b>					<b>R</b>
<b>VAT (@15%)</b>					<b>R</b>
<b>TOTAL (INC.VAT)</b>					<b>R</b>



