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**Tender Specifications**

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**the provision of air conditioners maintenance and THE repairS IN**

 **municipal offices including the supply, installation of new**

**AIR CONDITIONERS and THE replacement PARTS OR SPARES**

**for the period of 36 MONTHS**

1. **INVITATION**

Musina Local Municipality hereby invites Bidders with CIDB Grading of 2ME or higher to bid for the provision of air conditioners maintenance and the repairs in municipal offices including the supply, installation of new air conditioners and the replacement parts or spares for the period of 36 months.

1. **SCOPE OF WORK**
2. Quarterly servicing of installed or existing air-conditioners inclusive of gas top-up in municipal offices or buildings.
3. Attendance of reactive services, callouts, emergency breakdowns
4. The supply of new air conditioners including all piping for both gas and the water extraction to the outside
5. Replacement of broken air conditioner remote control or batteries as when required and the replacement parts
6. **PREREQUISITE**
	1. A company which has been operating same bid requirements for not less than a year.
	2. Company to have a workshop with a minimum of forty square meter (40m2) working or operating floor area.
	3. A company to have a workshop established within Musina Local Municipality area.

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1. **PRICING SCHEDULE**

**All bidders must complete the pricing schedule for the Scope of Work and any omission will be regarded as non-responsive and the bidder will be automatically disqualified.**

The pricing schedule is composed as:

4.1 Servicing of an Air Conditioner (**The Offer)**

4.1.1 Servicing of an Air Conditioner (inclusive of labour and gas top-up)

**R \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per unit for planned or scheduled maintenance (quarterly or every three months)**

4.1.2 Reimbursements travelling in the execution of the services under this contract

The use of light delivery vehicle (LDV) up to 2500 CC engine capacity will be permitted.

Tariffs for the use of motor transport published by the Department of Transport will be

applicable for each base month the services are rendered.

* + 1. Reimbursements for installation and replacement parts or spares supplied (original copy of materials purchase receipts must be attached to the service provider’s invoices)

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Hourly Rates** |
| **4.1.3.1** | **Labour for the installation, reactive service, callout and emergency breakdown** |  |
| 4.1.3.1.1 | Air Conditioner Service or Refrigeration Technician |  |
| 4.1.3.1.2 | Air Conditioner Mechanic or Installer |  |
| 4.1.3.1.3 | Assistant |  |
| **4.1.3.2** | **Cost of supply of a new air-conditioning unit** | **Mark-Up (in %)**  |
| 4.1.3.2.1 | Mark-up to the new unit cost supplied | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4.1.3.3** | **Cost of parts or spares supplied for replacement to an air conditioning unit** | **Mark-Up (in %)**  |
| 4.1.3.3.1 | Mark-up to the materials cost | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **evaluation criteria and weight**

The bid will be evaluated in two phases, i.e. the functionality and the 80/20 preference points system as

 prescribed by the Preferential Procurement Regulations, 2017.

* 1. Phase 1 : Functionality

A Bidder who scores less than 70 functionality points will be eliminated from further evaluation.

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| **5.1 Functionality and Weight** |
|  | **Criteria Description** | **Compulsory Documentation** | **Maximum Points** | **Amount Awarded** |
| **5.1.1** | **Service provider’s relevant past experience** |  |  |  |
| 5.1.1.1 | 1-2 Contracts | Attach appointment letters for contracts awarded with traceable references  | 5 |  |
| 5.1.1.2 | 3-4 Contracts | 10 |  |
| 5.1.1.3 | 5 and above contracts | 20 |  |
|  |  |  |  |  |
|  | **Sub-Total** |  | **20** |  |
|  |  |  |  |  |
| **5.1.2** | **Service provider’s experience in projects of same magnitude** |  |  |  |
| 5.1.2.1 | Below R130 000 | Attach appointment letter and the completion certificate for a project | 0 |  |
| 5.1.2.2 | R130 000 – R1 000 000 | 10 |  |
| 5.1.2.3 | Above R1 000 000 | 20 |  |
|  |  |  |  |  |
|  | **Total** |  | **20** |  |
|  |  |  |  |  |
| **5.1.3** | **Qualification and Registration of Competent Person** |  |  |  |
| 5.1.3.1 | A Qualified Air Conditioner Technician | Attach certified copies of the qualifications and registrations documents issued by SAQCC and SARACCA respectively | 30 |  |
| 5.1.3.2 | Registration as Gas Practioner in terms Occupational Health and Safety Act (No.85 of 1993) – Section 43 and 44 and Regulation R734 of 15 July 2009 – “Pressure Equipment Regulations (PER)” | 30 |  |
|  | **Sub-Total** |  | **60** |  |
|  |  |  |  |  |
|  | **Grand-Total** |  | **100** |  |

* 1. Phase 2 : Price and Preference Points

The evaluation will be done by using 80/20 point system as indicated below:

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| **5.2 Price and Preference Points** |
|  | **Criteria Description**  | **Maximum Points** | **Amount Awarded** |
| **5.2.1** | **Price (Offer: Item 4.1.1)** | **80** |  |
| **5.2.2** | **BBB-EE** | **20** |  |
|  |  |  |  |
|  | **Sub-Total** | **100** |  |
|  |  |  |  |

1. **SPECIAL CONDITION**

Bidders are expected to have a minimum of CIDB grading 2ME or higher, failure to adhere to this requirement will lead to automatic disqualification.

**7 Queries and Contract Information**

All queries regarding this bid must be submitted in writing by email. No telephonic queries will be answered.

The contact details for queries are:

Technical Specifications:

Mike Mthombeni

Manager: Civil and Mechanical Engineering Services

mikemt@musina.gov.za

Supply Chain Requirements

Mary Siziba

Manager: Supply Chain Management

marys@musina.gov.za

1. **Clarification / Briefing Meeting**

No clarification or briefing meeting required.

**5. LEGAL IMPLICATIONS**

The Supply Chain Management requirements to be complied with**.**