

## **SPECIFICATION-AS AND WHEN: GENERAL ELECTRICAL MAINTENANCE**

### **1. Background Information**

The Human Sciences Research Council (HSRC) is a research organisation that advances social sciences and humanities for public use. The HSRC subscribes to the values of good governance, accountable public administration and sound management of the resources as reflected in the Public Financial Management Act of 1999 (PFMA as amended by Act 29 of 1999) and other laws and regulations applicable to public administration.

Established in 1968 as South Africa's statutory research agency and has grown to become the largest dedicated research institute in the social sciences and humanities on the African continent, doing cutting-edge public research in areas that are crucial to development.

Our mandate is to inform the effective formulation and monitoring of government policy; to evaluate policy implementation; to stimulate public debate through the effective dissemination of research-based data and fact-based research results; to foster research collaboration; and to help build research capacity and infrastructure for the human sciences.

### **2. Services Required**

The Human Sciences Research Council (HSRC) seeks to appoint a suitably qualified Service Provider to provide Electrical Maintenance and Service for the entire property of the Pretoria HSRC office as and when required. The Service provider is required to provide emergency and planned maintenance service of all electrical systems, service and repair electrical equipment and service, repair and install all electrical infrastructures for a period of 12 Months (1 year from the date of signing the SLA). The Service provider or Company will comply with all relevant government legislations as well as the HSRC's terms and conditions including the service level agreement. The estimated start date of the service is **1 September 2025**

### **3. Scope of Work**

The scope of the work / services to be provided by the contractors is as follows:

- Carry out planned maintenance and corrective maintenance to electrical installations and infrastructure at the HSRC Building.
- General Building Maintenance Works in this contract will include but not limited to
- Electrical distribution boards and components maintenance
- Lighting installations and maintenance
- Cable/wires installations and maintenance
- Electrical appliance diagnosis and repairs.
- Maintenance of electrical boards
- Service and repair of electrical equipment, (HVAC Condenser pumps Transformer Cooling Fans, Extractor Fans etc)
- Assess and issue COC's where required
- New installations in offices as and when required

Annual Preventative maintenance of all 6 transformers, Low Tension and High Tension Switchgears  
Testing and inspecting conditions.

- ✓ Recommending action measures
- ✓ Providing certificates of compliance when necessary

#### 4. Response to call outs

The Service Provider will at all time respond to emergency call outs as requested by the HSRC. The Service provider will respond to emergency call outs/technical problems reported to them within reasonable period (12 hours) unless they are major technical problems

Ad hoc call outs before midday

- response must be the same day and repairs must be within 6 hours.

Ad hoc call outs after midday

- response must be within 24 hours.

The response must indicate the following:

- Call out fee
- Call out fee after hours (including weekends/p/holidays)

#### 5. Operating Hours

The service provider will be required to provide services as per the request of the HSRC during and out of working hours. The service provider will be required to be available to provide services 365 days a year (including public holidays) all hours

#### 6. Mandatory Requirements of the service provider

- Site visit by the supply-Register will be completed by all suppliers interested.
- Minimum of **3 (Three) recent**, valid and contactable references. Reference letters **MUST** not be older than 3 years, reference letters must be dated, signed by client and on client letterhead.
- The contract shall be registered with the **ECB** as laid down in the Electrical Installation Regulations of the Occupational Health and Safety Act 85/1993. Proof valid ECB must be submitted. The service must have and provide a valid Proof of the **Electrical Contractors' Association of South Africa (ECA(SA))**.
- The service provider must provide Valid Certificate of good standing Registered with the Department of Labor in terms of **COIDA (Compensation for Occupational Injuries and Diseases Act, No 130 of 1993) with nature of business strictly for Electrical Services. COIDA must be valid on submission. No proof of registration will be accepted**
- Proof of Public Liability Insurance of not less than R500 000.00 per occurrence.
- Proof of registration for electrical contractor issued by department of labour.
- A valid Wireman's certificate.
- The service provider must be registered with CIDB and should have a **CIDB contractor grading of 1EP** or higher.

**IMPORTANT:** Failure to meet or submit any of the above requirements will result in submission not being evaluated and automatically rejected.

**The Service provider must quote on the following**

Rates per hour during office hours	R
Rates per hour-afterhours (from 16H00 including public holidays)	R
Transportation rates-(only above 50km to and from the supply base)	R
Call out fee	R