



Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion.

Private Bag X10, Highveld Park 0169

Telephone number: (012) 568 3000/1

SPECIFICATIONS: FOR PERSPEX SCREENS AGAINST COVID-19 AT ICASA

HEAD OFFICE

ICASA hereby requests the services of a qualified service provider, who will supply, deliver and install Perspex sneeze screens for its offices.

1. BACKGROUND

On the 28th February 2020, The World Health Organization (WHO) has declared and announced a coronavirus (COVID-19) a Public Health Emergency of International concern. The virus is thought to spread largely through respiratory droplets from coughing and sneezing, and it seems to spread easily from human to human. Staff may be infected by touching a contaminated surface/object and, biometric readers and then touching one's nose, mouth and eyes.

2. PURPOSE

- 2.1. ICASA seeks to appoint a qualified service provider to supply, install and deliver Perspex screens for Canteen and Gym areas which will be used for monitoring local government elections at its Head Office. In light, of COVID-19 spreading through droplets in the air from coughs and sneezes, plastic shields can be used as a source of controlling spreading of the virus.
- 2.2. To protect staff against airborne viruses, it is imperative that an organization installs Perspex screens to minimize personal contact as a protective barrier between the workers and customers.

3. SCOPE OF WORK

- 3.1. The service provider must install Perspex **acrylic** sneeze screens.
- 3.2. The service provider should be able to provide laser-cut and fabricate various shapes offering different solutions for the Canteen and Gym areas.
- 3.3. The Perspex screens must not bend when installed

- 3.4. The appointed service provider will be expected to install the products at Head Office.
- 3.5. In addition, the service provider is expected to take their own measurements from the office **(NB: compulsory)**.
- 3.6. Total number of screens required for Canteen and Gym areas:
 - 22 x Perspex screens with holding brackets
 - 3 mm in thickness

4. DAMAGES TO ICASA PROPERTY

In the case of damages to furniture, equipment, etc. resulting from the installation of the Perspex screens, the service provider undertakes to rectify/repair the damage immediately after notification by the Contract Section and/or Facilities division of the Authority. If the service provider fails to act after notification, ICASA will rectify the damages and costs will be recovered from the service provider.

5. DETAILED METHODOLOGY

- 5.1 A detailed methodology should be provided on how the installation process will be done.

6. BUILDING DETAILS

Office	Address	Contact person	Cellphone
Head Office	350 Witch-Hazel Avenue, Eco Point Office Park, Centurion	Mzi Walaza	082 414 9144

7. AWARD

- 7.1 The award will be based on the price.

7.1.1 Perspex sneeze screen costs

Description	Measurement	Quantity	Price
Desk Perspex screens with holding brackets	120cm x 80cm	22	R
Vat amount			R
Total Vat Inclusive			R

8. GUARANTEE AND MAINTENANCE

- 8.1.** The service provider will be required to guarantee the completion of the new installation and all materials installed for a period of twelve (12) months commencing from date of acceptance of the installation or portion thereof. He/she shall make good any defects in material and workmanship which may arise during this period, at no cost to ICASA.

9. IMAGES OF THE PERSPEX SCREENS



10. SPECIAL CONDITIONS OF THE CONTRACT

- 11.1 ICASA may, at its sole discretion award the services or any part thereof to the service provider;
- 11.2 ICASA reserves the right to award the tender in full or part, as well as the right not to appoint any service provider;
- 11.3 Indicate validity period of Warranty/Guarantee applicable;
- 11.4 The service provider may not cede or assign any part of its agreement with ICASA nor subcontract any part of the assignment assigned to them without the prior written authorisation of the ICASA; and
- 11.5 ICASA may at its discretion vary an instruction to include more related assignments, in line with ICASA's supply chain processes.

For more information on the specifications contact Mzi Walaza on 082 414 9144

NB. For the site visit arrangements, contact the above-mentioned contact people and remember to wear masks and adhere to social distancing.

Site inspection is mandatory.