

William Humphreys
Art Gallery



an agency of the
Department of Sport, Arts and Culture

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04 July 2023

REQUEST FOR QUOTATION: ELECTRICAL MAINTENANCE SERVICES

The William Humphreys Art Gallery (WHAG) based in Northern Cape is a schedule 3 public entity (not for profit) and public benefit organisation supported by the National Department of Sport, Arts and Culture (DSAC). The William Humphreys Art Gallery provides for the aesthetic and cultural needs of the local community it serves as well as to the people of South Africa and the African continent.

William Humphreys Art Gallery invites quotations for Electrical Maintenance Services in full compliance with the Public Finance Management Act (PFMA) Act 1 of 1999 and related regulations.

For enquiries, bid specifications and mandatory documents to be completed contact Mpho Matsitle at 053 831 1724.

Closing date for quotations is 21 July 2023. Submit written quotations through via email to mpho@whag.co.za.

The William Humphrey Art Gallery reserves the right to not make any appointment in this regard.

TERMS OF REFERENCE FOR ELECTRICAL MAINTENANCE SERVICES

Purpose

The purpose of this exercise is to appoint a reputable and experienced service provider to building electrical maintenance services for the William Humphreys Art Gallery for a period of eighteen (18) months, on an as-and-when basis. The services will include, inter alia, inspection, maintenance, servicing, repair, and replacement of electrical components.

Scope Of Work

1. Electrical System Assessment
 - a. Conduct assessment of the building's electrical system as and when required.
 - b. Identify and document any existing faults or issues with the lighting and overall building electrical circuits.
2. Fault Finding
 - a. Conduct fault finding to identify the root cause of any lighting and overall building circuit faults.
 - b. Develop a plan to rectify the identified faults.
3. Electrical Circuit Servicing
 - a. Service the building's electrical circuit to ensure it is functioning properly.
 - b. Test the circuit for faults and rectify any issues.
4. Replacement of Contactors and Breakers
 - a. Replace any faulty contactors and breakers, as necessary.
 - b. Ensure all replacements are installed in compliance with industry standards and manufacturer guidelines.
5. Certification of Compliance
 - a. Issue a certificate of compliance after all work has been completed.
 - b. The certificate should include a detailed list of all work completed and should be compliant with all relevant regulations and standards.
6. Lighting
 - a. Remove and replace existing LED lights (down light, various sizes and LED tubes, 1,2 and 1,5, and any other lighting fixtures) and dispose of them appropriately. A destruction certificate shall be issued after every work requiring disposal.
 - b. Install new LED lights in designated areas as and when required.
 - c. Ensure that all new lights are installed securely and in compliance with industry standards.
7. Electrical Services and Maintenance Requirements
 - a. Testing and inspection of electrical panels and circuit breakers.
 - b. Inspection of electrical wiring, conduits, and junction boxes.
 - c. Cleaning of electrical components, including switches, outlets, and light fixtures.
 - d. Replacement of damaged or worn-out electrical components, such as switches, outlets, light fixtures, contactors, breakers, and any other building electrical component.
 - e. Building electrical assessment and issuing a certificate of compliance.

- f. Inspection and maintenance of backup power systems, such as generators and uninterruptable power supplies batteries. Work shall include replacement as and when required.
 - g. Testing and inspection of electrical grounding systems.
 - h. Calibration and testing of electrical meters and gauges.
 - i. Inspection and testing of electrical safety devices, such as ground fault circuit interrupters (GFCIs).
 - j. Identification and correction of electrical hazards, such as overloaded circuits or improper wiring.
 - k. Analysis and troubleshooting of electrical problems or faults.
 - l. Implementation of energy-saving measures, such as the installation of energy-efficient lighting and controls.
 - m. Maintenance and repair of electrical motors and other electrical equipment.
 - n. Compliance with local and national electrical codes and regulations and issuing of electrical compliance certificate.
 - o. Provision of 24/7 emergency electrical services.
 - p. Ad hoc replacement and extension of building electrical components, equipment, and services.
 - q. Ad hoc attendance of building maintenance meetings.
 - r. Annual building electrical assessment and reporting.
8. Health and Safety
- a. The contractor shall comply with all health and safety regulations and guidelines set forth by local and national authorities. The contractor shall ensure that all equipment and tools used in the project are in good working condition and are regularly maintained to prevent accidents or injuries.
9. Reporting
- a. The contractor shall provide a detailed report of all maintenance tasks performed, including any repairs or replacements made, to the Facilities Officer. The report should be submitted at the end of installation, servicing and maintenance and should include any recommendations for future maintenance or repairs.
10. Warranty
- a. The contractor shall provide a warranty for all maintenance work performed for a period of one year from the date of completion. The warranty should cover any defects or issues that arise because of the maintenance work performed.

Mandatory Requirements

The contractor should have the following qualifications:

- a. Experience in providing electrical maintenance services.
- b. Qualified Licensed Installation Electrician with a wireman license.
- c. Insurance coverage for liability and workers' compensation.
- d. The contractor shall further provide all the necessary skills, resources, tools, equipment, and experts, to carry out the works

The Technical Mandatory Requirements are listed below, failure to submit all the documentation requested below will lead to disqualification and bid not be evaluated further.

Mandatory Criteria	Proof Required
Previous Relevant experience	A minimum of 3X reference letters are required. The reference letter shall be in the following format: • On a client letterhead • Signed with contact name, referee designation, contactable telephone, and email address. The letter shall in clear terms state the scope of work, description of deliverables and contact duration. NB: Reference letters shall not be older than 3 years. Bid closure date to be used as reference.
Company Profile	Minimum 3 years' experience shall be considered. The requested company profile shall indicate a 3-year profile of rendering electrical maintenance services in the private or public sector.
COIDA Certificate	Valid COIDA Certificate
Electrical Contractor's Association Registration	ECA (SA) Registration
Licensed Electrician	Wireman's License (Labour registration will not be accepted)
CIDB Registration	2EP or 2EB (or Higher)

Timeline

1. Services will be required on an ongoing basis, as and when the need arises.
2. The contractor shall perform the required service and maintenance tasks:
 - a. Weeks days during working hours
 - b. Weeks days after hours
 - c. Saturdays
 - d. Sundays and public holidays
3. The contractor shall respond to emergency calls within 2 hours.

Pricing

The service provider shall provide a detailed cost proposal including fees and expenses. Service Providers shall provide an hourly cost breakdown for each resource per year and annual escalation fees for the duration of the contract. Fees must be quoted at an all-inclusive rate for the various levels of the proposed resources/supplies to be utilized.

NOTE: Unless otherwise stated herein, all rates should be per hour and include compensation for costs to execute the works whatever quantity is required, and should provide for parts, travel, establishment, preliminary and general costs, and all other costs associated with the execution and supervision.

Item	Skill Level	Labour Hourly Rate (VAT Incl.)
Electrical Maintenance and Repairs hours within Normal Time (08:00 - 17:00).	Skilled Labour (With Wireman's License	R
	Skilled Labour (With Trade Test only)	R
	Unskilled Labour	R
Electrical Maintenance and Repairs outside Normal Time (After 17:00).	Skilled Labour (With Wireman's License	R
	Skilled Labour (With Trade Test only)	R
	Unskilled Labour	R
Electrical Maintenance and Repairs Saturdays.	Skilled Labour (With Wireman's License	R
	Skilled Labour (With Trade Test only)	R
	Unskilled Labour	R
Electrical Maintenance and Repairs outside Normal Time (Holidays/Sundays).	Skilled Labour (With Wireman's License	R
	Skilled Labour (With Trade Test only)	R
	Unskilled Labour	R
The cost of all travelling (Rate/Kilometre).		R

Provide Markup rate for spares, equipment and consumables that may be required to restore services.

Mark up Rate per item	%
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EVALUATION CRITERIA

Pricing and Preferential Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- a. **Pricing** 80 points
- b. **Preferential Points** 20 points

Preferential Points will be awarded as per below scoring:

CRITERION	POINTS	PROOF OF CLAIM
B-BBEE Status	4	Valid B-BBEE verification certificate or an affidavit confirming micro enterprise status.
Businesses Based in the Northern Cape	4	Proof of Business Address
Ownership by Youth	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by Women	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by People with Disabilities	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders

B-BBEE Status Points will be awarded as per below:

B-BBEE STATUS	POINTS
Level 1	4
Level 2	3
Level 3	2
Level 4 and below	1
Non-compliant	0

Ownership Points for Youth, Women, and People with Disabilities will be awarded as per below:

OWNERSHIP	POINTS
Above 50%	4
Above 40%	3
Above 25%	2
Above 10%	1

MANDATORY INFORMATION TO BE SUBMITTED

The written application should be accompanied by the following minimum documentation:

- a) Central Supplier Database (CSD) Registration number.
- b) WHAG SBD 4 Form – Bidder's Disclosure.

*All current and potential creditors/contractors/consultants and other suppliers of goods and services to William Humphreys Art Gallery are required to **self-register** on the government Central Supplier Database. Please visit the CSD website www.csd.gov.za.*