



INTERSITE
ASSET INVESTMENTS

Umjantshi House | 30 Wolmarans Street | Braamfontein | Johannesburg

PROJECT DESCRIPTION: FIRE PROTECTION SYSTEMS, FIRE REPAIRS AND MAINTENANCE SERVICES AT UMJANTSHI HOUSE.

TRANSACTION: SCOPE OF WORK

SUBJECT: PROVISION OF FIRE PROTECTION SYSTEMS, FIRE REPAIRS AND MAINTENANCE AT UMJANTSHI HOUSE FOR A PERIOD OF 36 MONTHS.

DEPARTMENT: INTERSITE ASSET INVESTMENT: CAMPUS FACILITIES MANAGEMENT

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1. Introduction

Intersite Asset Investment- Campus Facilities Management is looking out for a Service Provider for the provision of fire protection systems, fire repairs and maintenance on As and When basis for a period of Thirty-six (36) months. The scope of work also comprises the replacing of faulty /non-functional fire equipment/components, repairing and maintaining the existing fire equipment.

In terms of Service Level Agreement that **Intersite Asset Investment** should ensure that assets are safeguarded. To comply with this requirement, **Campus Facilities Management** hereby invites all interested companies / Service Providers specializing in Fire systems.

Building Specifications

Building Name	Address
Umjantshi House	30 Wolmarans Street, Braamfontein. JHB

GENERAL REQUIREMENTS

The contractor should be registered with department of Employment and labour (COIDA), specifically for Fire reticulation systems and should be a licensed Fire Systems contractor.

The contractor should follow all safety rules and statutory provision for carrying the work as per relevant standards SANS 10139, SANS 14520 and OHS ACT, 1993 (act no 85 of 1993) rules and the contractor will be solely responsible for liabilities arising out of it. Prasa will not be responsible for any accident/injury and will not be able to provide any compensation thereof.



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2. SCOPE OF WORK

Repairs and maintenance of fire protection systems and fire equipment at Umjantshi House.

1. SMOKE DETECTION
2. FIRE EXTINGUISHERS AND HORSE REELS
3. FIRE PANEL SERVICING
4. SUPPRESSION SYSTEMS

Smoke Detection Systems

Remove, clean, calibrate test and where required replace detectors. All repairs and test to be carried out in line with SANS 10139, SANS 1475, SANS 14520 and other relevant standards related to fire detection and fire suppression systems.

- Fire alarm control panel
- Initiation devices
- Pull stations
- Smoke detectors
- Duct detectors
- Heat detectors
- Beam detectors
- Air aspirating or air sampling smoke detectors
- Water flow switches
- Tamper switches
- Notification devices
- Audible devices
- Strobes
- Strobes/Horns
- Dialers or communicators

Fire extinguishers and horse reels

- Pressure test
- Replenish
- Replacements



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Suppression systems

- Pressure test
- Repairs

2.1. SMOKE DETECTION SERVICE REQUIREMENTS

Every three months/Quarterly service and whenever required

- Test each zone for fire and fault conditions.
- Check all break glass manual alarm units for satisfactory operation, record location on plans (floor plans) and attach plan to maintenance report.
- Remove, clean, replace and test all detectors, record, location on plans (floor plans) and attach plan to maintenance report.
- Check all remote indicators associated with above detectors for satisfactory operation.
- Check central control unit to ensure that alarm signals are correctly received.
- Test audible alarms at control panel and in fire zones for satisfactory operation.
- Check all equipment (other than air- conditioning equipment) activated or de-activated by the detection and alarm system for operation. These include items such as door closures, electric strikes, shutters, elevator capture functions, pressure fans, etc.
- Check all visual and audible alarms associated with the zones being tested for correct operation.
- Check power supply units for satisfactory operation.
- Check each battery and clean battery terminals.
- Check that the battery charges are delivering a charge to the battery.
- Make “back-up” of application program and store on site
- Update “as-built” documentation (drawings and specifications)
- Make “back-up” of application program and store off-site.
- Respond to fire alarm defects and any fire related call-outs



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2.2 FIRE EXTINGUISHERS AND HORSE REELS REQUIREMENTS

Annual service and pressure test all types of fire extinguishers.

- Water
- Foam spray
- DCP Powder
- Carbon dioxide
- Wet Chemical

2.3 SUPPRESSION SYSTEMS

- Annual Pressure testing
- Repairs

3. Definitions

3.1 *Intersite Asset Investment*: One of the subsidiaries of Passenger Rail Agency of South Africa (PRASA) group responsible for managing the property portfolio of the group and the maintenance thereof.

3.2 Facilities Manager: A manager of **Intersite Asset Investment- Campus Facilities Management** responsible of building and infrastructure portfolio or any person authorised to act in that capacity.

3.3 PM: Project Manager

3.4 Normal Working Hours: Hours of work as determined by a wage regulating measure or statutory enactment for any trade or activity, during which the basic minimum rate of pay is applicable and excludes all time for which a higher rate of pay is obligatory. Where no wage regulating measure is in force, the hours will be 07h00 to 17h00 Mondays to Fridays excluding a daily meal break.

3.5 *Contractor*: Successful tender who is appointed by **Intersite Asset Investment- Campus Facilities Management** will be responsible to carry out the works as per this specification.



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4. Maintenance

- 4.1. All planned work will be carried out during normal working hours at the cost tendered for in the Bill of Quantities. Visits to the premises will be as scheduled for the contractor to carry out maintenance work as per the specification. Sites have visitors book which is to be properly completed by the Contractor on every visit and the reason for the visit recorded in the book.
- 4.2. The Contractor shall produce and issue to Campus Facilities Management a written report or service sheet of any testing, inspection, examination, investigation and/or assessment undertaken and execution of any repairs by the Contractor. Reports will highlight:
- the type of work or service done
 - problems experienced.
 - results of inspection
 - faults found and their priority thereof.

Quotations for any corrective work required shall be submitted to **Intersite Asset Investment-Campus Facilities Management** and on the approval of such quotations the Contractor will correct or repair accordingly.

- 4.3. Intersite Asset Investment reserves the right to conduct an independent safety and quality audit to be carried out on the work completed by the contractor. The contractor shall provide his own quality controls to ensure compliance with the specifications and any changes to legislation or regulations applicable. Possible modernisation products to upgrade or to improve the reliability and performance of the installation will be brought to the Department for consideration.

5. Contract Performance

- 5.1. The contractor will sign a service level agreement with Intersite Asset Investment. The performance of the Contractor will be discussed on the monthly basis at meetings scheduled to sit at PRASA offices. Performance Items to be discussed will include:
- the turnaround time to attend to emergency callouts.
 - planned vs. actual progress.
 - submission of reports, invoices, and other administration duties



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- payment of invoices

5.2. Services Measure and Expectations

Response Times for:

- Emergencies – within 3hrs
- Urgent - within 5hrs
- Non-Urgent - within 24hrs

6. General Information

- 6.1. The contractor shall be or have in his employment an accredited person. Proof must be supplied of the above requirements.
- 6.2. Where day to day repairs is to be undertaken, the Contractor shall first estimate the labor and material cost based on the schedule of prices, before proceeding with the job.
- 6.3. Compliance certificates to be issued on completion of all new work done at no cost to **Intersite Asset Investment**. Compliance certificates required for existing installations to be priced at the prescribed rate.

7. SAFETY AND PROVISION OF MATERIALS:

- 7.1. The contractor is responsible for supply of all material required to repair the faults as per job cards /work order.
- 7.2. All material used shall be of high standard (SABS approved)
- 7.3. The material item price shall be based on standard market related plus the percentage mark-up fee.
- 7.4. Campus Facilities Management- Maintenance Manager /Supervisor reserve the right to query price of any material that is on the material list. He /she may request that the contractor justifies a copy of the material purchased, invoices or actual quotes from reputable suppliers.
- 7.5. **Provision of a Safety File is a requirement and must be submitted prior to any work commences. The provisional amount of R6000.00 for a Safety File is included in the schedule of rates table, proof of cost will be required before the contract claim the amount.**



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8. Quality Of Work and Workmanship:

- Works with poor workmanship will not be signed off and Campus Facilities Management reserve the right to hold payments until satisfied with the quality of the works.

9. Non-Compliance:

- **Safety** – the contractor will always ensure that work is performed in accordance with all the prescribed legal prescripts.
- **NB:** No work is to be done without approval of Safety File and valid signed site access certificate being issued to the contractor. No Contractor will be allowed on site without having attended the safety Induction training and proof is to be submitted to the Project Manager.
- **Response time** – if an appointed service provider as per the General provisions of the As and When fails to adhere to the priority levels as prescribed Campus Facilities department hereby reserves the right to penalise the service provider a penalty fee of 10% of the value of the work and if this provision is continually be violated the contract will be terminated.
- **Proof of Work done**> the contractor will provide photos of before/during and after work completed with claim submitted. Photos can be submitted electronically.
- **Qualified personnel**- It is a requirement that personnel performing/overseeing works issued to the contractor be qualified in specific Trade.

10. Pre-qualification requirements

If you do not submit the following documents/information, your submission will be disqualified automatically.

- CIDB grade 3 SF or higher
- The bidder should be registered with the **South African Qualification & Certification Committee** for Fire, (SAQCC-Fire).



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11. Safety Practices & Precautions

11.1. General Safety.

- 11.1.1. It is everybody's responsibility to ensure that safety practices are adhered to the maximum to prevent personnel injury and equipment failure.
- 11.1.2. Safety Definitions and Requirements found in operation rules and procedures (OR&P) and operation maintenance manual (O&MM) are designed to provide valuable source for safety. Use them to prevent injuries and illnesses resulting from unsafe acts or unsafe conditions.
- 11.1.3. The service technician must understand the operation of the equipment and the safety measures required to service this equipment.
- 11.1.4. Do not work on any equipment unless you understand how the equipment functions and you have been informed of potential hazards.
- 11.1.5. Make sure that the Station Agent and Central Control are notified that preventative maintenance (PM) or a service will be performed on the Air conditioner units in the station.
- 11.1.6. Barricades are to be used around where the service will be performed.

12. Terms Of Payment

12.1 The terms of payment will be monthly and upon receiving the invoice, INTERSITE ASSET INVESTMENT shall pay the Contractor within 30 days. This is subject to the invoicing being both correct and free from anomalies.

12.2 All pricing information shall be exclusive of VAT.

12.3 No sub-contracting shall be permitted.

12.4 Invoices shall show the period, the lump sum for the maintenance work and the breakdown of all work for which the payment is being claimed for. All non-maintenance invoices shall be presented on a per maintenance unit basis and a fully itemized list of the work being charged for will be incorporated into the invoice. A photocopy of the worksheet which shall indicate entry and exit times from site which shall be signed by the INTERSITE ASSET INVESTMENT representative shall be attached to the invoice and any invoices submitted without this attachment and fully completed to the satisfaction of the INTERSITE ASSET INVESTMENT will be rejected.

12.5 Additional works shall be separately invoiced, and these shall be submitted monthly. Where such works are covered by the Schedules of Rates the schedules shall be strictly adhered to in preparing the invoice. Works



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authorized by INTERSITE ASSET INVESTMENT representative which falls outside the scope of the contract and the Bill of Quantities shall be invoiced separately and fully detailed with the works involved and cross referenced to the issued order number. INTERSITE ASSET INVESTMENT reserves the right to request the invoice for the material or spare parts purchased by the Contractor on the works done.

12.6 If invoices are presented which do not fully comply with the format as detailed, they will be rejected. All invoices shall portray the identity number of the maintenance unit involved and site location and VAT as a sum of money shall be included within the total monies being claimed. A schedule of accumulative costs shall be submitted each month showing the expenditure to date of non-contract repair works and misuse / vandalism as two separate totals. INTERSITE ASSET INVESTMENT will accept no liability and/or responsibility for the late payment of the invoices which have been incorrectly addressed by the Contractor.

12.7 **No** payment shall be made by INTERSITE ASSET INVESTMENT for any unauthorized service performed by the Contractor.

13. Pricing

13.1 The Contractor shall familiarize himself/herself with the present conditions of the maintenance units and submit prices; accordingly, changes to the maintenance contract rates will not be accepted.

13.2 The Contractor shall include for all costs associated with the works for his use to include plant, tools, test equipment, chemicals, sundry materials; temporary lighting, small plant and tools; temporary plant and equipment to maintain operations in breakdowns; off-loading, hoisting and handling of all materials and plant; access to the works, administration and security; transport for staff; protecting the Works; safety, health and welfare of people; removing rubbish, protective casings and coverings away from the site and cleaning the works on completion; temporary screens, hoardings, guard rails, landing barriers, scaffolding and similar items; control of noise, pollution and all other statutory obligations; all necessary attendances in connection with examination and/or tests in compliance with OHS Act Regulations and all necessary management and supervision of the Works.



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14. Pricing Schedule

14.1 Bill of Quantities

Fire Equipment list

Table 1

ITEM	DISCRIPTION	UNIT	Rate (excl Vat) Year 1	Rate (excl Vat) Year 2	Rate (excl Vat) Year 3
1	ZP 730 -2P Smoke detector including base	Each			
2	ZP2 - AF2 -S99 Addressable Fire Panel	Each			
3	Addressable MCP Including cover	Each			
4	Omni Sounder Beacon including base	Each			
5	9 KG DCP Fire Extinguisher	Each			
6	5 KG CO2 Fire Extinguisher	Each			
7	Fire hose reel complete	Each			
8	Fire Hydrant lip washer	Each			
9	Fire Hose Reel frame	Each			
10	Layflat nozzles	Each			
11	Extinguisher backing board	Each			
12	Extinguisher Bracket	Each			
13	Layflat hose	Each			
14	190 mm X 190 mm Photoluminescent sign- Red Arrow	Each			
15	190 mm X 190 mm Photoluminescent sign- Extinguisher	Each			
16	190 mm X 190 mm Photoluminescent sign- Hose Reel	Each			
17	190 mm X 190 mm	Each			



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	Photoluminescent sign- Hydrant				
18	190 mm X 190 mm Photoluminescent sign- Run- man Right	Each			
19	190 mm X 190 mm Photoluminescent sign- Run- man Left	Each			
Sub-Total Amount					



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14.2 Bill of Quantities

Service of Fire Equipment

Table 2

ITEM	DISCRIPTION	UNIT	Rate (excl Vat) Year 1	Rate (excl Vat) Year 2	Rate (excl Vat) Year 3
1	Servicing and refill 9kg Fire Extinguisher	Each			
2	Servicing and refill 5kg Fire Extinguisher	Each			
3	Servicing and refill 4.5kg Fire Extinguisher	Each			
4	Pressure test, refill and recharge 9kg fire extinguisher	Each			
5	Pressure test, refill and recharge 5kg fire extinguisher	Each			
6	Pressure test, refill and recharge 4.5kg fire extinguisher	Each			
7	Servicing Fire Hose Reel	Each			
8	Servicing Fire Hydrants	Each			
9	Servicing Fire Alarm and Smoke Detector System (Fire Panel)	Each			
10	Servicing of Smoke Detector	Each			
11	Servicing of Sprinkler system equipment	Each			
Sub Total Amount					



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Table 3: Maintenance, Service and Repairs Work Rates

				Year 1 Rates (Excl Vat)		Year 2 Rates (Excl Vat)		Year 3 Rates (Excl Vat)	
Item	Description	Unit		Rate (Excl. VAT)	Amount (Excl. VAT)	Rate (Excl. VAT)	Amount (Excl. VAT)	Rate (Excl. VAT)	Amount (Excl. VAT)
1	Provisional sum for approval of SHE Safety File	Sum		R 6 000.00	R 6000.00	Nil	Nil	Nil	Nil
2	Material/Equipment List Sub-Totals (from table 1)			Nil	R	Nil	R	Nil	R
3	Servicing/Maintenance Sub-Totals (From Table 2)			Nil	R	Nil	R	Nil	R
4	Percentage mark-up for materials that are not listed on submission of original invoice from accredited OEM/Supplier	Material	%	%	Nil	%	Nil	%	Nil
5	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during Normal working hours (07:00 – 17:00). This cost exclude material, which has previously been dealt with in this schedule.	Artisan	Rate/ hour	R	R	R	R	R	R
6		General Worker	Rate/ hour	R	R	R	R	R	R



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7	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during After working hours and Saturdays (17:00 – 07:00). This cost exclude material, which has previously been dealt with in this schedule.	Artisan	Rate/ hour	R	R	R	R	R	R
8		General Worker	Rate/ hour	R	R	R	R	R	R
9	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during Sunday and Public Holiday. This cost shall exclude material, which has previously been dealt with in this contract	Artisan	Rate/ hour	R	R	R	R	R	R
10		General Worker	Rate/ hour	R	R	R	R	R	R
11	Travel cost -from submitted proof of address of Office / Workshop to Umjantshi House		Rate/ km	R	R	R	R	R	R
	Total (Excl. VAT):				R		R		R
	Vat (15%)				R		R		R
	Total (Incl Vat)				R		R		R



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ANNEXURE 1: FINAL SUMMARY

Fire Protection Systems, Fire Repairs and Maintenance for Umjantshi House.

Pricing Schedule Summary.

Financial Year	Amount
Year 1	R
Year 2	R
Year 3	R
GRAND TOTAL	R