

SCOPE OF WORK

THE APPOINTMENT OF A SERVICE PROVIDERS FOR THE PROVISION OF GENERAL MAINTENANCE SERVICES AT CEF HOUSE FOR A PERIOD OF 12 MONTHS (1 YEAR)

1. BACKGROUND

There is a need have a panel of maintenance service providers to service CEF House with any maintenance related services. This panel will provide on demand support for faulty diagnosis, repairs and installations, ensuring minimal disruption to daily operation.

2. STATEMENT OF PURPOSE

CEF, Facilities Management Division, is seeking to appoint a service provider for the provision of maintenance services at CEF House for a period of 12 months (1 year).

The required services include general maintenance works which includes installations, repairs and maintenance throughout CEF House.

3. SPECIFICATIONS

The selected service providers will be expected to perform any form of maintenance works within the office and ad hoc services as and when required .

The General Maintenance Scope of Work is however not necessarily limited to the following activities

3.1 Painting

- Repairs and replacement of wall papers in offices
- Repainting of office walls including window seals , skirtings etc
- Repainting of the roof and sealing

3.2 Flooring

- Fixing the broken floor tiles etc
- Flooring offices with the selected type of tiling
- Removal of old flooring where requires (stripping out carpets and retiling)

3.3 General Maintenance Works

- Installation of blinds in offices
- Installation of window films (diming)
- Repairing of blinds
- Repairing cracked windows
- Repairing windows and doors that are not properly functioning
- Recommend plan of action for maintenance services works.
- Ad hoc maintenance works that may arise.

4. LOCATION

The location of the live site will be at the CEF HOUSE, 152 Ann Crescent, Strathavon, Sandton.

5. PROPOSAL REQUIREMENTS

The project proposal should include:

- a. The Company is expected to be registered with the required professional body
- b. Comprehensive Curriculum Vitae of all members of the bidding team. The CVs should indicate that the bidder has the requisite experience and expertise to undertake this type of project. For the minimum qualification requirements – see the evaluation criteria given in this document.
- c. Comprehensive costing that detail, from the perspective of the bidder, all budgetary considerations. Please ensure VAT inclusivity.
- d. In addition, the proposals must be accompanied by Company profile.
- e. The due date for proposals is as per cover page.
- f. Proposals should be submitted in line with the bid submission protocols specified by CEF Supply Chain Management.

6. EVALUATION CRITERIA

6.1 Phase 1- Mandatory Requirements

The bidder must comply with the requirements listed below and it must be noted that failure to comply with any of these requirements will lead to the bidder being disqualified from further evaluation.

No	Mandatory	Comply	Not Comply
6.1.1	The company should have a valid registration with COIDA. Attach a valid registration certificate		
6.1.2	The company must be accredited with the Master Builder Association (MBA) Attach a valid accreditation certificate.		
6.1.3	The company should have a minimum of Level 1SC CIDB registration for (Speciality Works – Painting and Decorating) and must submit a valid grading certificate at the time of closing of the tender. Attach CIDB grading certificate.		

6.1.4	The company should have a minimum of Level 1 GB CIDB registration for (General Building) and must submit a valid grading certificate at the time of closing of the tender. Attach CIDB grading certificate.		
6.1.5	Proof of public liability insurance, in the form a policy schedule/ document, in the name of bidder to the value of R500 000.00 Attach the copy of insurance / intent to insure from an accredited Financial Institution		

6.2 Phase 2 - Technical evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **70%**. It must be noted that if the Bidder does not meet the **70%** minimum threshold, the bidder will be disqualified and not be evaluated further.

Minimum Technical Threshold 70%			
Technical Information	Scoring	Proof of documents	Weighting Percentage
6.2.1 Company Experience in the industry			
Experience of the company in the field. With not less than 5 years in the General Maintenance Environment. Bidder to provide positive reference letters as proof of previous projects implemented. Reference letters must have the following; (a). Client's letterhead, (b). Period of the contract, (c). Description of services rendered, (d). Signed by the client, (f). Client Name, Email address & contact number.		Reference Letters on client's letter head	35%
5 Reference letters or more	5		
4 Reference letters	4		
3 Reference letters	3		
2 Reference letters	2		
1 Reference letters	1		
0 Reference letters	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
6.2.2 RESOURCE ALLOCATION			
KEY PERSONNEL Years of experience of key personnel to be directly responsible for implementation of this contract . Bidder to provide the following; 1. Handyman minimum NQF Level 3 with proven experience within the general maintenance environment of 8 years or above All the certificates must be certified		CV, NQF Level 3 qualification Certificate	20%
8 years or above	5		
Between 7 -8 years	4		
Between 6-7 years	3		
Between 4 -5 years	2		
Between 1- 3 years	1		
No experience	0		

b). Painter CV with minimum NQF Level 3 with proven experience within the general painting works or maintenance environment of a minimum 3 years or above experience.		CV with NQF Level 3 qualification	15%
3 Years or Above	5		
Between 1-2 Years	3		
No experience	0		

Technical Information	Scoring	Proof of documents	Weighting Percentage
6.2.3 Company OHS Plan			
OHS FILE Bidders will submit an OHS compliance plan that is aligned to the scope of work highlighting, but not limited to the following elements: • Baseline Risk Assessment, • Incident Management Plan, • OHS compliance for employees, • PPE, • Bidding company OHS policy.		Proof of OHS Plan and relevant PPE pictures	30%
OHS compliance plan addresses 5 listed points	5		
OHS compliance plan addresses 4 listed points	4		
OHS compliance plan addresses 3 listed points	3		
OHS compliance plan addresses 2 listed points	2		
OHS compliance plan addresses 1 listed points	1		
No Plan submitted	0		

6.3 Phase 3

EVALUATION CRITERIA

Bidders also will be evaluated on Price and Preference points.

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals	20
TOTAL SCORE:	100