



REQUEST FOR QUOTATION

FOR

**AIR-CONDITIONING SERVICE &
MAINTENANCE**

FOR

THE SOUTH AFRICAN REVENUE SERVICE

AT

ALBERTON CAMPUS BRANCH

EKHURULENI REGION

TABLE OF CONTENTS

SECTION 1:	INTRODUCTION AND OVERVIEW	3
SECTION 2:	SCOPE OF WORK	4
SECTION 3:	GENERAL CONDITIONS.....	16
SECTION 4:	RESPONSE TO REQUEST FOR TENDER	17
SECTION 5:	EVALUATION/ADJUDICATION OF TENDER.....	19
SECTION 6:	SUMMARY OF COSTS.....	21
SECTION 7:	BILL OF QUANTITIES	22
SECTION 8:	ANNEXURE A - SITE ATTENDANCE CERTIFICATE	34
SECTION 9:	ANNEXURE B - ACKNOWLEDGEMENT OF RFT	35

INTRODUCTION

The purpose of this document is to detail the duration of the contract and the scope of work, incorporating the tasks and responsibilities of the potential Service Provider (hereinafter, the *Service Provider*), required by the South African Revenue Service for Air-Conditioning Service and Maintenance.

1.1 BACKGROUND

The South African Revenue Service intends to outsource the Air-Conditioning System to be maintained and serviced, by a Service Provider for the South African Revenue Service, Ekurhuleni Region, Alberton Campus Branch, MacKinnon Crescent, New Redruth, Ext 6, Alberton;

The South African Revenue Service intends to enter into a Service Level Agreement with a Service Provider who is to provide the services required.

1.1.1 Interpretation / Definition:

Service: To inspect a specific device within the installed system by means of once-over checking and examination, cleaning, lubricating etc. to ensure all installations and devices are working according to manufacturers or installation specifications

Maintain: To protect a specific device within the installed system by means of physical repairs and replacement of parts and defective equipment where required by means of;

- Planned Maintenance (PM) – Scheduled repairs or
- Planned Corrective Maintenance (PCM) – Non-scheduled repairs or
- Emergency Maintenance (EM) – Break down repairs.

1.2 OVERVIEW

1.2.1 OVERVIEW OF EXISTING AIR-CONDITIONING INSTALLATION

The system consists of a central chilled water plant with air handling units in each of the two buildings, with split units in the canteen (Link Building).

1.2.2 DESCRIPTION OF SYSTEM INSTALLATIONS

Central Plant

- The central plant consists of two air cooled chillers, and a third air cooled heat recovery chiller with primary and secondary chilled water pumps.

- The chilled water pipe-work runs along the link passage between the two buildings from the Enforcement to the Assessment buildings.

Enforcement Building

- The building consists of three floors.
- There are two air handling plant rooms per floor, with three (3) air handling units per plant room, two variable volumes and one constant volume.
- Air is distributed via externally lagged sheet metal ductwork with constant volume diffusers with re-heaters; return air is via the ceiling void. The ceiling void is used as a return air plenum, except the second floor where return air is ducted back to the plant rooms.
- Fresh air is supplied from outside air handling units, adjacent to second floor plant rooms; the fresh air is pre-heated with the hot water from the heat recovery chiller.
- Toilets are mechanically ventilated by using axial fans, sheet metal ductwork and disc valves. Smoke extract, axial flow fans are installed as part of the outside air systems, in the event of a fire the dampers at the outside air units will shut and the smoke extract damper will open.

Assessment Building

- The building consists of three floors (Basement, Ground floor and First floor).
- There are eight (8) air handling plant rooms per floor (Ground and First floors), with air handling units in each plant room.
- Air is distributed via externally lagged sheet metal ductwork with constant volume diffusers with re-heaters; return air is via the ceiling void. The ceiling void is used as a return air plenum, except the First floor where return air is ducted back to the plant rooms.
- Fresh air is supplied from outside air handling units, adjacent to first floor plant rooms.
- Toilets are mechanically ventilated by using axial fans, sheet metal ductwork and disc valves. Smoke extract, axial flow fans are installed as part of the outside air systems, in the event of a fire the dampers at the outside air units will shut and the smoke extract damper will open.

Other areas

- Canteen, Link Training area and Assessment Ground floor board room North are air-conditioned with split type units.
- Shredding room is equipped with 2x extractor fans that need to be maintained.
- Assessment Training Room: Hideaway Unit with 6 ducts to be maintained

SCOPE OF WORK

The Service Provider will be required to provide the following:

2.1 PROVISION OF AIR-CONDITIONING EQUIPMENT MAINTENANCE

This is an all-inclusive preventative maintenance contract for Air-Conditioning equipment at the SARS Alberton Campus

- The maintenance contract consists of general servicing, inspection and repairing the system faults and/or replacing of defective equipment for the Air-conditioning System in accordance of the SANS 10147 & 10173 standards and norms
- The contract also caters for reactive maintenance as and when required as identified by either routine inspection or a logged work request.

A. PREVENTATIVE MAINTENANCE PROGRAM

The Preventative Maintenance Program, as described must be performed in accordance with the maintenance schedule for specified equipment as stipulated elsewhere in this document. An assigned technician and/or back up technicians must be available as required from time to time to give prompt service as required at all times as stipulated in clause 2.1.3. An account representative must be assigned to be the primary contact for communications regarding this agreement.

B. EXAMINE, ADJUST & REPAIR/REPLACE COVERED COMPONENTS

- It is expected that the Maintenance Contractor be responsible for the pro-active maintenance, replacement, repair and adjustment of any part of the equipment should it fail, or be worn beyond adequate adjustment.
- Any replacements or repairs shall be of a standard equal to the original installation and where replacement of parts is required the ordering of such materials and implementation of the necessary works shall be planned so as to suit the requirements of the installed equipment and business needs.

C. PROMPT CALL-BACK COVERAGE

- Arrangements for accepting incoming calls at the maintenance contractor's premises must be based on available telephone lines 24 hours a day, 7 days a week, 52 weeks per annum. Also read clause 2.1.3
- On receipt of a call, the maintenance contractor shall confirm to the caller the estimated time of arrival of his Engineer / Technician. Where there may be a delay, the contractor shall maintain an update with the Premises Representative or re-allocate the call to ensure another engineer can attend.
- Where the Maintenance Contractor is requested to attend to the site outside the hours of 7:00am – 6:00pm on Monday to Friday including public holidays, the contractor shall carry out all repairs necessary to reinstate the equipment to working order and all costs associated with this service will be deemed to be included by the Contractor.

D. TESTING OF SAFETY DEVICES

- Testing installations by means of prescribed test procedures or other equal and approved procedures must be carried out in accordance with the manufacturer's directions, and SANS Standards and Norms

E. RESPONSIBILITIES OF THE MAINTENANCE CONTRACTOR

1. The maintenance contractor must inform the Client in due time about progressive upgrading in accordance with any relevant new "essential health and safety requirements".
2. It is the maintenance contractor's responsibility to observe the on-going condition of the equipment with regard to safe and correct operation. The Contractor shall bring to the attention of the Client of any specific areas where periodic adjustment exceeds normal provisions with the equipment.
3. In case of a dangerous situation, the appliance shall be temporarily put "out of service" by the maintenance contractor and shall then immediately bring it to the attention of the client and thereafter take corrective maintenance action.
4. All replacement materials and other spares and equipment which are necessary in fulfilling this agreement shall be of proper grade and quality for use in the installation and compliant with the manufacturer's specifications.

5. All of the Maintenance Contractors site log cards, reports, records etc. shall be kept in an A4 lever arch file. The file and all the enclosures shall remain the property of the Client.
6. The Maintenance Contractor shall provide within the file, as a minimum the documents detailed below:
 - a) The log card with the following:
 - a schedule of maintenance visits,
 - a schedule of repairs,
 - a schedule of call outs due to breakdown or malfunction,
 - b) Planned preventative maintenance schedule
 - c) Test Certificates.
 - d) A schedule of repairs done including spares used
7. The maintenance contractor is responsible for keeping the result of each intervention due to a failure of the appliance (in particular the type of failure) in a record which shall be available to the Client on request.
8. The Maintenance Contractor shall guarantee that suitable spare parts shall be available throughout the duration of the contract within a specified time period, and to ensure that maximum downtime (read in accordance with clause 2.1.3) is not exceeded.
9. Where scheduled repairs which are likely to take longer than one operating day (i.e. eight [8] working hours) are planned, approval must first be sought from the Clients nominated representative before repair work is commenced and the equipment taken out of service. When this is the case, the maintenance contractor shall inform the Clients Representative 24 hours in advance of the planned shutdown.
10. Where unscheduled repairs resulting from failure of equipment arise and it becomes clear that they will take longer than 8 hours to complete, the Clients Representative is to be informed immediately and a forecast provided of the downtime which is anticipated.

F. GENERAL

The maintenance and service level agreement must include the general maintenance which comprises of the following:

I MAINTENANCE AND SERVICE:

The maintenance and service Agreement must include for a **(1)** full time Semi-skilled Technician and **(2)** a General Assistant on site, from Monday to Friday 07:00 to 16:00, who will attend to the following tasks:

- General cleaning and up-keep of the equipment as stipulated in the Operating and Maintenance Manual
- Cleaning of Diffusers and Filters.
- Call outs relating to equipment failures as and when required on the BMS and Air Handling units and attending to office temperatures.
- Also read sections 4.2 Management plan sub bullet 7 **and** 4.3.1 Preventative Maintenance bullet 3

II SPLIT UNITS:

The maintenance and service agreement must include for planned maintenance and will attend to the following:

- General cleaning and servicing of the equipment as stipulated in the Operating and Maintenance Manual.
- Cleaning of filters.
- Call outs relating to equipment failures as and when required on the Air-con split units where applicable

III CHILLERS UNITS:

The three "Climaveneta" chillers must be serviced on a monthly basis by the appointed service provider who will carry out this service as recommended by the supplier of the said equipment.

IV BUILDING MANAGEMENT SYSTEM (BMS);

It's required that there need to be 3 days scheduled visits per month from the Landis & Staefa Technician for a period of 7 hours per visit for the following tasks as detailed below:

(A) STANDARD BMS ITEMS:

- To examine, clean and test all Landis and Staefa control devices.
- Check and where necessary, recalibrate thermostats, temperature controls, pressure controls, relays, damper actuators, instrument and miscellaneous control system accessories.
- Verify the correct operation of control valves, dampers, speed controllers, pressure switches and control sequences.
- It shall be the service provider's responsibility to inspect the equipment and report any malfunctions.
- Check the integrity of the Desigo Software (BMS system) and the PPCL.
- Ensure that there is always as well as up-to-date back-up assistance on site by the *service provider*.
- Ensure that there is always standby and up-to-date assistance on site as well as back-up assistance by the service provider when required

(B) UNSCHEDULED ITEMS:

- If requested the *service provider* will have to make unscheduled service visits during normal working hours. Any such visit will be charged for at the standard rates applicable at the time.
- Emergency call outs shall be attended to via modem within 1 hour of receiving the complaint. If the problem cannot be attended to via modem the response time for attending to specific equipment will be within 4 hours of reporting
- Any equipment found faulty during the scheduled service visit will be charged to SARS by a proven cost plus mark-up, inclusive of VAT at 15%.
- Mileage will be extra to the cost at a specified rate given by the *service provider*.
- Also read clause 4.3 Pricing, Sub section 4.3.2 on Reactive Maintenance in this document.

2.1.1 Duration of Service.

The provision for the Air-conditioning Service and Maintenance at the South African Revenue Service, Alberton Campus [Ekurhuleni Region] office is for a period of twelve (12) months. Anticipated starting date is **to be confirmed unless** otherwise agreed upon issuing of the order. However, the South African Revenue Service has the option to terminate this service with a notice period of one (1) month, at any given time during the agreed contract period.

Termination or disqualification is considered to be when in violation of any clause or clauses whereby the contractor is not able to deliver or if he contravenes the agreed services.

2.1.2 Service Provider's Normal Working and Response Times.

Normal Service Time:

NAME OF BUILDING	WORKING DAYS/HOURS [EXCLUDING PUBLIC HOLIDAYS]	SITE ACCESSIBILITY
Alberton Campus	Monday to Friday 07:00 to 16:00	Monday to Friday 06H00 to 18H00

- The above table will assist bidders to program their activities to undertake tasks [such as systems maintenance or testing] that will be least disruptive outside the core working hours of South African Revenue Service.
- The South African Revenue Service reserves the right to request ad-hoc Maintenance and Services outside the above mentioned hours within reasonable limits.
- These tasks must be agreed with by the South African Revenue Service including the respective time frames.

2.1.3 Guaranteed Service Response Time:

2.1.3.1) Severity 1: 24 hours, 7 days a week (within 2 hours of receipt of call)

- Failures that seriously affect occupation of the client's operational effectiveness.
- Failures that constitute a danger to personnel or equipment or poses a health hazard.
- Target within 1 hour or less in case of emergencies.

2.1.3.2) Severity 2 : 06h00 to 18h00, Monday to Friday (within 3 hours of receipt of call)

- Failures that are not causing immediate danger or health hazard.
- Target within 1 to 2 hours.

2.1.3.3) Severity 3: 6h00 to 18h00, Monday to Friday (within 8 hours of receipt of call)

- Failures that affect operations, but do not seriously affect occupation or the client's operational effectiveness.
- Target within 6 to 8 hours.

2.1.3.4) Severity 4: 6h00 to 18h00, Monday to Friday (within 24 hours of receipt of call)

- These are planned activities that can be done at anytime, Project related scope of work

The response time begins when the request is logged with the Service Provider's call logging system and is stopped when the Service Provider records the time of arrival and meets with the South African Revenue Service Facilities Management Representative.

2.1.4 Call Out and Service Procedure

2.1.4.1) Response

The service provider responding to the call will be capable of investigation, restoration, and only in the case of extreme circumstances incorporate temporary alternatives to mitigate the breakdown.

2.1.4.2) Service Logbooks

- All call out times and comments shall be recorded on the call out work request form, complete with the fault condition and steps taken to remedy the problem as well as record of the name of the person who reported the problem.
- These logbooks shall be kept on site at the Facilities Department office and must be made available to the service providers on request.

2.1.5 Spares and Replacement Parts:

2.1.5.1) The contract includes all Air-conditioning service and maintenance as listed below:

- Provision of preventative maintenance, planned reactive and emergency maintenance of air-conditioning equipment, when required;
- Repairing system faults or replacing defective components such as; low pressure ductwork, diffusers, grilles, fire dampers, temperature control dampers, system controls etc. (as detailed in the sections for mandatory tasks and equipment schedules elsewhere in this document)
- The following spares must be supplied as a part of the agreement:
 - 1 12 off Code WV 250 - Panel Filters (595 x 595 x 48 mm)
 - 2 5 off Code WV – Panel filters (295 x 595 x 48 mm)
 - 3 2 off each Air Handling Plant V-belts sizes (SPA -> 1060, 1140, 1180, 1250, 1320, 1400, 1420, 1500, 1600)
- Spares and replacement parts not listed are to be excluded from this quote and if it should be required a proven cost plus mark-up % (as indicated in section 7 – Bill 2), inclusive of VAT at 15% will be charged to SARS. (Reactive Maintenance)
- Mileage will be extra as a specified rate given by the service provider.
- Also read clause 4.3 Pricing, Sub section 4.3.2 on Reactive Maintenance in this document.

2.1.6 Service Conditions:

2.1.6.1) The contract includes all Air-Conditioning Service and Maintenance activities as stipulated i.e.:

- Provision of preventative maintenance of all the installed components and equipment listed at the Alberton Campus offices and the provision of log book or the like;
- Reactive maintenance of installed Air-con components and equipment, when required, as notified through either call outs logged, work requests or routine inspection;
- Maintenance normally associated with general servicing, inspection and repairing system faults or replacing defective components such as; low pressure ductwork, diffusers, grilles, fire dampers, temperature control dampers, system controls etc.

2.1.6.2) This Scope of Work:

- Shall be undertaken in the manner stated in this document as well as the Service Level Agreement;
- Is subject to all conditions and requirements as stated in Section 3 of this document as well as any other accompanying documents in this pack.

2.2 TASKS & ACTIVITIES

2.2.1 General Requirements

- Tasks not specified in this document will be identified and associated costs to be mutually agreed in writing between the Service Provider and the South African Revenue Service.

- All written deliverables must be phrased in terms and language that can be easily understood by non-technical personnel (e.g., laypersons without subject matter expertise).
- All document deliverables must be in formats (hard copy and electronic) i.e. industry accepted standards (e.g., MS Word, MS PowerPoint, MS Project).
- The South African Revenue Service will complete a review of each submitted deliverable within the specified working days as listed elsewhere in the document / or as notified per occasion from the date of receipt.
- **A compulsory site inspection** will be held at the South African Revenue Service building as listed in section 1.1 [*DATE TBA & TIME -TBA*], to brief the Service Provider on the scope and extent of work to be executed. It is compulsory for the Service Provider to attend the site inspection(s). Automatic disqualification will apply for non-attendance.

2.2.2 Mandatory Tasks and Associated Deliverables for Preventative Maintenance

1	Air-Cooled Chillers
1.1	<u>Monthly Checks</u>
a)	Oil Level
b)	Refrigerant charge
c)	Compressor mounting rubbers/ springs
d)	Noise and vibration
e)	Operation of anti-recycle timer
f)	Operation of control thermostat
g)	Leaks on refrigerant systems
h)	Operation on condenser fans and head pressure controller
i)	Dirt on coil, brush off
j)	Head pressure
k)	Oil pressure
l)	Clean equipment
1.2	<u>12 Month Checks</u>
a)	Head pressure cut out
b)	Oil pressure cut out
c)	Suction pressure cut out and cut in
d)	Anti-freeze thermostat operation and set point
e)	Motor overload set point and operation
f)	Compressor un-loader set point
g)	Star delta/ part wind timer operation
h)	Chilled water flow switch operation
1.3	<u>12 Month Expansion Tank Checks</u>
a)	Ball valve operation and set points
b)	Mains water available
c)	System feeder line valve open
d)	Clean equipment
1.4	<u>(12 Month)</u>
a)	Acidity in oil
b)	Pressure drop across drier
c)	Condenser – efficiency
d)	Advise client of possible cost implications for action on items 1.1, 1.2 and 1.3
2	Pumps with mechanical seals
2.1	<u>Monthly Checks</u>
a)	Check drains for blockages

b)	Coupling for wear and tightness
c)	Noise and vibration
d)	Oil level
e)	Leaks on gland, advise client of possible cost implications
f)	Bearing temperature on pump and motor
g)	Mounting springs/ rubbers
h)	Flexible pipe connections, if applicable
i)	Clean equipment
2.2	(12 Months)
a)	De-rust and touch up paintwork

3	Chilled Water Air Handling Units
3.1	Monthly Checks / Air handling plant
a)	Check supply fan vee-belts for correct tension and alignment and adjust or replace if necessary
b)	Clean and flush out cooling coil drip trays and condensate drain piping and trap
c)	Check fan and motor holding down bolts for tightness
d)	Check fan and motor bearings
e)	Clean generally and touch up paint
3.2	Filter/ Air Mixing Chamber
a)	Clean/ replace air filters as necessary
b)	Check operation of all dampers (if applicable). Ensure damper operation does not restrict air flow
c)	Check cooling coil for cleanliness
d)	Clean generally and touch up paintwork
3.3	Unit Housing
a)	Check unit housing for air leaks, and seal as necessary
b)	Treat corrosion where applicable and touch up paintwork
3.4	Electrical Switch Panel
a)	Clean interior of panel and check all safety aspects
b)	Check for stable voltage and non-fluctuating current draw
c)	Ensure panel is air and water tight and lockage
d)	Check operation of run down timer
e)	Check operation of pressure switches, over-heat switch and fire stat
f)	Check fire interlock connection and operation
g)	Check and tighten all terminal screws and nuts

4	Split type AC units
a)	Check for any undue noise or vibration during unit operation
b)	Remove all filters, wash & then replace
c)	Clean all unit drip trays. (In Patch rooms)
d)	Check on the condition of the refrigerant pipes.
e)	Check refrigerant pipes for leaks.
f)	Check refrigerant charge and top up if required.
g)	Check fan speed control from the variable speed drive (where applicable).
h)	Check alignment & tension of all belt drives.
i)	Grease all bearings where applicable
j)	Check controls and re-calibrate if required.
5	Outdoor Condensing AC Units

a)	Check for any undue noise or vibration during unit operation
b)	Remove all filters, wash & then replace.
c)	Wash down and clean condenser section and pressure wash.
d)	Lubricate motors where required
e)	Check refrigerant pipes for leaks.
f)	Check refrigerant charge and top up if required.
g)	Check and record liquid and suction pressures, condenser and ambient temperatures
h)	Check operating voltage and amperages.
i)	Check alignment & tension of all belt drives.
j)	Grease all bearings where applicable.
k)	Check all electrical wiring for any loose connections.

6	Fans
a)	Check for any undue noise or vibration during unit operation.
b)	Bearings temperature
c)	Wear on fan blades
d)	Mounting springs/ rubbers
e)	Condition of canvass collars
f)	Fan tight on shaft
g)	Lubricate motors where required
h)	Check operating voltage and amperages.
i)	Check all electrical wiring for any loose connections.
j)	Clean equipment
7	Fire Dampers
a)	Check for any undue noise or vibration during unit operation.
b)	Lubricate damper bearings where required using Q20.
c)	Check that damper linkage is not loose.
8	Supply Air Diffusers
a)	Wipe diffusers with a clean dry cloth if dirty, use detergents to remove stains.
b)	Wipe ceiling tiles around diffusers, with a clean dry cloth if dirty, use detergents to remove stains
c)	Check re-heaters on diffusers

9	Electrical Panels
9.1	<u>12 Month</u>
a)	Blow out all compartments
b)	Clean exterior
c)	Check for possible deterioration of electrical wiring
9.2	<u>(12 Month)</u>
a)	Calibration of volt meters and ammeters
b)	Overload operation and set points
c)	Relays and contactor contacts
d)	Motor amperages against manufacturing data
e)	Operations and set points of seven day and star delta timers
f)	Automatic start up and stopping sequence
g)	All heater amperage to be recorded
h)	Heater safety thermostat operation, auto and manual
i)	Tightness of all electrical connections

j)	Insulation resistance
k)	Clean equipment
l)	Earth impedance
m)	Repair faulty labelling

10	Building Management System (BMS)
10.1	It is required that there needs to be 3 scheduled days a month for a period of 7 hours as detailed below;
a)	To examine, clean and test all Landis and Staefa control devices
b)	Check and where necessary, recalibrate thermostats, temperature controls, pressure controls, relays, damper actuators, instrument and miscellaneous control system accessories.
c)	Verify the correct operation of control valves, dampers, speed controllers, pressure switches and control sequences
d)	It shall be service provider's responsibility to inspect the equipment and report any malfunctions
e)	Check the integrity of the Desigo Software and the PPCL
f)	Ensure that there is always and up-to-date back-up on site as well as with the service provider
g)	If requested the service provider will have to make unscheduled service visits during normal working hours. Any such visit will be charged for at the same standard rates applicable at the time.
h)	Emergency call outs shall be attended to via modem within 1 hour of receiving the complaint. If the problem cannot be attended to via modem the response time for attending to specific equipment will be within 4 hours of reporting.
i)	Any equipment found faulty during the scheduled service visit will be charged for by proven cost plus X-% mark-up, exclusive of vat at 15% will be charged to SARS.

2.2.3 Equipment and component Schedule for Reactive Maintenance:

	DESCRIPTION	SPECIFICATION	NUMBER
1	CENTRAL PLANT		
a	Climaveneta Air-cooled Chiller	1058 Kw (439 kW)	2
b	Climaveneta Air-cooled Heat Recovery Chiller	627 kW (269 kW)	1
c	KSB Primary Chilled water pumps		3
d	KSB Variable Volume Chilled water pumps		6
e	KSB Constant Volume Hot water pumps		3
2	ENFORCEMENT BUILDING		
2.1	Ground Floor		
a	Viking Air Handling Units (2.3 m ³ - 5.5 m ³)		6
b	Trox Fire Dampers		4
c	Sound Attenuators		4
d	Trox Controllers – TVR		11
e	Trox Controller – TVJ		7
f	Trox Slot Diffusers	4800x3	1
g	Trox Swirl Diffusers	595x595	65
h	Trox Supply Air Diffusers	595x595	71
i	Trox Return Air Grilles	595x595	66

2.2	First Floor		
a	Viking Air Handling Units (3.9 m ³ - 5.8 m ³)		6
b	Sound Attenuators		4
c	Trox Controllers – TVR		13
d	Trox Controller – TVJ		6
e	Trox Swirl Diffusers	595x595	73
f	Trox Supply Air Diffusers	595x595	65
g	Trox Return Air Grilles	595x595	46
2.3	Second Floor		
a	Viking Air Handling Units (3.3 m ³ - 6.3 m ³)		6
b	Viking Air Handling Units with hot water coils (4.5 m ³ - 5 m ³)		2
c	Trox Fire Dampers		9
d	Sound Attenuators		4
e	Trox Controllers – TVR		8
f	Trox Controller – TVJ		7
g	Trox Swirl Diffusers	595x595	86
h	Trox Supply Air Diffusers	595x595	66
i	Trox Return Air Grilles	595x595	47
3	CANTEEN – TRAINING ROOM		
a	Under ceiling (heat pump) split units	LG: LVH368KLBO-10.5kW	5
b	Under ceiling (heat pump) split unit	ALLIANCE MAC 36HR 10.5kW	1
c	Assessment Training Rm: Hideaway ceiling Unit with 6 ducts	15 KW Cooling unit	1
4	CANTEEN SHOP		
a	Under ceiling (heat pump) split units	LG: LVB2464BL - 7.03kW	1
b	Under ceiling (heat pump) split units	SAMSUNG AQ24UGQ kW	1

	DESCRIPTION	SPECIFICATION	NUMBER
5	PATCH / SERVER & UPS ROOMS		
a	Excluded from this contract	None	0
6	SHREDDING ROOM		
a	Extraction System – In line tube & fan	4300 m ³ /hr – 1.99 amp – 52 db	2
b	Extraction single phase – window mounted	0.75 kW – 4,62 amp	4
7	ASSESSMENT BUILDING		
7.1	Ground Floor		
a i	Viking Air Handling Units (2 m ³ - 6 m ³)		10
a ii	Air Handling Unit AG3 (2 m ³ - 6 m ³) – not in operation		1
b	Sound Attenuators		8
c	Trox Controllers – TVR		8
d	Trox Controller – TVJ		6
e	Trox Swirl Diffusers	595x595	67
f	Trox Supply Air Diffusers	595x595	43
g	Trox Swirl Diffusers	600 dia	134
h	Trox Return Air Grilles	595x595	21
7.2	First Floor		
a	Viking Air Handling Units (2.5 m ³ - 7 m ³)		16
b	Viking Air Handling Units with hot water coils (1.5 m ³ - 5 m ³)		8
c	Trox Fire Dampers		39

d	Sound Attenuators		15
e	Trox Controllers – TVR		38
f	Trox Controller – TVJ		11
g	Trox Swirl Diffusers	595x595	42
h	Trox Supply Air Diffusers	595x595	332
i	Trox Swirl Diffusers	600 dia	4
j	Trox Return Air Grilles	595x595	171
8	ASSESSMENT GROUND FLOOR NORTH – Scan Area		
a	Hide-away split units (Board room)	LG: LBUE4885JS1 – 48kW	1
b	Mid-wall split units (Managers Office NN @ scanning area)	LG: LTUH186ELF1 – 5.3 kW	1
c	Cassette Unit (Training room next to scanning area)	LG: LTUH488DLF0 – 10.5 kW	1
9	FANS VENTILATION – ENFORCEMENT AND ASSESSMENT		
a	Dynamic Fans – Ventilation Units	CSA 560/1.5D	4
b	Dynamic Fans – Ventilation Units	LDP 560/250/12	1
10	FANS SMOKE EXTRACT – ENFORCEMENT AND ASSESSMENT		
a	Dynamic Fans (Canteen shop)	HDA 630/9	1
b	Dynamic Fans (ENF 02 N) (ASS 01 N) (ASS 01 E)	HDA 800/6	3
c	Dynamic Fans (ENF 02 S) (ASS 01 duct East)	HDA 900/6	2
d	Dynamic Fans (ASS 01 SW)	HDA 500/6	1
e	Dynamic Fans (ASS 01 SS) (ASS 01 NN)	HDA 560/3	2
f	Dynamic Fans (ASS 01 SE)	HDA 560/6	1
g	Dynamic Fans (ASS 01 NW)	HDA 630/3	1
11	ENFORCEMENT – SECURITY CONTROL ROOM		
a	Mid-wall (Cooling Unit only) Installed in the security control room	LG:LSUH1264DMO 5.8kW	1

2.2.4 Standards and Norms

Description	Relevant Standard or Norm
Adequate ventilation of plant rooms, refrigerant vapor alarms with routing of safety valve outlet pipes to outside, and the installation of refrigeration piping in occupied spaces.	SANS 10147
Manufacturing of sheet-metal work for refrigeration	SANS 1238
Installation, testing and balancing of air conditioners	SANS 10173
Medium Duty Solvent detergent cover's a concentrated alkaline liquid cleaning compound containing synthetic detergents and organic solvents, and that is intended for the cleaning of painted and unpainted surfaces, plastics surfaces, and the surfaces of equipment, walls and floors that are soiled with oil, grease and similar soils. The cleaning compound covered by this standard is not intended for the cleaning of carpets and fabrics.	SANS 1344

Labourers and supervisors must have training in compliance with unit standards specified by South African Qualifications Authority SAQA	116334, 116704, 116700, 116334
All work must comply with Occupational Health and Safety regulations	OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO. 85 OF 1993)

3. GENERAL CONDITIONS

The **Service Provider** is required to:

- I. Compulsory 2ME or above CIDB registered (mandatory) as well as the site briefing
- II. Comply with all relevant employment legislation (COIDA) and applicable bargaining council agreements, including UIF, PAYE, and T.C.C. etc.
- III. Provide Public Liability Insurance to the value of R 1 million to indemnify individuals in the event of accidents, injury or death.
- IV. Provide the necessary documentation as described and requested in points I, II and III above together with the bid application prior to the Maintenance contract being awarded. Failure to adhere will result in disqualification of the bid.
- V. Conduct business in a courteous and professional manner and in accordance with the associated industry's standards and norms regarding preventative maintenance and installation of new equipment or spares.
- VI. Ensure that all personnel working under this contract are in good health and pose no risk to any South African Revenue Service employees in case of accidents caused by ill health that may lead injuries.
- VII. Comply with the South African Revenue Service security and emergency policies, procedures and regulations (A copy of the said procedures and regulations will be available upon request).
- VIII. Ensure that all work performed and all vehicles, plant and equipment brought onto or used on site will be in compliance with the Occupational Health and Safety Act and any Regulations promulgated in terms of this Act and the standard instructions of the South African Revenue Service (Service provider will complete a H&S regulation 37.2 document).
- IX. Maintain their equipment in good order so as to comply with the South African Revenue Services' occupational health and safety standards (a copy will be available on request).
- X. Ensure that all personnel working under this contract are adequately trained with regard to the relevant systems and equipment that he/she will work on prior to the commencement of the contract.
- XI. Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified from other Service Providers, South African Revenue Service staff, etc. The South African Revenue Service reserves the right to order the immediate removal of a staff member that does not adhere to this arrangement.
- XII. Ensure that replacement fully trained staff are available should the need arise. Also read clause 2.1 A.
- XIII. Provide all personnel working under this contract with adequate and appropriate Personal Protective Equipment (**PPE**) and clothing and to ensure these items are worn at all times.

- XIV. Ensure that the South African Revenue Service is informed of any removal and replacement of personnel for security reasons.
- XV. Upon receiving an Order all staff of the contractor will be required to complete a SARS Oath of Secrecy, the South African Revenue Service reserves the right to vet all personnel working under this contract.
- XVI. Provide management reports to the South African Revenue Service's Facilities Manager on a monthly basis. The document shall report on various services and shall cover all work performed and completed during the month.

The **South African Revenue Service** shall:

- Conduct business in a courteous and professional manner with the Service Provider.
- Provide appropriate information as and when required and only in situations where it is required by the Service Provider to fulfil their duties.
- Not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract.
- Not accept any responsibility of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- Not be liable to provide storage facilities in respect of spares, equipment, tools, or personal belongings of the service provider or his personnel.

4. RESPONSE TO REQUEST FOR TENDER

4.1 GENERAL REQUIREMENTS

The Service Provider must:

- Complete and submit documents under Section 6 titled "Schedules of Rates" and this document in its entirety.
- Submit all documentation as stipulated in Section 3 starting on page 16.
- Ensure that all relevant annexes are completed and/or signed and submitted.

4.2 TECHNICAL & FUNCTIONAL

The Service Provider must furnish the following information as part of the tender response: As indicted under 5. **TECHNICAL EVALUATION / ADJUDICATION OF QUOTATION**

4.3 PRICING

- The contract period for this service is for twelve (12) months however, the Service Provider is to provide a cost based schedule of rates as per bill of quantities, for the duration of the contract.
- The Service Provider must consider the following when pricing. Pricing is broken down into two components:

4.3.1) Preventative Maintenance

- The contract period for this service as stipulated is to provide a price schedule as per section 7 of this document based on preventative maintenance on all Air-conditioning associated equipment as specified in Section 2.2.2 (i.e):
 - Air Cooled Chillers & Heat Recovery Plant
 - Water Pumps
 - Chilled Water Air Handling Units
 - Split Type AC Units
 - Fans
 - Control Equipment
 - Air Diffusion Equipment
 - Electrical Panels
 - Building Management System
- This price is to include for the above components including all travel, tests, equipment and small materials as required.
- This price is to include for the service provider to employ 2x full time employees, competent to undertake the duties as specified in *Section 2: Scope of Work*, including interpreting the on-site Operational Maintenance Manuals, to fulfil the activities as stipulated in this document. (also read clause **2.1** Scope of work **F** General **I** Maintenance and Service).
- The Service Provider is to provide a cost, based on the schedule of rates as per bill of quantities, for the duration of the contract, on a monthly basis inclusive of the annual price increase stipulated in Section 6.2.
- The timing of payments shall be negotiated and agreed with the most responsive tender.

4.3.2) **Reactive and Emergency Maintenance** (refer to Schedule of Rates)

- The relevant cost implications will be calculated using the rates schedule included in the bill of quantity
- The yearly anniversary date referred to in the above point will be considered to be the date on which the official purchase order was issued to the successful bidder.
- Provision must be allowed for ***non-scheduled*** reactive and emergency maintenance, provided that the contractor will discuss this with the relevant SARS facilities manager and submit a quotation (cost indication) before the repairs is conducted. (Refer to Section 2.1 "Scope of Work")
- Where it is imperative that the contractor takes instruction from the facilities manager and acts immediately in the interests of the Employer to avoid abortive work or fruitless expenditure, it is mandatory for the service provider to advise the facilities manager telephonically of the cost implication, preferably before proceeding with the work.
- Where there are no scheduled rates the calculation will be based on the rates generally applicable to the industry, which will become the agreed ***non-scheduled*** item rates.
- SARS reserves the right to verify and test non-scheduled and or emergency costs against the "Merkel's" system.
- Performance base criteria will be applicable on all possible disqualification clauses as described in the different subsections of this document. Refer to Section 5 for more detail.

- The Service Provider's price must be based on a fixed monthly price for the duration of the contract (also see section 6.2). Rates are to include for labour, material, overhead profits, etc.
- To ensure that all rates include for all costs deemed necessary as no additional costs will be admitted later.
- The total tendered amount, extended rates and prices must include Value Added Tax (VAT)
- The South African Revenue Service may require breakdown of rates on any of the items priced and the Service Provider is to provide same without any additional cost.
- The Service Provider must complete and submit the full document under Section 6 titled "Schedule of Rates".

5. TECHNICAL EVALUATION / ADJUDICATION OF QUOTATION

- This RFQ is subject to a technical evaluation, and only bidders that score **65%** or more for technical functionality will advance and be evaluated further in terms of the PPPFA.
- Evaluation of the quotation responses will be adjudicated in different categories based on predetermined weightings. The following table explains each category that will be used for the evaluation of the tender and defined with the weight of evaluation in the adjacent column.

5.1 Disqualification will take with immediate effect in terms of this agreement if any and or several of the required set conditions below are not adhered to:

#	MANDATORY CRITERIA	Qualified or Disqualified
1	Compulsory site visit	Yes
2	CIDB registration is compulsory, minimum rating of 2ME and above	Yes
3	Comply/ Valid COIDA	Yes
4	Public liability of R 1m or letter of intent	Yes

TECHNICAL EVALUATION CRITERIA

Evaluation Area	Evaluation Criteria – Documents required	Weighting
Companies Experience/ Company Profile in HVAC maintenance	The bidder must submit a comprehensive company profile: Company profile containing background, history, demonstrating capability and experience in HVAC maintenance. • Company Organogram including number of staff complement and their experience profile. (3) • List location of branches in South Africa for HVAC capabilities. (2) • Number of years' experience in HVAC maintenance. -Less than 5 years' experience (5) -5-10 years' experience (10) -Over 10 years' experience (15)	20
Qualification and CV of Staff member	Copy of qualification to be submitted <u>Mechanics/Artisan</u> • N6 of Higher certificate for Mechanical Degree/ Diploma in Mechanical Engineering and Mechanical trade test certificate accompanied by CV= (20) <u>Assistant Mechanics /Assistant Artisan</u> • N3)/ Grade 12, accompanied by CV = (10)	30
References	Positive Client endorsement references in respect of similar services rendered: Example HVAC service, installation, and maintenances letters (not older than 5 years). • One reference provided (5) • Two references provided (10) • Three references provided (20)	20
Contingency planning	• Strategy plan in case of shortage of spares and materials via regular suppliers (5) • Staff contingency in respect of absenteeism irrespective of illness or Union related matters (5) • Contingency in respect of equipment failure (5) • Contingency in respect of vehicle breakdowns (5)	20
Project plan	• Detailed Project plan on how HVAC maintenance will be implemented. (Project plan submitted =10) • (Project plan not submitted =0)	10
	TOTAL	100
Contractors to score a minimum of 65 points in order to proceed to pricing		

SUMMARY OF COSTS

No.	DESCRIPTION	TOTAL PRICE	
		R	C
AIR-CONDITIONING EQUIPMENT SERVICING (PREVENTATIVE MAINTENANCE)			
6.1	TOTAL TENDERED AMOUNT INCLUSIVE OF VAT TOTAL CARRIED FROM SECTION 7 , BILL No. 1, PAGE 33		

6.2	TOTAL TENDERED CONTRACT AMOUNT INCLUSIVE OF VAT FOR FULL LENGTH OF CONTRACT			
YEAR	Description	QTY	RATE	ANNUAL TOTAL
1	MAINTENANCE AND SERVICE.	12 months		
2	PROVISION FOR UNFORESEEN REACTIVE, CORRECTIVE AND EMERGENCY MAINTENANCE (Items not covered by planned maintenance i.e. Non-scheduled expenses. To be dealt with on Quotation basis as and when required.) Also see Schedule 7 Bill 3 (L)		300 000.00	300 000.00
	SUB TOTAL			
	ADD VAT @ 15%			
	ACCUMULATED TOTAL TENDERED PRICE – R.....			

BILL OF QUANTITIES**SARS - ALBERTON CAMPUS
AIRCONDITIONING MAINTENANCE**

INDEX		PAGE/S
BILL NO 1 - AIRCONDITIONING EQUIPMENT SERVICING (PREVENTATIVE MAINTENANCE)		24 - 32
BILL NO 1 - SUMMARY PAGE		33
BILL NO 2 - AIRCONDITIONING EQUIPMENT (REACTIVE MAINTENANCE)		34
BILL NO 3 - CALL OUT (REACTIVE MAINTENANCE)		35

SCHEDULE 7: BILL NO. 1 AIRCONDITIONING EQUIPMENT SERVICING PREVENTATIVE MAINTENANCE		QTY	UNIT	RATE	TOTAL
1	<u>A) AIR CHILLERS (3 -off) – [2x COOLERS & 1X HEATING]</u>				
1.1	<u>Monthly Checks</u>	X12			
a	Oil Level				
b	Refrigerant charge				
c	Compressor mounting rubbers/ springs				
d	Noise and vibration				
e	Operation of anti-recycle timer				
f	Operation of control thermostat				
g	Leaks on refrigerant systems				
h	Operation on condenser fans and head pressure controller				
i	Dirt on coil, brush off				
j	Head pressure				
k	Oil pressure				
l	Clean equipment				
1.2	<u>Quarterly Checks</u>	X4			
a	Head pressure cut out				
b	Oil pressure cut out				
c	Suction pressure cut out and cut in				
d	Anti-freeze thermostat operation and set point				
e	Motor overload set point and operation				
f	Compressor unloader set point				
g	Star delta/ part wind timer operation				
h	Chilled water flow switch operation				
i	Full service				

	<u>Quarterly Expansion tank Checks</u>	X4			
a	Ball valve operation and set points				
b	Mains water available				
c	System feeder line valve open				
d	Clean equipment				
	<u>12 Monthly Checks</u>	X12			
a	Acidity in oil				
b	Pressure drop across drier				
c	Condenser – efficiency				
d	Major Service				
CARRIED TO SUMMARY PAGE 33				R	

SCHEDULE 7: BILL NO. 1 AIRCONDITIONING EQUIPMENT SERVICING PREVENTATIVE MAINTENANCE		QTY	UNIT	RATE	TOTAL
	<u>B) WATER PUMPS (12 - off)</u>				
	<u>Monthly Checks</u>	X12			
a	Check drains for blockages				
b	Coupling for wear and tightness				
c	Noise and vibration				
d	Oil level				
e	Leaks on gland, advise client of possible cost implications				
f	Bearing temperature on pump and motor				
g	Mounting springs/ rubbers				
h	Flexible pipe connections, if applicable				
i	Clean equipment				
	<u>12 Monthly</u>				
a	De-rust and touch up paintwork	0			
b	Major Service	X1			
CARRIED TO SUMMARY PAGE 33				R	

SCHEDULE 7: BILL NO. 1 AIRCONDITIONING EQUIPMENT SERVICING PREVENTATIVE MAINTENANCE		QTY	UNIT	RATE	TOTAL
	<u>C) CHILLED WATER AIR HANDLING UNITS (55 - off)</u>				
	<u>Air handling plant.</u> (Monthly Checks)	X12			
A	Check supply fan V-belts for correct tension and alignment and adjust or replace if necessary				
B	Clean and flush out cooling coil drip trays and condensate drain piping and trap				
C	Check fan and motor holding down bolts for tightness				
D	Check fan and motor bearings				
E	Clean generally and touch up paint				
F	Major Service				
	<u>Filter/ Air Mixing Chamber.</u> (12 Month)	X12			
A	Clean/ replace air filters as necessary				
B	Check operation of all dampers (if applicable). Ensure damper operation does not restrict air flow				
C	Check cooling coil for cleanliness				
D	Clean generally and touch up paintwork				
	<u>Unit Housing.</u> (12 Month)	X12			
A	Check unit housing for air leaks, and seal as necessary				
B	Treat corrosion where applicable and touch up paintwork				
	<u>Electrical Switch Panel.</u> (12 Month)	X12			
A	Clean interior of panel and check all safety aspects				
B	Check for stable voltage and non-fluctuating current draw				
C	Ensure panel is air and water tight and lockage				
D	Check operation of run down timer				
E	Check operation of pressure switches, over-heat switch and fire stat				
F	Check fire interlock connection and operation				
G	Check and tighten all terminal screws and nuts				
CARRIED TO SUMMARY PAGE 33					R

SCHEDULE 7: BILL NO. 1 AIRCONDITIONING EQUIPMENT SERVICING	QTY	UNIT	RATE	TOTAL
---	-----	------	------	-------

PREVENTATIVE MAINTENANCE					
	D) SPLIT & CEILING TYPE AC UNITS (12 - off)				
	Internal Evaporator AC Units – (12 month)	X12			
a	Check for any undue noise or vibration during unit operation.				
b	Remove all filters, wash & then replace.				
c	Clean all unit drip trays. (where applicable)				
d	Check on the condition of the refrigerant pipes.				
e	Check refrigerant pipes for leaks.				
f	Check refrigerant charge and top up if required.				
g	Check fan speed control from the variable speed drive (where applicable).				
h	Check alignment & tension of all belt drives.				
i	Grease all bearings where applicable.				
j	Check controls and re-calibrate if required.				
k	Major Service				
	Outdoor Condensing AC Units (12 - off)– (12 month)	X12			
a	Check for any undue noise or vibration during unit operation.				
b	Remove all filters, wash & then replace.				
c	Wash down and clean condenser section and pressure wash.				
d	Lubricate motors where required.				
e	Check refrigerant pipes for leaks.				
f	Check refrigerant charge and top up if required.				
g	Check and record liquid and suction pressures, condenser and ambient temperatures				
h	Check operating voltage and amperages.				
i	Check alignment & tension of all belt drives.				
j	Grease all bearings where applicable.				
k	Check all electrical wiring for any loose connections.				
l	Major Service				
CARRIED TO SUMMARY PAGE 33				R	

SCHEDULE 7: BILL NO. 1 AIRCONDITIONING EQUIPMENT SERVICING	QTY	UNIT	RATE	TOTAL
---	-----	------	------	-------

PREVENTATIVE MAINTENANCE					
<u>E) FANS (22 – off in total)</u>					
This include 15 System, 1 Canteen and 6 shredding room fan units					
<u>Monthly Tasks</u>		X12			
A	Check for any undue noise or vibration during unit operation.				
B	Bearings temperature				
C	Wear on fan blades				
D	Mounting springs/ rubbers				
E	Condition of canvass collars				
F	Fan tight on shaft				
G	Lubricate motors where required.				
H	Check operating voltage and amperages.				
I	Check all electrical wiring for any loose connections.				
J	Clean equipment				
K	Test for correct operation (with smoke detection in the case of smoke fans)				
<u>12 Month</u>		X1			
A	Major Service				
CARRIED TO SUMMARY PAGE 33				R	

SCHEDULE 7: BILL NO. 1 AIRCONDITIONING EQUIPMENT SERVICING	QTY	UNIT	RATE	TOTAL
---	-----	------	------	-------

PREVENTATIVE MAINTENANCE				
	<u>F) CONTROL EQUIPMENT</u>			
	Fire Dampers (52 off) <u>Quarterly</u>	X2		
a	Check for any undue noise or vibration during unit operation.			
b	Lubricate damper bearings where required using Q20 lubricant.			
c	Check that damper linkage is not loose.			
	Trox Controllers (TVR / TVJ) (115 off) <u>Quarterly</u>	X2		
a	Check that controllers are functioning properly			
CARRIED TO SUMMARY PAGE 33				
R				

SCHEDULE 7: BILL NO. 1 AIRCONDITIONING EQUIPMENT SERVICING PREVENTATIVE MAINTENANCE		QTY	UNIT	RATE	TOTAL
	G) AIR DIFFUSION EQUIPMENT				

	Supply Air Diffusers (Ceilings) Trox (911 off) <u>To be done every 4 month</u>	X4			
A	Wipe diffusers with a clean dry cloth if dirty, use detergents to remove stains				
B	Wipe ceiling tiles around diffusers, with a clean dry cloth if dirty, use detergents to remove stains				
C	Inspect re-heaters on diffusers (inform client of costs should equipment require repair or replacement)				
	Supply Air Diffusers Swirl Trox (600 dia) (138 off) <u>To be done every 4 month</u>	X4			
A	Wipe diffusers with a clean dry cloth if dirty, use detergents to remove stains				
	Return Air Grilles (Ceilings) Trox (351 off) <u>To be done every 4 month</u>	X4			
A	Wipe Grilles with a clean dry cloth if dirty, use detergents to remove stains, Remove grilles and wash out if required				
B	Wipe ceiling tiles around diffusers, with a clean dry cloth if dirty, use detergents to remove stains				
	<u>H) FULL TIME SITE EMPLOYEES</u> Supply 2x full time daily employees on site from Monday to Friday from 07:00 to 16:00 to assist and conduct stipulated tasks. (Also read clause 2.1 Scope of work F General I Maintenance and Service)				
CARRIED TO SUMMARY PAGE 33					R

SCHEDULE 7: BILL NO. 1 AIRCONDITIONING EQUIPMENT SERVICING PREVENTATIVE MAINTENANCE		QTY	UNIT	RATE	TOTAL
	<u>I) ELECTRICAL PANELS</u>				
	<u>4 month</u>	X4			
A	Blow out all compartments				
B	Clean exterior				
C	Check for possible deterioration of electrical wiring				
	<u>4 Month</u>	X4			
A	Calibration of volt meters and ammeters				
B	Overload operation and set points				
C	Relays and contactor contacts				
D	Motor amperages against manufacturing data				
E	Operations and set points of seven day and star delta timers				
F	Automatic start up and stopping sequence				
G	All heater amperage to be recorded				
h	Heater safety thermostat operation, auto and manual				
i	Tightness of all electrical connections				
j	Insulation resistance				
k	Clean equipment				
l	Earth impedance				
a	Repair faulty labelling				
CARRIED TO SUMMARY PAGE 33				R	

SCHEDULE 7: BILL NO. 1 AIRCONDITIONING EQUIPMENT SERVICING PREVENTATIVE MAINTENANCE		QTY	UNIT	RATE	TOTAL
	J) BUILDING MANAGEMENT SYSTEM. (BMS PC Controlling system) It's required that there be 3 scheduled full-day site visits per month for a period of 7 hours per day as detailed below:				
	Make provision for the 3x BMS technician – see paragraph 1 page 7 in bold				
a	To examine, clean and test all Landis and Staefa control devises.				
b	Check and where necessary, recalibrate thermostats, temperature controls, pressure controls, relays, damper actuators, instrument and miscellaneous, control system accessories.				
c	Verify the correct operation of control valves, dampers, speed controllers, pressure switches and control sequences.				
d	It shall be service provider's responsibility to inspect the equipment and report any malfunctions.				
e	Check the integrity of the Desigo Software and the PPCL.				
f	Ensure that there is always and up-to-date back-up on site as well as in with the <i>service provider</i> .				
	BMS - Unscheduled Items:				
i	If requested the <i>service provider</i> will have to make unscheduled service visits during normal working hours. Any such visit will be charged for at the standard rates applicable at the time.				
ii	Emergency call outs shall be attended to via modem within 1 hour of receiving the complaint. If the problem cannot be attended to via modem the response time for attending to specific equipment will be within 4 hours of the reporting.				
iii	Any equipment found faulty during the scheduled service visit or inspection will be charged for by a proven cost. Mileage will be extra to the cost at a specified rate given by the <i>service provider</i> . Where there are no scheduled rates the calculation will be based on the rates generally applicable to the industry, which will become the agreed non-scheduled item rates. (herewith also read Sections 2.1, 4.3.2 bullet 3 & 6.2)	0	0		
CARRIED TO SUMMARY PAGE 33				R	

SUMMARY PAGE FOR SCHEDULE 7: **BILL NO. 1**

PREVENTATIVE MAINTENANCE

PRICE SUMMARYA) AIR COOLED CHILLERS – *page 24*

R

B) WATER PUMPS – *page 25*

R

C) CHILLED WATER AIR HANDLING UNITS – *page 26*

R

D) SPLIT TYPE AC UNITS – *page 27*

R

E) FANS – *page 28*

R

F) CONTROL EQUIPMENT – *page 29*

R

G) AIR DIFFUSION EQUIPMENT – *page 30*

R

H) FULL TIME SITE EMPLOYEE – *page 30*

R

I) ELECTRICAL PANELS – *page 31*

R

J) BUILDING MANAGEMENT SYSTEM – *page 32*

R

SUB TOTAL

R

VALUE ADDED TAX @ 15%

R

**TOTAL TENDER PRICE FOR BILL No. 1
CARRIED TO SECTION 6.1, PAGE 22****R**

SCHEDULE 7, BILL NO. 2 AIRCONDITIONING EQUIPMENT REACTIVE MAINTENANCE – RATES BILL ONLY		QTY	UNIT	RATE
	NOTE: Bidders are requested to provide a rate price (inclusive of VAT) only for the following items The rates will be analyzed and evaluated against overall tender.			
1	Climaveneta Air-cooled Chiller	1	No.	
2	Climaveneta Air-cooled Heat Recovery Chiller	1	No.	
3	KSB Primary Chilled water pumps	1	No.	
4	KSB Variable Volume Chilled water pumps	1	No.	
5	KSB Constant Volume Hot water pumps	1	No.	
6	Sound Attenuators	1	No.	
7	Trox Controllers – TVR	1	No.	
8	Trox Controller – TVJ	1	No.	
9	Trox Slot Diffusers	1	No.	
10	Trox Swirl Diffusers	1	No.	
11	Trox Supply Air Diffusers	1	No.	
12	Trox Return Air Grilles	1	No.	
13	Viking Air Handling Units (2.3 m ³ - 5.5 m ³)	1	No.	
14	Viking Air Handling Units (3.9 m ³ - 5.8 m ³)	1	No.	
15	Viking Air Handling Units (3.3 m ³ - 6.3 m ³)	1	No.	
16	Viking Air Handling Units (2 m ³ - 6 m ³)	1	No.	
17	Viking Air Handling Units with hot water coils (4.5 m ³ - 5 m ³)	1	No.	
18	Viking Air Handling Units (2.3 m ³ - 5.5 m ³)	1	No.	
19	Under ceiling (heat pump) split unit- LG:LVH368KLBO-10.5kW (Canteen Training)	1	No.	
20	Under ceiling (heat pump) split unit- ALLIANCE MAC 36 -10.5kW (Training Room)	1	No.	
21	Under ceiling (heat pump) split units - LG: LVB2464BL -7.03kW (Canteen Shop)	1	No.	
22	Hide-away split units - LG: LBUE4885JS1 – 48kW (Board room)	1	No.	
23	Mid-wall split units - LG: LTUH186ELF1 – 5.3kW (Mngr's office scanning area)	1	No.	
24	Cassette Unit - LG: LTUH186ELF1 – 10.5kW (Training room next to scanning)			
25	Under ceiling (heat pump) units – SAMSUNG AQ24UGQ 7kW (Canteen Shop)			
26	Extraction units - Fan and inline tube 4300m3/hr – 1.99 amp – 52db noise level	1	No.	
27	Dynamic Fans – CSA 560/1.5D	1	No.	
28	Dynamic Fans – LDP 560/250/12	1	No.	
29	Dynamic Fans – HDA 630/9	1	No.	
30	Dynamic Fans – HDA 800/6	1	No.	
31	Dynamic Fans – HDA 900/6	1	No.	
32	Dynamic Fans – HDA 500/6	1	No.	
33	Dynamic Fans – HDA 560/3	1	No.	
34	Dynamic Fans – HDA 560/6	1	No.	
35	Dynamic Fans – HDA 630/3	1	No.	
36	Inline tube & fan extractor 4300m3/hr 1.99amp 52db (shredding room)	1	No.	
37	Single phase extractor- window/wall mounted 0.75kW 4.62amp (shredding room)	1	No.	

SCHEDULE 7: BILL NO. 3 CALL OUTS – REACTIVE MAINTENANCE – RATES BILL ONLY				
Item	Description	QTY	UNIT	RATE
	NOTE: - Bidders are requested to provide a rate price (inclusive of VAT) only for the following items. - The rates will be analysed and evaluated against the overall tender. Call Out Rates: (Also See page 6 - 2.1.4)			
a)	Critical – 2 hour response – 24 hours, 7 days a week	1	hr	
b)	Critical – 3 hours response, 06h00 – 18h00, Monday to Friday	1	hr	
c)	Non Critical – 6-8 hours response, 06h00 – 18h00, Monday to Friday	1	hr	
	<u>Labour charge out rate for non scheduled items:</u>			
d)	Travelling Time	1	hr	
e)	Contract Manager	1	hr	
f)	Foreman	1	hr	
g)	Supervisor	1	hr	
h)	Technician	1	hr	
i)	Technician's Assistant	1	hr	
j)	Unskilled Labour	1	hr	
k)	Percentage mark up on non-scheduled material (also read section 2.1.5.2)	1	%	
l)	Provisional minimum estimate amount for reactive maintenance based on industrial Norms. Baseline preventative and emergency maintenance. See page 23	1	1	200 000.00

ANNEXURE - A

SITE ATTENDANCE CERTIFICATE

AIR-CONDITIONING SYSTEM – SITE INSPECTION:

This is to certify that _____ (representatives name) of _____ (the service provider) attended the compulsory site inspection meeting on _____, and are therefore familiar with the circumstances and the extent of the service to be rendered as stipulated in this document.

Signed at _____ on the _____ day of _____ 2021

(1) for the South African Revenue Service

(2) for the South African Revenue Service

for Service Provider

ANNEXURE - B

ACKNOWLEDGEMENT

ACKNOWLEDGEMENT OF REQUEST FOR QUOTATION FOR THE AIR- CONDITIONING SYSTEM AT THE SARS ALBERTON CAMPUS

I/We _____ having examined the Request for Tender Document and all other information available prior to the closing date, hereby offer to execute, complete and maintain the whole of the said works and to supply all the requisite services in conformity with the previously mentioned Documents.

Name of Service Provider: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Company Stamp: _____