



Head Office:

Eco Glades 2, 420 Witch Hazel Avenue, Eco Park, Centurion, 0169
Private Bag X31, Highveld Park, 0169
Tel: +27 12 003 1400 | Fax: +27 12 661 0074
Email: clientsupport@fpb.org.za | Website: www.fpb.org.za



REQUEST FOR QUOTATIONS:

RFQ No: 05/09/21

From: Supply Chain Management

Contact Person: Lastar Makhubela

Tel: 012 003 1400

Fax: 086 645 9286

Date: 16/09/2021

Lastar.Makhubela@fpb.org.za

REFERENCE NO: 05/09/21

You are hereby invited to submit a quotation as per the specification indicated below/attached. Please provide a written quotation to the above-named contact person in the Supply Chain Unit at Film and Publication Board on or before the closing date and time as indicated below. Please read the notes below before completing your quotation.

FAILURE TO SPECIFICALLY QUOTE AS PER THE SPECIFICATION AND COMPLYING WITH THE LISTED INSTRUCTIONS WILL RESULT IN YOUR QUOTATION BEING DISQUALIFIED. PLEASE ENSURE THAT YOUR QUOTATION PROVIDES THE DETAIL AS PER SPECIFICATION FAILING WHICH IT WILL BE DISQUALIFIED.

Expected date of delivery	As soon as possible
Time:	-
Venue:	Office number 301H, 3 rd Floor, 9 long building, Long street, Cape Town
Type:	Office maintenance
Detailed Specification Requirement	

1.BACKGROUND

The film and Publication board seeks a suitable maintenance service provider to provide repair and maintenance services set in the scope of work below to the FPB Cape Town Regional Office for a period of 12 months.

2.TASK OBJECTIVES

The objective of this service provider is to obtain the services from a reputable, experienced, and qualified service provider who can provide efficient repair and maintenance services to the FPB offices as set below in the scope of work.

3.SCOPE OF WORK

The service provider shall provide repair, maintenance and installation services for the following work in the FPB Cape Town Regional Office:

3.1WORK DETAILS

i) Electrical

Bi-Monthly routine checkup of all the electrical System & appliances: Defective bulbs, tube lights, parameter lights, fans, switches, sockets, plug points, short circuiting/Tripping lines, re-wiring, managing tangled wires, load balancing and any other job.

A thorough checking up to all the electrical systems which includes cleaning of all panel junctions, tightening of all connections, checking/cleaning/greasing of all contracts, checking of Main Circuit Breakers (MCB's).

Maintenance of the office high voltage transformer, main electric meters, main power supply.

Installation of various electrical equipment where necessary. (The service provider to buy the electricity appliances that needs to be replaced)

While installing power consumption electrical devices as and when required (i.e. Heater, Electric boiler, etc) the service provider should assess electric current load between each electric phase to ensure electric load is equally shared in each phase to avoid accident.

Be able to repair or arrange to repair all kinds of electronic and electrical items.

3.2 General maintenance

Bi-Monthly routine checkup for all the general maintenance & repair work. The work includes maintenance of flooring (vinyl, tile, carpet) in case that it needs to be replaced, aluminum blinds as outlined in annexure "A".

3.3 Plumbing

Repair of leakages from pipelines internally, drains, removal of blockage in the pipelines using pressure pump if necessary, etc.

- ☐ Pipelines (Cold and Hot water supply pipeline in the kitchen)
- ☐ Wash basin/Sink leakage repair
- ☐ Tap repair & replacement (service provider will be required to buy)
- ☐ Removal of blockage in the pipeline using pressure pump

3.4 Carpentry

The service provider will do the Carpentry work on as & when required basis which will include:

- ☐ Repair of desk, chair, cupboards
- ☐ Repair Windows & door disorder
- ☐ Door Frame and Door Lock
- ☐ Fixing aluminum frames for doors,
- ☐ Repair of desk, chair, windows/door disorder, doorframe, door lock, sealing doors and window.

3.5 Pest Control

- ☐ provide odorless pests control treatment suitable for application inside office space every 6 months

4. TIME FRAME

The service provider must be able to provide the services requested on the following priority basis:

Urgent -100% of all reported faults, which have health and safety implication to be dealt within 2 hours of notification.

Essential -100% of other minor faults to be dealt with in 2 working days.

Desirable - To respond to all requests for advice and assistance on non-urgent cases within three working days.

5. REQUIREMENTS

- i. Service provider must have at least 12 months experience having provided building, maintenance and repairs.
- ii. Service provider must submit a reference letter confirming services rendered
- iii. Service provider must demonstrate their ability to dedicate personnel to conduct regular, preventative bi-monthly checks as per the scope of work outlined in annexure "A".
- iv. Service provider will be required to generate job cards for all works carried out.

- v. Service provider must confirm their ability to provide skilled laborer's for all the work areas(Electrical, plumbing, and generator maintenance) – please attach a short employee profile.
- vi. Quotations can be provided using the estimate of works to be carried out as per annexure “A” attached.

Annexure “A”

Category	Schedule of works	Quotation notes
Preventative Maintenance:	1) Bi-Monthly office inspections: a) Electrical inspection i) check all plug points are functional and report faults and carryout necessary minor repairs. ii) inspect 2 electrical DB Boards and ensure all switches are labelled and working correctly and electrical load. iii) replacement of blown light bulbs in the office with the following estimated bulb replacements: • Down lights bulb • Long Fluorescent tube • Short Fluorescent tube b) Plumbing inspection i) Inspection of kitchen and bathroom taps and sink drains for leaks and advise on necessary repairs ii) Inspection of hydro boiler and ensure they are operational and advise on necessary repairs. c) Carpentry: i) Conduct possible repairs on all minor carpentry work as reported. ii) Check all doors and windows for defects and repair as needed iii) Inspect all door frames and locks and advise on necessary repairs if they cannot be repaired on site.	- Please provide a fixed call out fee standard quotation for the scheduled preventative maintenance as per the outlined bi-monthly works to be carried out (i.e. rate per day * 6months in a year) - Provide a quote on the estimated replacement of: ○ 50 Long Fluorescent Tubes ○ 20 Short Fluorescent Tubes ○ 30 Down Lights

	d) General Maintenance: i) Check all flooring fixtures and ensure there are no trip hazards (i.e. loose tile, peeling carpets, and laminate flooring fixture) ii) Check blinds are fixed properly and repair where necessary iii) Cupboards and desks are working properly and carry out the necessary minor repairs	
Material costs	All parts necessary for any repairs/maintenance to be purchased by service provider and accounted for on the job card and invoice with actual cost of parts + markup %	Please provide a fixed percentage markup for parts to be purchased for the necessary repair work
Unplanned maintenance	From time to time the FPB may call on the service provider to provide repairs/maintenance on unplanned works and indicate these in accordance with the timeframes (i.e. Urgent, essential, desirable) The number and skill level of personnel to be assigned on site to attend the call out must be determined by the Service provider following an assessment of the work. It is estimated that at least 15 unplanned call outs may be required and per call out an estimated 1 skilled worker with 2 unskilled laborers would be required over the next 12months)	Service provider kindly indicate the call out fee for works required in accordance to: a) Skilled Labour call out fee b) Unskilled Labour call out fee multiply your call our fees with the estimated 15 call outs required.

Closing time and date: 27 September 2021 at 12:00

1. Suppliers must supply written quotations that reflect the following information:

- 60 days price validity period (From the closing date of RFQ)
- Price per item **(All-inclusive prices are required. The price reflected in the quotation will be accepted as being all inclusive.)**
- Delivery lead time

- Company Name
 - Company Registration Number
 - VAT Registration Number (If applicable)
 - **VAT Registration must be accompanied by SARS PIN**
 - Address
 - Contact Person
 - Telephone
 - Email Address
2. Suppliers must sign and return the Quotation Declaration with their quotation.
 3. Suppliers must sign and return the relevant Standard Bidding Documents (SBD) with their quotation.
 4. Supplier must submit SBD forms along with CSD report. You may be requested to submit SARS tax pin
 5. Valid certified proof of BBBEE level contribution must be submitted if supplier wish to claim points.
 - 5.1. Non submission will lead to disqualification were in the event BBBEE contribution level is a mandatory prequalifying requirement
 - 5.2. Non submission will not lead to disqualification were in the event BBBEE contribution level is non-compulsory not pre-qualify requirement, no points will be allocated for BBBEE contribution level.
 6. Suppliers should note that the 80/20 or 90/10 preference points system will be applicable to transactions from R30 000 (Refer to SBD 6.1)
 7. All prices must be fixed and firm.
 8. Submission of your quotation will be taken by FPB as that you are in agreement with the clause. **Any clause for upfront or deposit declaration will be disregarded.**
 9. No deposit will be paid. Supplier delivers goods/services then payment is made in full unless on a service level agreement. Refer to point 14 below.
 10. Delivery will be as per the delivery address above, unless specifically specified otherwise.



11. All purchases will be made through an official order form. Therefore, no goods or services must be committed/rendered or delivered before an official purchase order has been received.
12. SBD7.1 must be completed, signed and returned as a confirmation of acceptance of Purchase Order. Failure to do this will result in tax invoice not being paid.
13. All tax invoices will be paid within 30 days, subject to satisfactory delivery of good and services to FPB.
14. Depending on the type of goods and services to be delivered the successful bidder may be requested to contract/service level agreement before delivery of goods/services may commence.

Kind regards

Supply Chain Unit

Attachments: Type out document names of attachments. SBD 1, 4, 6.1, 8 and 9

QUOTATION DECLARATION

RFQ No: 05/09/21

I/we the undersigned, who warrants that he/she is duly authorized to do so on behalf of the company declares that:



1. The information furnished on this quotation is true and correct
2. If the company is selected to supply the product/service requested, the company may be required to furnish documentary proof to the satisfaction of Film and Publication Board that the information provided on this quotation is correct.
3. If the information provided on this quotation is found to be incorrect, Film and Publication Board, in addition to any other remedy it may have:

For: Supplier company name

Name (Person responsible for the quote)

Signature (Person responsible for the quote)

Date