

PART B: TECHNICAL SPECIFICATIONS, PRICING CONDITIONS AND PRICING SCHEDULE

TERMS OF REFERENCE

1. INTRODUCTION

The quotation involves the electrical maintenance services on various municipal buildings. The municipality herewith extends this invitation to call for quotations from interested contractors who meet the eligibility criteria set out in the conditions of the quote.

1. BACKGROUND

A need has been identified for electrical maintenance services on various municipal buildings. The key tasks involve maintenance of lighting and power distribution, performing preventative and corrective maintenance, managing electrical distribution boards, and ensuring compliance with safety regulations.

2. PURPOSE

The objective of this bid is to appoint a contractor for the electrical maintenance services on various municipal buildings which includes inspecting, testing, and repairing electrical systems, components, and equipment to ensure safety and efficiency.

3. ELIGIBILITY CRITERIA

Only those tenderers who satisfy the following eligibility criteria are eligible to submit quotes:

- i. Who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to 1EB or higher than a contractor grading designation determined in accordance with the sum tendered for a 1EB class of construction work (proof of CIDB registration to be attached with the quote document).

Joint ventures are eligible to submit tenders provided that:

- a) every member of the joint venture is registered with the CIDB;
- b) the lead partner has a grading designated in the 1EB class of construction work; and
- c) the combined contractor grading designation calculated in accordance with the construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 1EB class of construction work.
- ii. Who complies with the Compensation of Occupational Injuries and Disease Act (COIDA) (proof of valid letter of good standing from the Department of labour to be submitted with quote).
- iii. Who are registered as Electrical Contractor in accordance with the Occupational Health and Safety Act [Registration 6(4)] at Department of Labour (proof of valid registration from the Department of labour to be submitted with quote)

5. SCOPE OF SERVICE

5.1 The scope of works includes, but not limited to, the following:

a) Maintenance of electrical systems and components

- i. **Lighting** - Replace bulbs, clean and maintain light fittings, replace damaged shades and diffusers, and maintain emergency lighting and exit signs.
- ii. **Power** - Inspect and repair light switches, plug points, outlets, and associated wiring.
- iii. **Distribution Boards** - Inspect, maintain, and repair switchgear and distribution boards, including performing regular earth leakage tests to ensure they are functioning correctly.
- iv. **Equipment** - Maintain and repair electrical components of equipment such as stoves, geysers, and air conditioning units.

b) Testing and inspections

- i. **Routine checks** - Conduct regular inspections of all electrical installations and systems to identify potential issues and ensure they are in good working order.

- ii. **Safety testing** - Perform specific tests like earth leakage tests to check polarity, tripping current, and correct operation.
- iii. **Compliance checks** - Ensure all work and systems comply with current safety regulations and codes, such as the OHS Act.

c) Corrective and preventative maintenance

- i. **Reactive repairs** - Address issues as they arise, such as fixing faulty wiring or replacing damaged components like plug points and switches.
- ii. **Scheduled maintenance** - Carry out planned preventative maintenance to avoid future problems. This can include cleaning, testing, and servicing equipment on a regular basis.
- iii. **Emergency response** - Be available to respond to and repair emergency electrical faults and issues.

d) Project and management tasks

- i. **Management** - Manage electrical maintenance programs and oversee technicians and other craftspeople.
- ii. **Documentation** - Keep logs of inspections, maintenance activities, and equipment history.
- iii. **Procurement** - Source and procure necessary parts, equipment, and materials for maintenance and repair tasks.
- iv. **Liaison** - Communicate with clients, building occupants, and external vendors to address issues and manage projects.

6. GENERAL

- 6.1. All materials and workmanship shall comply with all relevant sections of the latest edition of the following legislation:
- a) The Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended.
- 6.2. Percentage mark-up allowed will be to the maximum of 10% (VAT incl) on the provisional sum shown for the nett cost of **unscheduled items** found to be defective / faulty and require replacement / repair.
- 6.3. The bidders shall indicate to the client his service dates periods / -time frames to which he shall adhere after the placement of official order.
- 6.4. Prospective bidders will acquaint themselves with the conditions of the site at which the service and repair will be done.
- 6.5. The successful bidders must inform the municipality at least three (3) working days in advance of the date and time of the service to be implemented.
- 6.6. The delivery, offloading and stacking of consumables shall be the responsibility of the successful bidder.
- 6.7. The municipality reserves the right to cancel an official order for services, at no cost to the municipality, if the successful bidder does not comply with these requirements.
- 6.8. The Municipality will not be held liable for any damage to personnel, equipment, or goods prior to signing for delivery/ services rendered.
- 6.9. To repair/replace small electrical components/ consumables one quote is needed if less than R2000-00 (including all applicable taxes). If more than R2 000-00 but less than R30 000.00 (including all applicable taxes)., submission of 3 quotes by bidder are required for electrical components/ consumables, before repairs can be done. Quotes must first be approved by authorised representative of the relevant user department before any work can commence (including all applicable taxes).
- 6.10. Additional Requirements/ Conditions
- a) The average quantities, as per pricing schedule, are required, in which the municipality will put in orders for various quantities of the goods and services, as and when the need arise.
 - b) Before the repair or service, the contractor must provide the quotation the relevant authorized representative of the relevant user department, where after a official order will be generated.
 - c) Bidders must cast their rates/ prices for the supply and delivery of products and services, inclusive of transport and offloading costs.
 - d) Bidders must ensure that the premises where the services were carried out are neat and clean when delivery/service is completed.
 - e) Required scope of work shall be done only by **QUALIFIED ELECTRICIANS** and not interns or apprentices.
 - f) Subcontractor should also comply with all the requirements the successful bidder must comply with.
 - g) Workmanship shall have a guarantee of 12 months. In case of any guaranteed failures, the contractor will perform ratifications at their own cost.

6.11. Special Conditions

- a) Successful bidders are required to commit trained and qualified **electricians** to conduct the required services in relation to the scope of works. Failure to do so, the Municipality reserves the right to refuse services at that point in time without any cost implication to BVM.

6.12 Staff requirements

The contractor shall make provision in their tender price for the required specialist capability to provide high quality workmanship for the works under this contract. Given the high standards that the Municipality places on floor installation requirements, the allocated staff to this project should be of a dedicated nature.

6.13 Equipment, Materials and Consumables

- 6.13.1. All necessary human resource capacity, equipment and materials for the successful execution of the above is to be provide by the Service Provider, inter alia:

- a) Adequate stock of all consumables required for the proper execution of the tasks at hand;
- b) Tools;
- c) Drilling equipment
- d) Appropriate transport for all deployed teams
- e) Access to specialised equipment

- 6.13.2 Restrictions on how the Service Provider provides the service is listed below, but is not limited to the following: -

- a) The Service Provider shall provide the Client periodically with a written record, in schedule form, reflecting the number and description of staff employed on site;
- b) The Service Provider will strictly control all its staff that is deployed on site;
- c) The Service Provider is to strictly control all its working activities on-site
- d) All sub-contractors of the Service Provider must be approved by the Municipality and will be subject to any vetting process as may be required.
- e) Service Provider to provide Compliance Certificates on the completion of work where required
- f) All variations in respect of scope of work must be requested in writing from the Municipality

- 6.13.3 Should the Municipality require a programme showing the key activities for any requested works, it should illustrate the following:

- a) The start and completion dates for each of the activities; and
- b) The order and timing of operations which the Service Provider plans to provide the Municipality with.

Special Note:

The Service Provider has the responsibility to take all measurements for quotation purposes which are to be verified by the Municipality. No variations will be allowed after quotation, unless approved by the Municipality in writing.

6.14 Risks

Where any damage is caused due to negligence for the contractor, the contractor shall make good such damage at own expense to the satisfaction of the Municipality with the minimum disruption of essential services.

Special note:

Where the Municipality is forced to carry out any repairs due to the contractor's activities, this cost will be billed to the contractor.

6.15 Provision for contingencies

The use of contingencies is at the absolute discretion of the Municipality and can only be used if pre-approved by the Municipality.

- 6.16. If a sub-contractor is required, the successful bidder should ensure that sub-contractor is capable and qualified to perform work according to specified requirements.
- 6.17. In addition, the delivery, offloading and stacking in designated area and safekeeping of all items shall be the responsibility of the successful bidder.
- 6.18. The municipality reserves the right to cancel an official order and return all goods, at no cost to the municipality, if the



successful bidder does not comply with these requirements.

- 6.19 Breede Valley Municipality will not be held liable for any damage to personnel, equipment, or goods prior to signing for delivery/service rendered.

7. MANDATORY REQUIREMENTS

7.1. Service providers/ contractors must adhere to the following conditions:

- a) Bidders must provide proof of evidence in respect of comparable projects/ contracts (in relation to electrical maintenance services/ works in buildings) with a consolidated amount of at least R100,000.00 (including VAT) or more)

Note 1: In order to validate the claim in this criterion, bidders must submit proof secured/ current or completed contracts. Proof of evidence must conform to the following criteria:

Award letters or Official orders on the client letter heads clearly indicating the contract number, description and value, duly signed by an authorized representative of the client

- b) Bidders must provide proof of CIDB registration as a 1EB or higher
- c) Bidders must provide proof of letter of good standing from the Department of labour
- d) the tenderer shall include at least two (2) trade tested qualified electricians – in accordance with the Manpower Training Act 56 of 1981 section 13 or section 28.
- e) have valid insurance at time of the tender award – for the full duration of the project until completion (Public and Employers liability - comprehensive cover including due to defective workmanship, minimum value – R1 million) [documentary proof must be provided].

Failure by the bidder to submit the relevant proof of evidence with quotation submissions will render their offer non-responsive.

8. CONTRACT PERIOD

Services/ works are required to be performed on an as and when needed basis over a contract period of 12 months and capped to the R300, 000 (VAT included) threshold, whichever one is reached first.

9. WORKMANSHIP GUARANTEE

- i. Normal retention period (6 Months)

10. HOURS OF WORK

All normal work under this Agreement will be performed during regular hours of regular working days: Monday to Friday 7:45 a.m. to 4:30 p.m. ("Regular Hours").

11. PAYMENT TERMS

In general, payment shall be made upon the completion of the installation works at all relevant sites and the required inspection reports (inclusive of the required certificates of compliance) are duly submitted to the satisfaction of the Municipality or his representative.

12. PAYMENT CLAIMS

In general, payment shall be made per order to the contractor provided that the requisite work has been carried out satisfactorily and the required inspection reports duly submitted to the satisfaction of the Municipality or his representative.

12.1 Payment Claims

- a) The contractor shall be responsible to prepare and submit at his cost payment claims for all works with forms and procedures.
- b) Invoices must show the period, the amount claimed for the works completed and the breakdown of all work for which the payment is being claimed for.
- c) All invoices must be presented a fully itemised list of the work being charged for in line with the rates of the quotation.
- d) No payment must be made by the municipality's representative for any unauthorised service performed by the successful bidder.
- e) Invoice must refer to official order number and date of service.

12.2 Payment for Works Covered by Approved Purchase Orders

For Works ordered under cover by an Official Order, the Contractor shall submit payment claim with two (2) copies of invoice, similar to that for routine maintenance, and shall attach copies of original supplier's invoice where appropriate. The Municipality may require the Successful bidder to submit measurements of quantities for materials/equipment used, etc. for checking and verification of the claimed payment. The invoices shall clearly indicate the Order number.

12.3 Payments withheld

Failure by contractor to provide services or comply with any provision of this Contract shall entitle the Municipality (in addition to any other remedies Municipality may have) to withhold payments due to contractor as may be deemed in the Municipality sole and absolute discretion to be reasonably necessary.

13. FAILURE TO PERFORM

- 13.1. Upon any delay beyond the maximum completion period, the late completion will be penalized with 1% of the value of the order for every day late and will be deducted from the relevant payment of the Municipality.

15. ADDITIONAL REQUIREMENTS/CONDITIONS

All service providers must adhere to the following conditions:

- 15.1 Bidders to cast prices/ rates which must remain fixed for at least 45 days from date of quote closing, to allow for a quotation process and in turn for the municipality to make a successful award.
- 15.2 Bidders are required to cast prices for all items, as listed in the schedule of quantities. The quotation will be evaluated and awarded as whole to one successful contractor.
- 15.3 Bidders rates shall include all costs associated with bring the service/ works to Council.
- 15.4 The Municipality reserves the right NOT to order any item, should the need not materialize.
- 15.5 The Municipality reserves the right to amend the quantities at its discretion to meet the budget limitations and/ or operational requirements.
- 15.6 Payments will be done monthly (30-day account from statement), subject to the deliver note and upon presentation of a valid tax invoice with the period prescribed by the municipal procurement policy.
- 15.7 The average quantities, as per pricing schedule, are required, in which the municipality will put in orders for various quantities of the goods, as and when the need arise.

16. PRICING CONDITIONS

- 16.1. The pricing structure or schedule has been designed for bidders to cast their prices for electrical maintenance services. The pricing structure or schedule has been designed for bidders to cast their rates for each individual item in terms of the services required, which must remain fixed and firm. Bidders must quote on all item(s) listed, failure to adhere to this requirement shall lead to automatic disqualification. The quotation will be evaluated and awarded as a whole.
- 16.2 All prices shall be quoted in South African currency and be **INCLUSIVE OF ALL APPRICABLE TAXES.**
- 16.3. Tender rates must be submitted on the Pricing Schedule. No deviations from the current pricing structure will be permitted.

NONE COMPLIANCE TO SPECIFICATIONS WILL INVALIDATE YOUR OFFER

Does your offer comply with these specifications?	YES		NO	
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SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

2. PRICING SCHEDULE

Bidders MUST cast their prices/ rates for each item. Failure to cast prices/ rates for each item shall result in automatic disqualification.

The rate shall remain fixed, hence no other price adjustments shall be allowed. The rates shall cover the cost of travelling to and from site.

Item No	Item Description	Unit Measurement	Unit Price	Quantity	Total Amount (including all applicable taxes)
1.	Labour Rates				
1.1.	Regular working hour				
1.1.1	Electrician (Artisan)	Per hour		300	
1.1.2	Skilled Labour	Per hour		500	
1.1.3	Semi-skilled Labour	Per hour		500	
1.1.4	Unskilled Labour	Per hour		500	
1.2	Overtime working hour				
1.2.1	Electrician (Artisan)	Per hour		150	
1.2.2	Skilled Labour	Per hour		250	
1.2.3	Semi-skilled Labour	Per hour		250	
1.2.4	Unskilled Labour	Per hour		250	
1.3.	Sundays and Public holidays				
1.3.1	Electrician (Artisan)	Per hour		100	
1.3.2	Skilled Labour	Per hour		150	
1.3.3	Semi-skilled Labour	Per hour		150	

1.3.4	Unskilled Labour	Per hour		150	
2.	Materials				
2.1	Procurement of materials	Pc sum	R100, 000	1	R100, 000
2.2	Contractor's handling costs, profit and all other charges as per section (a) above	%	R10, 000	10	R10, 000
3.	Plant and equipment				
3.1	LDV (1Ton)	Per day		365	
3.2	Scaffolding	Per day		40	
Subtotal					
Add 10% Contingency					
Total					

NB* The Grant Total must be carried forward to the front page

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



3. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – CURRENT CONTRACTS

CURRENT CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE AWARDED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



4. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – COMPLETED CONTRACTS

COMPLETED CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
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Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

5. SCHEDULE OF WORK EXPERIENCE OF THE KEY PERSONNEL

Tenderers shall set out in the Schedule hereunder details of the experience of the Technician in work of a similar nature to that for which this Tender is submitted.

Failure to complete this Schedule may result in the Tender not being considered.

ELECTRICIAN					
NAME:				NQF LEVEL	
Client & Contract	Nature Of Work	Position Held	Value Of Work	Year Completed	

SKILLED LABOURER					
NAME:				NQF LEVEL	
Client & Contract	Nature Of Work	Position Held	Value Of Work	Year Completed	

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

6. SCHEDULE OF PLANT AND EQUIPMENT

The following are lists of major items of relevant equipment that I/we **presently** own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

1. DETAILS OF MAJOR EQUIPMENT THAT IS OWNED BY AND IMMEDIATELY AVAILABLE FOR THIS CONTRACT.			
QUANTITY	DESCRIPTION	SIZE	CAPACITY

Attach additional pages if more space is required.

2. DETAIL OF MAJOR EQUIPMENT THAT WILL BE HIRED, OR ACQUIRED FOR THIS CONTRACT IF MY / OUR TENDER IS ACCEPTED.			
QUANTITY	DESCRIPTION,	SIZE	CAPACITY

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (<i>If nil, enter NIL</i>)			
SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

7. SCHEDULE OF PROPOSED SUB-CONTRACTORS

I/we the tenderer, notify the Breede Valley Municipality that it is our intention to employ the following Subcontractors for work in this contract.

SUBCONTRACTORS				
Category / Type	Subcontractor Name; Address; Contact Person; Tel. No.		Items of work (pay items) to be undertaken by the Subcontractor	Estimated cost of Work (Rand)
3.	Name of firm			
	Contact person			
	Tel No			
	Address			
4.	Name of firm			
	Contact person			
	Tel No			
	Address			
5.	Name of firm			
	Contact person			
	Tel No			
	Address			
6.	Name of firm			
	Contact person			
	Tel No			
	Address			
7.	Name of firm			
	Contact person			
	Tel No			
	Address			

Number of sheets appended by the tenderer to this schedule (If nil, enter **NIL**)

Acceptance of this tender shall not be construed as approval of all or any of the listed subcontractors. Should any of the subcontractors not be approved subsequent to acceptance of the tender, this shall in no way invalidate this tender, and the tendered unit rates for the various items of work shall remain final and binding, even in the event of a subcontractor not listed above being approved by the Engineer.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



8. CERTIFICATE OF REGISTRATION WITH CIDB

CIDB Contractor Registration Certificate

A Certificate of Contractors Registration issued by the Construction Industry Development Board (CIDB) shall be attached to this schedule.

Where a tenderer satisfies CIDB Contractor Grading designation requirements through joint venture formation, such tenderers must submit the Certificates of Contractor Registration in respect of each partner.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

**9. CERTIFICATE OF GOOD STANDING FROM THE DEPARTMENT OF LABOUR****Letter of Good Standing**

A Certificate of Contractors Good Standing issued by the Department of Labour (COIDA) shall be attached to this schedule.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

**10. OTHER MANDATORY PROOF OF EVIDENCE**

- a) proof of evidence in respect of comparable projects/ contracts (in relation to electrical maintenance services/ works in buildings) with a consolidated amount of at least R100,000.00 (including VAT) or more)

Failure to submit the required proof of evidence with the tender submission will result in automatic disqualification.