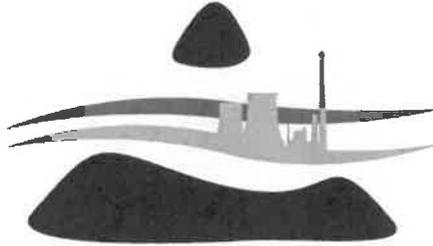


**FEZILE DABI
DISTRICT MUNICIPALITY**



BID DOCUMENT

NOTICE NO: 061/2022-23

**PROCUREMENT OF MAINTENANCE AGREEMENT AND INSTALLATION OF AIR
CONDITIONERS**

CLOSING DATE 19 JUNE 2023 @ 12:00PM

PREPARED FOR/BY:

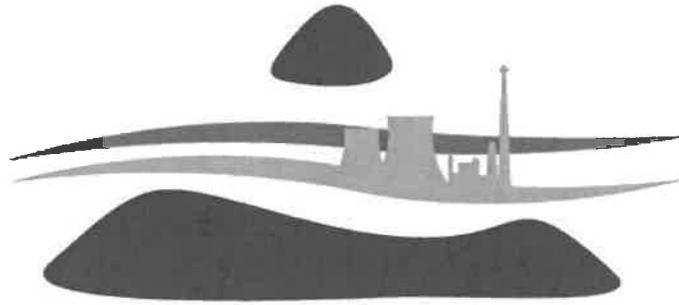
FEZILE DABI DISTRICT MUNICIPALITY
P.O.BOX 10
SASOLBURG
1947

TEL: (016) 970 8600
FAX: (016) 970 8762

ENQUIRIES: SCM UNIT
(016) 970 8600 OR

BIDDER: _____

BID AMOUNT (VAT INCL.): _____



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NUMBER: FDDM 061/2022-23

Date: 13 June 2023

Dear: Service provider

Request for Formal Written Quotation

Kindly furnish Fezile Dabi District Municipality with a written quotation for the supply of the goods / services as detailed on the below schedule.

PROCUREMENT OF A MAINTENANCE AGREEMENT AND INSTALLATION OF AIR CONDITIONERS

SPECIFICATIONS

Kindly refer to the attached specification

The quotation must be submitted on the letterhead of your business and can be delivered by hand not later than the 19 June 2023 before 12h00 to: Supply Chain Management Unit of Fezile Dabi District Municipality.

The following conditions will apply:

- Prices quoted must be valid for at least (30) days from the date of your offer.
- In a case of an event, preference will be given to local service providers
- Prices quoted must be firm and must be inclusive of vat.
- A firm delivery period must be indicated, **NOT LONGER THAN 7 WORKING DAYS AFTER ORDER.**
- For all transaction, SARS tax Clearance certificate must be furnished.

- The service provider **MUST** complete MBD4, MBD6.1 and MBD8 forms, failure to complete those forms will lead to disqualification.
- Copy of company registration reflecting equity owned by the members and status.
- All service providers are requested to submit a valid **BBBEE VERIFICATION CERTIFICATE** together with a quotation, to claim points on special goals in every procurement.
- All quotations will be evaluated in terms of preferential points system as prescribed in the preferential procurement policy regulation of 2022 and adopted by council on the 28 February 2023.
- Only companies registered on the CSD will be considered.
- Municipal rates & taxes information in the bid document must be duly completed by Local Municipality or Landlord stamp or lease agreement with Landlord municipal rates and taxes or Affidavit with Landlord municipality rates and taxes.
- Certified ID copy/copies of the Director/s of the company.
- Central Supplier Database (CSD) registration number/summary report must be attached to the tender/bid document.

POINTS ALLOCATION FOR 80/20 PRINCIPLE:

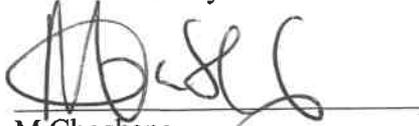
- ❖ PRICE 80
- ❖ BBBEE Status 20

<u>Special Goals</u>	<u>Points Allocation</u>
Black owned (more than 51%)	10
Women owned (more than 51%)	5
Youth owned (more than 51%)	5

Failure to comply with these conditions may invalidate your offer.

NB: Forms for claiming preferential points are available from Supply Chain Management unit offices at a non- refundable cost of R50.00 per copy. **Bidders are welcome to request the bid document from SCM unit to be emailed for free.**

Yours Faithfully



M Choshane
ACTING CHIEF FINANCE OFFICER

Service Specifications: Air Conditioners

Request to procure a Service Provider in terms of a Maintenance Agreement and installation of air conditioners at two buildings in Sasolburg, one buildings in Parys and two buildings in Frankfort for the Fezile Dabi District Municipality

In terms of this Agreement the Service Provider will carry out the servicing, maintenance and installation of new units of the client's air conditioning equipment as described under the Service Specifications and Rates.

NOTE:

- A. ANY INFORMATION OR QUOTED AMOUNT REQUIRED IN THIS DOCUMENT (INCLUDING SERVICE SPECIFICATIONS RATES AND THE BILL OF QUANTITIES PAGE) THAT IS NOT COMPLETED IN FULL WILL AUTOMATICALLY DISQUALIFY THE TENDERER.
- B. THE SERVICE SPECIFICATIONS RATE WILL BE USED IF THE SERVICE SPECIFICATIONS RATE DIFFERS FROM THE AMOUNT IN THE BILL OF QUANTITIES PAGE.
- C. ALL PRICES MUST INCLUDE 15% V.A.T.
- D. PLEASE PROVIDE AT LEAST 3 REFERENCE LETTERS FROM CLIENTS WITH REFERENCE MADE TO THE QUALITY OF WORK AS WELL AS THE NUMBER OF UNITS MAINTAINED AND INSTALLED BY YOUR COMPANY.
- E. PROVIDE PROOF OF REFRIGERATION EXPERIENCE.
- F. PROVIDE PROOF OF ELECTRICAL EXPERIENCE & REGISTRATION AS REGISTERED PERSON AS PER OHS ACT 1993.
- G. PROVIDE PROOF OF REGISTRATION AS ELECTRICAL CONTRACTOR
- H. PROVIDE PROOF OF ADDRESS OF THE SUPPLIER'S CLOSEST DEPO TO THE SERVICING SITES.

SERVICE SPECIFICATIONS AND RATES

(2023)

SERVICES TO BE CARRIED OUT ANNUALLY

1. Service Aircon Units as per Aircon Data Main Building Sasolburg list (66 Units)

- 1) Check general condition of the units.
- 2) Check amperage.
- 3) Check suction and discharge pressures (where possible).
- 4) Check "off coil" temperatures.
- 5) Clean filters.
- 6) Check split units, vacuum /blows out, clean, service and re-commission.
- 7) Pressure clean outside units with power washer.
- 8) Treat evaporator with anti-bacterial spray.
- 9) Check and replace remote batteries where applicable.
- 10) Issue report on units serviced and the condition of the units, including possible repairs and estimated cost.

The service, as set out in points (1) to (10) will be carried out annually at the rate of

R_____ per unit per service, **INCLUDING VAT, all cleaning liquids and materials.**

...(1)

Distance travel per single round trip from the service provider's nearest depo to our site

_____ km.

...(2)

Maximum number of round trips that will be traveled in order to complete all the services on all

the units as specified in A = _____

...(3)

Service Specifications: Air Conditioners

Type of vehicle, fuel type as well as engine capacity to be used for services:	...(4)
Vehicle _____ (Sedan/Station Wagon/LDV/Double Cab/MPV)	...(5)
Fuel type _____ (Petrol/Diesel)	...(6)
AA Tariff/km _____ (As recorded on 6 June 2023 for tender comparison)	...(7)
Engine Capacity _____ (cc)	...(8)
<i>(Traveling cost will be reimburse at AA tariffs applicable at the time of travel for actual kilometers travelled, limited to 350km round trip from the service provider's nearest depo to our site.)</i>	...
9 Service Aircon Units as per Aircon Data Disaster Management Building Sasolburg list (35 Units)	
1) Check general condition of the units.	
2) Check amperage.	
3) Check suction and discharge pressures (where possible).	
4) Check "off coil" temperatures.	
5) Clean filters.	
6) Check split units, vacuum /blows out, clean, service and re-commission.	
7) Pressure clean outside units with power washer.	
8) Treat evaporator with anti-bacterial spray.	
9) Check and replace remote batteries where applicable.	
10) Issue report on units serviced and the condition of the units, including possible repairs and estimated cost.	
The service, as set out in points (1) to (10) will be carried out annually at the rate of	
R _____ per unit per service, <i>INCLUDING VAT, all cleaning liquids & materials.</i>	...(9)
Distance travel per single round trip from the service provider's nearest depo to our site	
_____ km.	...(10)
Maximum number of round trips that will be traveled in order to complete all the services on all the units as specified in A = _____	...(11)
Type of vehicle, fuel type as well as engine capacity to be used for services:	
Vehicle _____ (Sedan/Station Wagon/LDV/Double Cab/MPV)	...(12)
Fuel type _____ (Petrol/Diesel)	...(13)
AA Tariff/km _____ (As recorded on 6 June 2023 for tender comparison)	...(14)
Engine Capacity _____ (cc)	...(15)
<i>(Traveling cost will be reimburse at AA tariffs applicable at the time of travel for actual kilometers travelled, limited to 350km round trip from the service provider's nearest depo to our site.)</i>	...(16)

Service Specifications: Air Conditioners

**17 Service Aircon Units as per Aircon Data EvH Building Parys list
(5 Units)**

- 1) Check general condition of the units.
- 2) Check amperage.
- 3) Check suction and discharge pressures (where possible).
- 4) Check "off coil" temperatures.
- 5) Clean filters.
- 6) Check split units, vacuum /blows out, clean, service and re-commission.
- 7) Pressure clean outside units with power washer.
- 8) Treat evaporator with anti-bacterial spray.
- 9) Check and replace remote batteries where applicable.
- 10) Issue report on units serviced and the condition of the units, including possible repairs and estimated cost.

The service, as set out in points (1) to (10) will be carried out annually at the rate of

R_____ per unit per service, **INCLUDING VAT, all cleaning liquids and materials.** ...(17)

Distance travel per single round trip from the service provider's nearest depo to our site _____ km. ...(18)

Maximum number of round trips that will be traveled in order to complete all the services on all the units as specified in A = _____ ...(19)

Type of vehicle, fuel type as well as engine capacity to be used for services: ...(20)

Vehicle _____ (Sedan/Station Wagon/LDV/Double Cab/MPV) ...(21)

Fuel type _____ (Petrol/Diesel) ...(22)

AA Tariff/km _____ (As recorded on 6 June 2023 for tender comparison) ...(23)

Engine Capacity _____ (cc) ...(24)

(Traveling cost will be reimburse at AA tariffs applicable at the time of travel for actual kilometers travelled, limited to 350km round trip from the service provider's nearest depo to our site.) ...(24)

Service Specifications: Air Conditioners

**25 Service Aircon Unit as per Aircon Data EvH Office Frankfort list
(7 Units)**

- 1) Check general condition of the units.
- 2) Check amperage.
- 3) Check suction and discharge pressures (where possible).
- 4) Check "off coil" temperatures.
- 5) Clean filters.
- 6) Check split units, vacuum /blows out, clean, service and re-commission.
- 7) Pressure clean outside units with power washer.
- 8) Treat evaporator with anti-bacterial spray.
- 9) Check and replace remote batteries where applicable.
- 10) Issue report on units serviced and the condition of the units, including possible repairs and estimated cost.

The service, as set out in points (1) to (10) will be carried out annually at the rate of

R _____ per unit per service, ***INCLUDING VAT, all cleaning liquids and materials.*** ... (25)

Distance travel per single round trip from the service provider's nearest depo to our site _____ km. ... (26)

Maximum number of round trips that will be traveled in order to complete all the services on all the units as specified in A = _____ ... (27)

Type of vehicle, fuel type as well as engine capacity to be used for services:

Vehicle _____ (Sedan/Station Wagon/LDV/Double Cab/MPV) ... (28)

Fuel type _____ (Petrol/Diesel) ... (29)

AA Tariff/km _____ (As recorded on 6 June 2023 for tender comparison) ... (30)

Engine Capacity _____ (cc) ... (31)

(Traveling cost will be reimburse at AA tariffs applicable at the time of travel for actual kilometers travelled, limited to 350km round trip from the service provider's nearest depo to our site.) ... (32)

Service Specifications: Air Conditioners

33 Service Aircon Unit as per Aircon Data Fire Station Frankfort list (5 Units)

- 1) Check general condition of the units.
- 2) Check amperage.
- 3) Check suction and discharge pressures (where possible).
- 4) Check "off coil" temperatures.
- 5) Clean filters.
- 6) Check split units, vacuum /blows out, clean, service and re-commission.
- 7) Pressure clean outside units with power washer.
- 8) Treat evaporator with anti-bacterial spray.
- 9) Check and replace remote batteries where applicable.
- 10) Issue report on units serviced and the condition of the units, including possible repairs and estimated cost.

The service, as set out in points (1) to (10) will be carried out annually at the rate of

R _____ per unit per service, **INCLUDING VAT, all cleaning liquids and materials.**

...(33)

Distance travel per single round trip from the service provider's nearest depo to our site

_____ km.

...(34)

Maximum number of round trips that will be traveled in order to complete all the services on all the units as specified in A = _____

...(35)

Type of vehicle, fuel type as well as engine capacity to be used for services:

Vehicle _____ (Sedan/Station Wagon/LDV/Double Cab/MPV)

...(36)

Fuel type _____ (Petrol/Diesel)

...(37)

AA Tariff/km _____ (As recorded on 6 June 2023 for tender comparison)

...(38)

Engine Capacity _____ (cc)

...(39)

(Traveling cost will be reimburse at AA tariffs applicable at the time of travel for actual kilometers travelled, limited to 350km round trip from the service provider's nearest depo to our site.)

...(40)

Service Specifications: Air Conditioners

41 BREAKDOWNS

All breakdown calls for the repair to or the adjustment of the units outside the normal annual service shall be for the Client's account and will be charged at the following rates (Including VAT):

In terms of the Units at the Sasolburg buildings:

A standard callout fee of R_____ ...(41)
INCLUDING 1 hour labour. Travel cost will be at the same rate as for normal services.

In terms of the Units at the Parys building:

A standard callout fee of R_____ ...(42)
INCLUDING 1 hour labour. Travel cost will be at the same rate as for normal services.

In terms of the Units at the Frankfort buildings:

A standard callout fee of R_____ ...(43)
INCLUDING 1 hour labour. Travel cost will be at the same rate as for normal services..

Subsequent work in terms of ALL units will be charged as follows:-

Standard call out fee as indicated in 41 to 43 for the first hour (Inclusive of 1 hour labour) and thereafter the labour cost will be charged @ R_____ per hour. ...(44)

- No repairs will be done after normal working hours; hence no overtime rates will be applicable.
- No additional repairs or breakdown calls other than the normal service (as priced under item 1 to 40) will be done without the written approval of the client.

Service Specifications: Air Conditioners

45 SPARES

- Spares will only be fitted with prior written approval from the client.
- Spares with no rate in this document will be charged at cost + _____ % and the Client is entitled on proof of the service provider's purchase price. ...(45)
- In the event of a complete failure of a unit the price to **remove and dispose the old unit (remote control to be handed to Maintenance Officer) and to refit a new unit with prior approval from the client (all cost, supply and installation of new unit, piping kits, materials, remote control and/or wired control and wiring where applicable, labour and VAT included)** will be as follows:

Note 1: The following specifications are minimum specifications.

Note 2: New installations to carry a 12 month warranty on workmanship as well as on equipment and materials installed.

CARRIER INVERTER TYPE (Unless otherwise specified) with R410A refrigerant.

46) 9 000 BTU Midwall Split (CARRIER INVERTER TYPE, R410A)

@ R _____ per unit. ...(46)

47) 12 000 BTU Midwall Split (CARRIER INVERTER TYPE, R410A)

@ R _____ per unit. ...(47)

48) 18 000 BTU Midwall Split (CARRIER INVERTER TYPE, R410A)

@ R _____ per unit. ...(48)

49) 24 000 BTU Midwall Split (CARRIER INVERTER TYPE, R410A)

@ R _____ per unit. ...(49)

50) 30 000 BTU Midwall Split (CARRIER INVERTER TYPE, R410A)

@ R _____ per unit. ...(50)

51) 18 000 BTU Under Ceiling (CARRIER INVERTER TYPE, R410A) with wired and remote control

@ R _____ per unit. ...(51)

52) 60 000 BTU Under Ceiling (CARRIER INVERTER TYPE, R410A) with wired and remote control

@ R _____ per unit. ...(52)

53) 24 000 BTU Cassette (CARRIER INVERTER TYPE, R410A) with wired and remote control

@ R _____ per unit. ...(53)

54) 51 000 BTU Cassette (CARRIER INVERTER TYPE, R410A) with wired and remote control

@ R _____ per unit. ...(54)

Service Specifications: Air Conditioners

55) Complete installation of 1 x 24 000 BTU Cassette (Carrier Inverter Type, R410A) with wired remote control at Glass Board Room Disaster Management Building Sasolburg. (Price to include circuit breaker in DB, electrical cable, double pole isolator switch, piping kit as well as complete installation and labour) @ R_____	...(55)
56) OEM wired remote and cabling for midwall split unit. (Supply and install) @ R_____ per unit.	...(56)
57) OEM wired remote and cabling for under ceiling unit. (Supply and install) @ R_____ per unit.	...(57)
58) OEM wired remote and cabling for cassette unit. (Supply and install) @ R_____ per unit.	...(58)
59) 30A x 2 pole replacement isolator switch & cover to fit in power skirting (Supply and install) @ R_____ per unit.	...(59)
60) Universal remote control. (Supply and programme) @ R_____ per unit.	...(60)

61 REFRIGERANT, COMPRESSOR OIL TOP UP & FLUSHING FLUID:

61 The rate for Refrigerant (R410a) top ups will be R_____ /kg and labour will be a maximum of _____ hours in such an event.	...(61)
63 The rate for compressor Oil (R410a) top ups will be R_____ /liter and labour will be a maximum of _____ hours in such an event.	...(63)
65 The rate for Flushing liquid will be R_____ /liter and a maximum quantity of _____ liter will be used per event.	...(65)
67 The rate for Nitrogen Tech will be R_____ /kg and a maximum quantity of _____ kg will be used for flushing per event.	...(67)

- Top up's and system flushing will only be done with prior approval from the client.
- All rates to include VAT,

Service Specifications: Air Conditioners

69 RISK ASSESSMENT AND SAFETY:

Risks to be addressed in the risk assessment must include but are not limited to:

- a) Working from an elevated position – No person shall be allowed to work on an elevated height higher than 3 meters without belts, harnesses, nets, fall arresters, life lines, safety hooks, or any similar equipment of a type that will effectively protect persons against falls.
- b) Working from an elevated position – No person shall be allowed to work on an elevated height and allowed that there is another person beneath the working area with the risk of objects/tools/machinery or equipment that might fall on that person. All working areas must be sufficiently cleared and barricaded underneath.
- c) Working from an elevated position – Scaffolding (Regulation 22 (14))
 - If the contractor is using access scaffolding, it must be assure that such scaffolding, when used, complies with the safety standards incorporated for this purpose into these Regulations under Section 44 of the OHS Act.
 - All scaffolding work operations to be carried out under the supervision of a competent person who has been appointed in writing and that all scaffold erectors, team leaders and inspectors are competent to carry out their work.
- d) Working from an elevated position – Cherry picker (Mobile plant)
 - If the contractor is using a Cherry picker to do work on elevated positions, he must ensure that he and his employers adhere to Regulation 22 section 21 sub paragraphs (1) and (2) of the Construction Regulations.
 - No person shall be allowed to work on an elevated height and allowed that there is another person beneath the working area with the risk of objects/tools/machinery or equipment that might fall on that person. All working areas must be sufficiently cleared and barricaded underneath.
- e) Fall Protection Plan – A fall protection Plan need to be included in the H&S file.
- f) Security working in office – No one other than the contractor's own personnel and/or Fezile Dabi District Municipality's Security Officer and/or Fezile Dabi District Municipality's responsible maintenance personnel from the Department Local Economic Development & Infrastructure.
- g) nt, 123 may occupy an office while maintenance/repair work is performed on an aircon unit inside an office.
- h) Working on electrical machinery – All electrical parts that are alive or may become alive must be sufficiently shield or isolated prior to letting someone else other than the contractors own trained personnel entering an office and it may not be left unattended.
- i) Working on or near rotating machinery

Service Specifications: Air Conditioners

<ul style="list-style-type: none"> j) Working on or near hot or cold machinery k) Working on equipment under pressure – Ensure that your employees are made aware of the hazards and risks regarding equipment under pressure and train them accordingly. l) Working with Hazardous Chemicals as per Regulation 9 of the OHS Act– Ensure that your employees are made aware of the hazards and risks regarding Hazardous Chemicals and train them accordingly. (Include data sheets of all the Chemicals to be used on site in Safety File.) m) Safe disposal of chemicals and gasses and/or equipment containing chemicals or gasses. n) Working on electrical live equipment - Ensure that your employees are made aware of the hazards and risks regarding electrical live equipment and train them accordingly on the hazards when doing fault finding on such equipment. All equipment shall be sufficiently isolated before repairs are made to them. Only a registered person in terms of Regulation 6 of the OHS Act is allowed to do maintenance work on electrical equipment. (Provide proof of registered person in terms of Regulation 6) o) Working with electrical test equipment p) All the contractor employees to be sufficiently trained on the safe usage and working with hand and power tools. q) All PPE must be clean in a good and safe working order and must be inspected daily when working on the Fezile Dabi District Municipality's premises. r) All the contractor employees to be sufficiently trained on the effective use of PPE's and record to be kept of such training. 	
<p>70) Allow sum amount of R_____ /year at Main Building (John Vorster Street, Sasolburg) for a risk assessment, safety plan and safety equipment to ensure safe execution of maintenance and installation work. A safety plan needs to be submitted for approval before the service provider will be allowed to start with any maintenance or repair work on site. (Sum amount allowed will be per building per year, irrespective to the number of aircon units to be repaired, serviced or replaced.)</p>	<p>...(70)</p>
<p>71) Allow sum amount of R_____ /year at Disaster Management Building (Fichardt Street, Sasolburg) for a risk assessment, safety plan and safety equipment to ensure safe execution of maintenance and installation work. A safety plan needs to be submitted for approval before the service provider will be allowed to start with any maintenance or repair work on site. (Sum amount allowed will be per building per year, irrespective to the number of aircon units to be repaired, serviced or replaced.)</p>	<p>...(71)</p>

Service Specifications: Air Conditioners

- | | |
|--|---------|
| <p>72) Allow sum amount of R_____ /year at Environmental Health Building (Allenby Street, Parys) for a risk assessment, safety plan and safety equipment to ensure safe execution of maintenance and installation work. A safety plan needs to be submitted for approval before the service provider will be allowed to start with any maintenance or repair work on site. (Sum amount allowed will be per building per year, irrespective to the number of aircon units to be repaired, serviced or replaced.)</p> | ...(72) |
| <p>73) Allow sum amount of R_____ /year at Environmental Health Building (Van Reenen Street, Frankfort) for a risk assessment, safety plan and safety equipment to ensure safe execution of maintenance and installation work. A safety plan needs to be submitted for approval before the service provider will be allowed to start with any maintenance or repair work on site. (Sum amount allowed will be per building per year, irrespective to the number of aircon units to be repaired, serviced or replaced.)</p> | ...(73) |
| <p>74) Allow sum amount of R_____ /year at Fire Station Building (Van Reenen Street, Frankfort) for a risk assessment, safety plan and safety equipment to ensure safe execution of maintenance and installation work. A safety plan needs to be submitted for approval before the service provider will be allowed to start with any maintenance or repair work on site. (Sum amount allowed will be per building per year, irrespective to the number of aircon units to be repaired, serviced or replaced.)</p> | ...(74) |
| <p>75) Refrigerant needs to be recovered from a system in an event of mayor repairs or complete system replacement. Indicate in your tender document under the heading "75 REFRIGERANT RECOVERY" how your company will deal with the recovery as well as the disposal procedure of contaminated refrigerant.</p> <p>The rate for refrigerant recovery as well as save disposal (as per above mentioned point 75) will be R_____ per event. (Including VAT)</p> | ...(75) |

Service Specifications: Air Conditioners

76 ANNUAL PRICE INCREASE:

76) Allow for an annual contract price increase of CPIX + _____%.
(This percentage must be indicated, even if zero)

...(76)

77 Address of Agent that will supply spares:

1. Provide physical address (Street, Suburb, City & Province) of Agent that will provide Air Conditioner Spares:

...(77)

Service Specifications: Air Conditioners

STANDING CONDITIONS OF CONTRACT

- 1) The contract price is based on costs ruling at the date of proposal and is fixed for 12 months from the starting date of the contract. In the event of any subsequent alteration in national or local wages agreement, or other substantial variation in costs outside the provision made for in terms of item K under an annual increase, after the first twelve months of the agreement, the contract price would be subject to a pro-rated adjustment, which adjustment, however, would not be made unless in the opinion of both parties the variation is sufficiently material to warrant such adjustment.
- 2) All work to carry a 12 month warranty on workmanship as well as on equipment and materials installed.
- 3) The Contractor shall not be liable for any loss, damage or delay, acts of government, strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief, act of God, or by any cause beyond his reasonable control, and in any event, the Contractor shall not be liable for consequential damage or losses. It is agreed that the Contractor shall not be required to make renewals or repairs necessitated by reason of negligence or misuse of the equipment or by reason of any other cause beyond his control.
- 4) The Client undertakes to provide the Contractor with all reasonable access to the defined plant, and when possible, to enable work to be carried out in normal working hours, Water and electrical power required for carrying out the service contract is to be provided free of charge by the Client.
- 5) The Contractor will take all necessary precautions to execute the service and all other necessary work in a safe and proper manner and always adhere to the OHS Act.
- 6) The Contractor indemnify the client from any claims whatsoever in terms of injuries to the contractors workforce as well as to the public or damage to property, as a result of the contractors actions while working on the premises of the client.
- 7) The contractor must have public liability cover to the minimum amount of R5 000 000 prior to commencement of the contract.
- 8) The contractor will only be paid for work done and materials installed, once all tender conditions have been met.
- 9) This Agreement shall take effect from (T.B.A.) and will continue for 36 (thirty six) months but may be terminated by three months written notice by either party provided that no such notice may be given until nine months after the signing of this Agreement.
- 10) The Service Level Agreement supersedes the above and the contract may be terminated due to non-performance according to the procedures as determined in the Service Level Agreement.

AIRCON SERVICE & REPLACEMENT DATA MAIN BUILDING

(John Vorster Street, Sasolburg)

Office Number	MAKE	SIZE	TYPE MIDWALL SPLIT / UNDER CEILING / CASSETTE	MIDWALL SPLIT	UNDER CEILING	CASSETTE
1 Office 01 (Maria)	Carrier	9000	Midwall Split	1		
2 Office 02 (SCM Renicia)	Carrier	9000	Midwall Split	1		
3 Office 03 (SCM Mabutho)	Sharp / C	9000	Midwall Split	1		
4 Office 03A (Passage)	Carrier	9000	Midwall Split	1		
5 Office 01A (Danny)	Carrier	9000	Midwall Split	1		
6 Office 01B (Expenditure)	Carrier	12000	Midwall Split	1		
7 Reception	Carrier	24000	Under Ceiling	1		
8 Office 07	Sharp	9000	Midwall Split	1		
9 Office 09	Carrier	9000	Midwall Split	1		
10 Office 11	Carrier	9000	Midwall Split	1		
11 Office 12	Sharp	9000	Midwall Split	1		
12 Office 13	Sharp	9000	Midwall Split	1		
13 Office 14	Carrier	9000	Midwall Split	1		
14 Office 15	Carrier	9000	Midwall Split	1		
15 Office 16	Carrier	9000	Midwall Split	1		
16 Office 18	Sharp	9000	Midwall Split	1		
17 Office 19	Carrier	12000	Midwall Split	1		
18 Office 27	Carrier	12000	Midwall Split	1		
19 Office 29 (Server Room : U1)	Carrier	60000	Under Ceiling		1	
20 Office 29 (Server Room : U2)	Carrier	60000	Under Ceiling		1	
21 Bar Area	Carrier	51 000	Cassette			1

AIRCON SERVICE & REPLACEMENT DATA MAIN BUILDING

(John Vorster Street, Sasolburg)

	Office Number	MAKE	SIZE	TYPE MIDWALL SPLIT / UNDER CEILING / CASSETTE	MIDWALL SPLIT	UNDER CEILING	CASSETTE
22	Entertainment Hall (Right)	Carrier	51 000	Cassette			1
23	Entertainment Hall (Left)	Carrier	51 000	Cassette			1
24	Council Chamber (Left)	Carrier	51 000	Cassette			1
25	Council Chamber (Middle)	Carrier	51 000	Cassette			1
26	Council Chamber (Right)	Carrier	51 000	Cassette			1
27	Office 101	Sharp	9000	Midwall Split	1		
28	Office 102 (103)	Carrier	12000	Midwall Split	1		
29	Office 104	Carrier	9000	Midwall Split	1		
30	Office 105	Sharp	9000	Midwall Split	1		
31	Office 106	Sharp	9000	Midwall Split	1		
32	Office 107	Sharp	9000	Midwall Split	1		
33	Office 108	General	9000	Midwall Split	1		
34	Office 109	Carrier	9000	Midwall Split	1		
35	Office 110	Carrier	9000	Midwall Split	1		
36	Office 111	Sharp	9000	Midwall Split	1		
37	Office 112	Carrier	9000	Midwall Split	1		
38	Office 113	Sharp	9000	Midwall Split	1		
39	Office 113 B	General	9000	Midwall Split	1		
40	Office 118	Carrier	12000	Midwall Split	1		
41	Office 201	Fujitsu	9000	Midwall Split	1		
42	Office 202	General	18000	Midwall Split	1		
43	Office 203	Fujitsu	9000	Midwall Split	1		
44	Office 204	General	12000	Midwall Split	1		
45	Office 205	Fujitsu	9000	Midwall Split	1		
46	Office 206	Fujitsu	9000	Midwall Split	1		
47	Office 207	Fujitsu	9000	Midwall Split	1		
48	Office 208	Fujitsu	9000	Midwall Split	1		
49	Office 209	Fujitsu	9000	Midwall Split	1		
50	Office 210	Fujitsu	9000	Midwall Split	1		
51	Office 213	General	12000	Midwall Split	1		
52	Office 214	Carrier	18000	Midwall Split	1		
53	Room 215 Conference room 2	Fujitsu	24000	Midwall Split	1		
54	Office 300	General	12000	Midwall Split	1		

AIRCON SERVICE & REPLACEMENT DATA MAIN BUILDING

(John Vorster Street, Sasolburg)

	Office Number	MAKE	SIZE	TYPE MIDWALL SPLIT / UNDER CEILING / CASSETTE	MIDWALL SPLIT	UNDER CEILING	CASSETTE	
55	Office 301	Carrier	24000	Cassette			1	
56	Office 303	Fujitsu	9000	Midwall Split	1			
57	Office 304	Carrier	9000	Midwall Split	1			
58	Office 305	Fujitsu	9000	Midwall Split	1			
59	Room 306	Carrier	9000	Midwall Split	1			
60	Office 307	Fujitsu	9000	Midwall Split	1			
61	Office 308	Fujitsu	9000	Midwall Split	1			
62	Office 309	Fujitsu	9000	Midwall Split	1			
63	Office 310 (Sec Mayor)	General	25000	Cassette			1	
64	Office 311 (Man Mayor)	Fujitsu	9000	Midwall Split	1			
65	Office 312 (Mayor Office)	Carrier	12000	Midwall Split	1			
66	Room 313 Conference room 3	Carrier	24000	Cassette			1	
	TOTAL				55	2	9	66

**AIRCON SERVICE & REPLACEMENT DATA DISASTER
MANAGEMENT BUILDING (Fichardt Street, Sasolburg)**

	Office Number	MAKE	SIZE	TYPE MIDWALL SPLIT / UNDER CEILING / CASSETTE	MIDWALL SPLIT	UNDER CEILING	CASSETTE	
1	Reception	General	18 000	Midwall Split	1			
2	G08	Carrier	12 000	Midwall Split	1			
3	101	General	9 000	Midwall Split	1			
4	101	General	9 000	Midwall Split	1			
5	102	Carrier	9 000	Midwall Split	1			
6	103	General	9000	Midwall Split	1			
7	104	General	18 000	Midwall Split	1			
8	105	General	9 000	Midwall Split	1			
9	106	General	12 000	Midwall Split	1			
10	113	GMC	60 000	Under Ceiling		1		
11	118	General	18 000	Midwall Split	1			
12	119	General	9 000	Midwall Split	1			
13	120	Carrier	12000	Midwall Split	1			
14	121	EcoAir	9 000	Midwall Split	1			
15	122	General	18 000	Midwall Split	1			
16	123	General	9 000	Midwall Split	1			
17	124	Carrier	18 000	Midwall Split	1			
18	125	Carrier	9 000	Midwall Split	1			
19	201	General	9 000	Midwall Split	1			
20	202	General	12 000	Midwall Split	1			
21	203	General	12 000	Midwall Split	1			
22	204	Carrier	18 000	Midwall Split	1			
23	205	Carrier	12 000	Midwall Split	1			
24	207	General	24000	Midwall Split	1			
25	208	Carrier	9 000	Midwall Split	1			
26	209	Carrier	9 000	Midwall Split	1			
27	210	Carrier	9 000	Midwall Split	1			
28	220	General	12 000	Midwall Split	1			
29	221	General	12 000	Midwall Split	1			
30	222	Carrier	9 000	Midwall Split	1			
31	223	Carrier	9 000	Midwall Split	1			
32	224	General	18 000	Midwall Split	1			
33	225	Carrier	12 000	Midwall Split	1			
34	226	Carrier	18000	Midwall Split	1			
35	227	General	9 000	Midwall Split	1			
TOTAL					34	1	0	35

AIRCON SERVICE & REPLACEMENT DATA EvH BUILDING
(Allenby Street, Parys)

	Office Number	MAKE	SIZE	TYPE MIDWALL SPLIT / UNDER CEILING / CASSETTE	MIDWALL SPLIT	UNDER CEILING	CASSETTE	
1	1	General	9 000	Midwall Split	1			
2	2	General	18000	Midwall Split	1			
3	3	Carrier	9 000	Midwall Split	1			
4	4	Carrier	12 000	Midwall Split	1			
5	Board Room	Carrier	18 000	Midwall Split	1			
	TOTAL				5	0	0	5

AIRCON SERVICE & REPLACEMENT DATA EvH
BUILDING (29 Van reenen Street, Frankfort)

Office Numb	MAKE	SIZE	TYPE MIDWALL SPLIT / UNDER CEILING / CASSETTE	MIDWAL L SPLIT	UNDER CEILING	CASSETTE		
1	Reception	Unknown	12000	Midwall Split	1			
2	1	Unknown	9000	Midwall Split	1			
3	2	Unknown	9000	Midwall Split	1			
4	3	Unknown	9000	Midwall Split	1			
5	4	Unknown	9000	Midwall Split	1			
6	Training Area A	Unknown	12000	Midwall Split	1			
7	Training Area B	Unknown	12 000	Midwall Split	1			
TOTAL					7	0	0	7

Fezile Dabi District Municipality

Summary: Aircon Data All Buildings

	Building	MIDWALL SPLIT	UNDER CEILING	CASSETTE	Total
1	Sasolburg Main	55	2	9	66
2	Sasolburg Disaster Man.	34	1	0	35
3	Parys EvH	5	0	0	5
4	Frankfort EvH	7	0	0	7
5	Frankfort Fire	4	0	1	5
Total		105	3	10	118

A	B	C	D	E	F	G	H
	Description	Rate (Incl VAT) copied from Service Specifications (Unit Price)	Rate (Excl VAT) (C/1.15)	VAT (C-D)	Quantity	Total (Including VAT) Calculation	Calculation (Column)
25	Annual service per unit at EvH Building Frankfort				7		CxF
26	Distance traveled per single round trip to site						No calculation
27	Max number of round trips to complete services.						No calculation
28	Vehicle						No calculation
29	Fuel						No calculation
30	C = AA Tariff R/km & (F30 = F26 x F27)						CxF
31	Engine Capacity						No calculation
32	Limited to 350km						No calculation
33	Annual service per unit at Fire Station Frankfort				5		CxF
34	Distance traveled per single round trip to site						No calculation
35	Max number of round trips to complete services.						No calculation
36	Vehicle						No calculation
37	Fuel						No calculation
38	C = AA Tariff R/km & (F38 = F34 x F35)						CxF
39	Engine Capacity						No calculation
40	Limited to 350km						No calculation
41	Standard callout fee for Sasolburg offices (Inclusive of 1 hour labour and travelling cost)				7		CxF
42	Standard callout fee for Parys offices (Inclusive of 1 hour labour and travelling cost)				4		CxF
43	Standard callout fee for Frankfort offices (Inclusive of 1 hour labour and travelling cost)				4		CxF
44	Subsequent labour rate per hour				60		CxF
45	Spares percentage mark-up rate	R 25 000,00	R 21 739,13	R 3 260,87	%		C+(CxF)
46	Replacement unit (9000 BTU Inverter as specified in 46)				8		CxF
47	Replacement unit (12000 BTU Inverter as specified in 47)				3		CxF
48	Replacement unit (18000 BTU Inverter as specified in 48)				2		CxF
49	Replacement unit (24000 BTU Inverter as specified in 49)				1		CxF
50	Replacement unit (30000 BTU Inverter as specified in 50)				1		CxF
51	Replacement unit (18000 BTU Inverter as specified in 51)				1		CxF
52	Replacement unit (60000 BTU Inverter as specified in 52)				1		CxF
53	Replacement unit (24000 BTU Inverter as specified in 53)				1		CxF
54	Replacement unit (51000 BTU Inverter as specified in 54)				1		CxF
55	Cassette unit and cabling (24000 BTU Inverter as specified in 55)				1		CxF
56	OEM wired remote for midwall split unit				2		CxF
57	OEM wired remote for under ceiling unit				3		CxF
58	OEM wired remote for cassette unit				1		CxF
59	30A x 2 pole replacement isolator switch & cover				2		CxF
60	Universal remote control. (Supply and programme)				1		CxF
61	Refrigerant top up (R/kg)				50		CxF
62	Refrigerant top up (Max labour hours per event)						No calculation
62a	Refrigerant top up Max cost {C6+(C9x(F62-1))}				25		CxF

A	B	C	D	E	F	G	H
	Description	Rate (Incl VAT) copied from Service Specifications (Unit Price)	Rate (Excl VAT) (C/1.15)	VAT (C-D)	Quantity	Total (Including VAT) Calculation	Calculation (Column)
63	Compressor oil top up (R/litre)				5		CxF
64	Compressor oil top up (Max labour hours per event)						No calculation
64a	Compressor oil top up Max cost (C6+(C9x(F64-1)))				5		CxF
65	Flushing liquid (R/litre)				100		CxF
66	Flushing liquid max quantity per event (Litre)						No calculation
66a	Flushing liquid Max cost (C65xF66)				20		CxF
67	Nitrogen Tech (R/kg)				40		CxF
68	Max quantity Nitrogen Tech per event (kg)						No calculation
68a	Nitrogen Tech Max flushing cost (C67xF68)				28		CxF
70	Risk assessment and safety (Sum amount per year for Main Building, irrespective to the number of aircon units to be serviced or repaired)				1		CxF
71	Risk assessment and safety (Sum amount per year for Disaster Management Building, irrespective to the number of aircon units to be serviced or repaired)				1		CxF
72	Risk assessment and safety (Sum amount per year for Environmental Health Building Parys, irrespective to the number of aircon units to be serviced or repaired)				1		CxF
73	Risk assessment and safety (Sum amount per year for Environmental Health Building Frankfort, irrespective to the number of aircon units to be serviced or repaired)				1		CxF
74	Risk assessment and safety (Sum amount per year for Fire Station Frankfort, irrespective to the number of aircon units to be serviced or repaired)				1		CxF
75	Refrigerant recovery per event (R/event)				20		CxF
76	Annual price increase (CPIX + %)				%		No calculation

TOTAL
(Sum Column G and forward amount to bid document cover page)

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NOTICE NO:
BID NO:

MAINTENANCE OF AIR CONDITIONERS

POINTS AWARDED FOR QUALITY AND FUNCTIONALITY

Documents to support the following must be attached to this page:

FUNCTIONALITY	100 Points
- PART A: Experience on similar projects and Quality	40
- PART B: Capacity and resources relevant to scope of works	34
- PART C: Legal Requirements	26
Minimum Threshold = 75 percent	

Points will be allocated as follows (A – C):

A. Experience on similar maintenance agreements (Max 40 points)

Provide letters from previous clients that work has been completed in time and of good quality and that your company has repair experience on mid wall split, under ceiling and cassette units.

Already completed maintenance contract to the value \geq R200 000 40 points per Contract

Already completed maintenance contracts between the value of R100 000 and R199 999 10 points per contract

(Confirming letter from client and client contact information must be attached)

B. Capacity and resources

(Max 34 points)

Minimum 2 x LDV, MPV, SUV or Van with Company Logo and name on it.
(Certified copy of Registration Certificates and photos must be attached)

15 points
(Max= 15 points)

1 x Refrigeration artisan
(Information stating years of service with the tenderer and certified copy of ID must be attached)

10 points
(Max= 10 points)

Permanent labour force > 4
(Information stating years of service with the tenderer and certified copies of ID documents must be attached)

5 points
(Max= 5 points)

Refrigerant recovery procedure
(Acceptable refrigerant recovery procedure as requested under "REFRIGERANT RECOVERY" in the tender document must be attached)

4 points
(Max= 4 points)

C. Legal requirements

(Max 26 points)

C1. At least one x Qualified Installation Electrician permanently employed by tenderer
(Information stating years of service with the Tenderer, Certified copy of registration certificate issued by Department of Labour as Installation Electrician and Certified copy of ID must be attached)

C2. Up to date registration at Department of Labour as Electrical Contractor
(Certified copy of registration document from Department of Labour in the name of the tenderer must be attached)

C3. Up to date and valid CIDB registration with minimum level and class of ME2 & EB2
(Copy of CIDB registration in the name of the tenderer must be attached)

0 points if not comply to all three. (C1-C3)

26 points if comply to all three. (C1-C3)