



SCOPE OF WORK

MAINTENANCE, REPAIRS AND REPLACEMENT OF ANY ELECTRICAL INSTALLATION AND EQUIPMENT AS AND WHEN REQUIRED FOR A PERIOD OF THREE (3) YEARS AT THE HEALTH COUNCIL PROFESSIONS OF SOUTH AFRICA. REF 233/2020/HPCSA

GENERAL TENDER INFORMATION

RFQ ADVERTISED	11 September 2020
RFQ CLOSING DATE/TIME	30 September 2020 (12h00 – Local SA Time)
COMPULSORY BRIEFING SESSION / SITE VISIT	N/A
VENUE FOR SITE VISIT	N/A

HPCSA RFQ REPRESENTATIVES	Ms. Livhuwani Makhanthisa Tel No: +27 12 338 3919 email: LivhuwaniM@hpcsa.co.za Tenders@hpcsa.co.za
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(Note: Proposals should be submitted via email)

PREFERENCE SYSTEM (Preferential Procurement Regulations, 2017)	80/20
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1) PURPOSE

The Health Professions Council of South Africa hereby invites suitably qualified and experienced bidders to submit proposals and quotations for the maintenance, repairs and replacement of any electrical installation and equipment as and when required for a period three (3) years at the Health Professions Council of South Africa offices at No: 572 Madiba St, Arcadia, Pretoria, 0002 and at No: 553 Madiba St, Arcadia, Pretoria, 0002.

2) BACKGROUND

The Health Professions Council of South Africa owns two buildings, namely HPCSA building and Metrodenpark building, both of which are situated in Madiba Street (553 and 572) in Arcadia, Pretoria. The HPCSA had identified the need to appoint a single contractor to carry out all electrical works identified by HPCSA from time to time within a three (3) year period.

3) SCOPE OF WORK

The scope of work entails the assessment, repairs, replacement of damaged equipment (where necessary) to the existing electrical systems within the HPCSA on an as and when required. Qualified and experienced electricians with thorough knowledge and expertise in Buildings electrical Service Maintenance, in possession of Wireman Certificate/able to issue COC and sign off on the works will be required to carry out work as and when it is identified by the HPCSA.

The service provider may be required to attend to emergencies within the above-mentioned buildings as well inspections that may be required from time to time.

The buildings electrical networks range from 220V – 420V which is low voltage with 3 phases.

3.1 The Service Provider shall provide the following services (as and when required):

- 3.1.1 Replacement/repair of different types of light fittings, perimeter lights, plugs, switches, and any other electrical repairs.
- 3.1.2 Upgrading, adding, or making changes to any electrical installation/wiring and issue Certificates of Compliance.
- 3.1.3 Faultfinding on different types of electrical installation/circuits.
- 3.1.4 Replacement of different lamps and working on any electrical installation at any height.

3.2 GENERAL REQUIREMENTS:

- 3.2.1 The service provider shall be registered with the department of labour and should also be licensed.
- 3.2.2 Only qualified electricians shall have access to and work on live distribution boards or circuits.
- 3.2.3 The service provider shall ensure that its team has relevant expertise and provide diligent and necessary support to the HPCSA as and when required.
- 3.2.4 The service provider will under no circumstance divulge, furnish, or disclose any sensitive information concerning HPCSA or any other Stakeholders' activities to the public or news media. **HPCSA reserves the right to have confidentiality agreement signed with the successful service provider.**
- 3.2.5 The service provider shall respond to call outs within 24 hours, of which emergencies must be attended to within 2 hours.
- 3.2.6 The appointed service provider shall follow all statutory provisions and safety rules for carrying this work including but not limited to SANS 10142 and the OHS Act, no 85 of 1993.

3.3 Ad-hoc Repairs

- 3.3.1 A detailed quotation will be requested from the successful bidder for the replacement of equipment as and when the need arises.

4 EVALUATION PROCESS

- 4.1 To facilitate a fair and transparent selection process that allows equal opportunity to all service providers/companies, the HPCSA has an SCM policy for the appointment of contractors or consultants that will be adhered to. Proposals will be evaluated in three steps (Administrative Compliance, Functionality, Price and BBEEE).

- 4.2 The following qualifying criteria will be used:

a) Step 1: Administrative Compliance

- i. Submission of the proof of Tax Compliance Status, such as Tax Clearance Certificates or Personal Identification Number (PIN) issues by the South African Revenue Services.
- ii. Proof of registration as electrical contractor with the Department of Labour– Issued in the name of the company (wireman's)
- iii. Certificate of Intellectual Property and Commission (CIPC) Registration Certificate from the Department of Trade and Industry.
- iv. Provide proof of compliance from Department of Labour (COIDA).

b) Step 2: Functionality:

Any proposed bid which does not meet a minimum threshold of **80%** will not be considered further.

The following criteria and weights shall apply when considering bids:

Criteria	Sub Criteria	Weighting/ Points
Company experience: ^ The Company must have a minimum of three (3) years' experience and above, delivering similar services.	^ 3 years and more in delivering similar service = 30 Points ^ Less than 3 Years = 0 Points	30
Reference letters from the previous clients where the same service has been rendered not older than three (3) years. Reference letter must be on client letterhead.	^ 3 reference letters = 30 Points ^ 2 reference letters = 20 Points ^ 1 reference letters = 10 Points	30
Experience of the site supervisor and/or the assigned artisans must have a minimum of five (5) years' experience in executing similar or maintenance related services. Provide copy of a CV/ Resume and Qualifications of the Site Electrician, detailing the relevant years of experience must be attached.	Level of experience in the supervision and/or executing of similar projects: - <ul style="list-style-type: none"> • Five (5) years' and more = 40 Points • Less than 5 years' = 0 Points 	40
Total		100

c) Step 3: Price and BBBEE:

Bids will be evaluated in terms of the **80/20 Preference Point System (80 points for price and 20 points for BBBEE).**

The following formula will be applied to calculate the points for price.

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

- P_s = Points scored for price of bid under consideration
- P_t = Rand value of bid under consideration
- P_{min} = Rand value of lowest **acceptable** bid

The following formula will be used to calculate the points for BBEEE:

Bids from non-compliant B-BBEE contributors will not be disqualified. Any B-BBEE qualifying contributor who does not submit a substantiating certificate will be allocated zero points, but the bid will not be disqualified.

Points will be awarded to a tenderer for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of contributor	Number of Points (90/10 system)	Number of Points (80/20 system)
1	10	20
2	9	18
3	8	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant Contributor	0	0

**ANNEXURE A
PRICING SCHEDULE**

1. As and when for electrical works

Item	Item Description	Unit	Rate
1.	Percentage mark-up that will be added to material/equipment	%	
2.	Total cost per hour per artisan to perform electrical repairs during normal working hours (Monday to Friday 08:00 to 16:30)	Rands per Hour	R
3.	Total cost per hour per labourer to perform electrical repairs during normal working hours (Monday to Friday 08:00 to 16:30)	Rands per Hour	R
4.	Total cost per hour per artisan to perform electrical repairs after hours, during weekends and public holidays	Rands per Hour	R
5.	Total cost per hour per labourer to perform electrical repairs after hours, during weekends and public holidays	Rands per Hour	R
6.	Transport Costs – Per kilometer	Rand per Kilometer	R