



THE CONSTITUTION HILL DEVELOPMENT COMPANY HEREBY INVITES SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR SERVICES OF ELECTRICAL RETICULATION MAINTENANCE AS AND WHEN NEEDED.

Stage	Method of Evaluation	Criteria
Stage 1	Administrative Compliance	All submitted SBD forms duly completed and signed.
Stage 2	Mandatory Requirements	All documents and proof of registration valid
Stage 3	Financial: Price & Specific goals	80/20 rule will apply

Scope of Services for Electrical reticulation maintenance

The scope covers the provision of reactive electrical maintenance for museum, office and properties on the Constitution Hill precinct(Transwerke Building, Section 4&5,Visitor Centre, Old Fort, Super basement and Women's Jail). These services include, but are not limited to:

- Electrical repairs (faulty lighting, switches, sockets, loss of electrical supply);
- Any new installations, alterations, upgrades, and extensions in the precinct;
- Installation of all power associated with computer systems, air – conditioning, access control systems, CCTV and UPS installations;
- Installation of emergency and security lighting systems, from single rechargeable power packs to fully blown UPS backup systems;
- Repair and maintenance of the Tower of Light installation at the Awaiting Trial Block;
- Annual servicing of the local electrical Distribution Boards and mini-substations around the precinct;
- Repair and maintenance of the HT, MV and LV switchgear and associated appurtenances;
- Installation of lightning protection systems for buildings and other structures;
- Investigations into network communication instability caused by electrical distribution systems;
- Maintenance of municipal and internal lights and cabling networks;
- Design new and upgrading of existing outdoor lighting layouts, including perimeter lighting;
- Certificate of Compliance testing is undertaken on every electrical installation and upgrade completed; and
- When required, construction of electrical network systems to the newly developed business infrastructures;

General Services

The Contractor/Service Provider will make provision for 24 hrs standby service (included 7 days a week) as and when needed, to include the time in which the Contractor/Service Provider is expected to “arrive onsite” to attend to any emergency situation, as detailed below.

Reactive Maintenance

Defined as un-planned repairs required to restore the plumbing services, plant or equipment back to operational condition.

- a. Provide emergency callout cover 24 hours per day, 365 days per year.
- b. Prioritise reactive maintenance requests using the following defined and agreed criteria:

Type of Priority	Response Time	Completion Time
Priority 1 (Emergency)	Within 4 hours from issue	Within 28 hours from issue
Priority 2 (Urgent)	Within 2 working days from issue	Within 3 working days from issue
Priority 3 (Non urgent)	Within 3 working days from issue	Within 5 working days from issue

Queries, Comments and Complaints

Issues of whatever nature arising from this Service Level Agreement shall be subject to the following escalation process, where necessary:

Stage 1 : Referred to the Help Desk/Project Manager

Stage 2: Referred to the nominated Account Manager

Key Performance Indicators

Monitoring and Review

- a. The Contractor/Service Provider will nominate an 'Account Manager' to act as the key point of contact. This person will assist with monitoring and review of the SLA and will deal with problems that cannot be routinely resolved by the relevant Help Desk Operator and/or Supervisor.
- b. Quarterly meetings will be arranged by the Contractor/Service Provider to review service delivery and other operational issues arising.
- c. An annual review meeting will be arranged by the Contractor/Service Provider prior to anniversary of the SLA to review service delivery and any issues arising.
- d. The client or the Contractor/Service Provider has the right to convene additional meetings should the need arise.

Key Performance Indicators

Type of Service	Urgency	Target for Response Time to Tasks	Target for Completion of Tasks
Reactive Maintenance	Priority 1	Attend 98% of Priority 1 tasks within the target attend time	Complete 99% of Priority 1 tasks within the target completion time (subject to access, parts and materials being available)
	Priority 2	Attend 90% of Priority 2 tasks within the target attend time	Complete 95% of Priority 2 tasks within the target completion time (subject to access, parts and materials being available)
	Priority 3	Attend 85% of Priority 3 tasks within the target attend time	Complete 90% of Priority 3 tasks within the target completion time (subject to access, parts and materials being available)

Annexure B

Scope of Work: Quarterly Servicing of Tower of Light Installation at Awaiting Trial Block 2

No	Task	Quantities
1.	Check for faulty light bulbs. Specification: OSRAM POWERSTAR HQI – TS 2000W/D/s High Flux	30 each
2.	Clean all lenses on all the light fittings on the installation	30 each
	Ensure that timers are set as follows:	
3.	<ul style="list-style-type: none">• 20:00 to 22:00 – 50% power• 22:00 to 00 – 100% power	2 each
4.	General cleaning around the light fitting installation (removal of dead insects, etc)	LOT
5.	Check all electrical connections, and circuit breakers in Distribution Boards	2 each
6.	Issue a certificate of compliance at completion of service	LOT
<i>Note: All electrical drawings available from the Facilities Management office for reference purposes.</i>		

Annexure C

Scope of Work: Annual Servicing of Electrical Distribution Boards

1. Check all connections for tightness in particular check the torque setting of riser and lateral busbar joint plates.

- 2. Ensure that the fuse ratings are correct.**
- 3. Check for overheating and overloading of circuits.**
- 4. Check contacts for pitting.**
- 5. Check for moisture in the interior of all panels and clean out, and vacuum dust from around contactors in order to stop dirt hindering the clean contact of iron core pole faces.**
- 6. Check operation of all switches and MCB's.**
- 7. Ensuring that they contain their own electrical diagram in accordance with Electrical Regulations of 1992 and applicable SANS standards.**
- 8. Ensuring cables are secure in switchgear.**
- 9. That the appropriate Health and Safety signs are displayed.**
- 10. Record findings and all defects found and address them in accordance with this document.**

Annexure D

Equipment Register – Electrical DBs at Constitution Hill (36 off)

WOMENS GAOL			
DB no	Location	Ampere	Phase
DB1	SAIFAC 1st floor passage		
DB2	VH offices eastern office		
DB3	Archives store room		
DB4	Meeting Room 2		
DB5	Cell Block W ground floor		
DB6	Cell Block E ground floor		
DB7	Cell Block W 1st floor		
DB8	Prison Oval kitchen		
DB9	Lekgotla presentation room		
DB10	Cell Block E 1st floor		
DB11	Orientation Room by northern security post		
MAIN	Generator room		
AG	New Block E ground floor		
A1	New Block E 1st floor		
A2	New Block E 2nd floor		
BG	New Block W ground floor		
B1	New Block W 1st floor		
B2	New Block W 2nd floor		
OLD FORT			
DB no	Location	Ampere	Phase
H0	Under the stairs by main entrance	125 Amp	3 Phase
H01	1st floor landing	60 Amp	3 Phase

MAIN	Outside men's toilets		
CC	Foyer of conference room	60 Amp	1 Phase
	North East corner of parade ground		
DB PD	Coffee Shop Kitchen	100 Amp	3 Phase
SUPERBASEMENT			
DB no	Location	Ampere	Phase
D1	Level C		
D2	Level D		
D3	Level E		
D4	Level F		
D5-1	Level G North		
D5-2	Level G South		
D6-1	Level H North		
D6-2	Level H South		
D7-1	Level J North		
D7-2	Level J South		
D8-1	Level K North		
D8-2	Level K South		
	Transwerke Building		
Sub DB	Ground Floor		
Sub DB	First Floor		
DB X 21	Ground Floor		
DB X 21	First Floor		

Annexure E

Scope of Work: Quarterly and Annual Servicing of Electrical High-voltage, Medium-voltage and Low-voltage switchgear equipment

1. Mains Incoming

Mains incoming is to be checked in accordance with SANS 10142:2009 Requirements for Electrical Installations (as amended) for:

- a. Visual signs of damage.**
- b. Any signs of overheating.**
- c. Ensuring cables are secure in switchgear.**
- d. Ensuring all signage required by legislation is in place.**
- e. Any indication of interference.**
- f. Record findings and all defects found and address them in accordance with this document.**

2. Electrical Installation – General

Electrical installation in general is to be checked in accordance with SANS 10142:2009 Requirements for Electrical Installations (as amended) for:

- a. Quarterly**
 - i. External cleanliness of switchgear.**
 - ii. If cleaning is required, remove all external dust and dirt, using a vacuum cleaner and cleaning cloths of a material, which is free from loose fibres and metallic threads.**
 - iii. Inspect earth cables, tapes and bonding connections for damage.**
 - iv. Make a visual inspection of all small power outlets, checking for signs of damage, arcing or overheating.**
 - v. Make a general inspection of emergency luminaries for cleanliness.**

b. Annually

- i. **Make a careful examination of the main switchboard enclosure, mountings and fixings for development of damage or defect.**
- ii. **Carry out inspection of isolators.**
- iii. **Carry out inspection of fuse switches. Ensure correctly rated fuses, freedom of movement during operation, apply slight smear of petroleum jelly to the contacts of the fuse carriers.**
- iv. **Carry out the following testing procedures:**
 - **Continuity of ring final sub-circuit conductors.**
 - **Continuity of protective conductors, including main and supplementary equipotential bonding.**
 - **Insulation resistance.**
 - **Insulation of all assemblies (i.e. barriers and closures).**
 - **Polarity and Phase rotation.**
 - **Earth loop impedance.**
 - **Operation of any residual current devices.**
- v. **Compare test results in serial 5 above with those of the test certification produced at handover and contained in the CDM files.**
- vi. **Record findings and all defects found and address them in accordance with this document.**

3. Residual Circuit Breakers (RCB)

Residual Circuit Breakers are to be checked at the same time as Distribution Boards for:

- a. **Ensuring there are no signs of scorching.**
- b. **Cleanliness, if required vacuuming them to get rid of any dust or cobwebs.**
- c. **Ensuring that all covers are fitted and secured correctly.**
- d. **The appropriate Health and Safety signs are displayed**

- e. **Arcing, caused by poor working practices or overloading of systems and equipment.**
- f. **A test of any residual current devices (RCDs) by operating test button.**
- g. **Record findings and all defects found and address them in accordance with this document.**

4. Cable Distribution System

- a. **Ensure that the supply fuse rating is correct.**
- b. **Carry out insulation test, check connections on both ends of cable for tightness.**
- c. **Check for overheating and overloading of cables.**
- d. **Check all earth connections and ensure that all bonding is satisfactory. Inspect for damage and corrosion at termination points.**
- e. **Record findings and all defects found and address them in accordance with this document.**

5. Final Circuit Equipment

- a. **Check that distribution board charts are labelled correctly.**
- b. **Check all connections for tightness in the distribution board and isolating switch controlling the same.**
- c. **Carry out insulation and earth loop impedance tests on all circuits.**
- d. **Check electrical connections to MCB's.**
- e. **Check the MCB's are fitted correctly in their boards.**
- f. **Record findings and all defects found and address them in accordance with this document.**

6. Transformers

- a. Ensure that the Transformers are tested, inspected and maintained in accordance with manufactures recommendations/guidelines and industry best practice.
- b. Record findings and all defects found and address them in accordance with this document.

Pricing template

Description of service	Unit of measure	Quantity	Unit price	Total cost
Issuing of CoC	Once off	1		
Call out fee during normal operating hours		1		
Call out fee during holidays and afterhours		1		
TOTAL				R

Item	Maintenance agreement	% mark-up
1	Materials mark-up	

NB: Constitution Hill development will conduct the market analysis of the materials charged on all quotations and approve or decline before commencement of the works

NB: Work that is not measurable at this stage will require the service provider to provide the client with the thirdparty's quote and indicate their markup on the quote.

Stage 1: Administrative Compliance

Bidders must submit the following requirements below. Failure to submit will result in disqualification.

Minimum Documents required for this BID	Instructions for Bidder's Attention
Central Supplier Database (CSD) Summary Report	Proof of CSD registration
Tax compliance verification pin	Must be printed from SARS Website.
SBD 1 (Invitation to Bid)	Must be duly completed and signed
SBD 4 (Declaration of Interest)	Must be duly completed and signed
SBD 6.1 (Preferential Points Claim Form)	Must be duly completed and points claimed be allocated as per specific goals.

Stage 2 Mandatory requirements

(a) Stage 2 Mandatory requirements

Minimum Documents required for this BID	Instructions for Bidder's Attention
CIDB Grading- (EB 2 or EP 2 higher)	Valid proof of registration must be submitted
Appointed inspector registered with ECSA	Proof registration with ECSA
Registration of Electrical contractor	Proof of registration number as Electrical Contractor with Department of Labour

Stage 3 – Financial - Price

The 80/20 preference point systems:

A maximum of 80 points is allocated for price on the following basis:

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{\min} = Price of lowest acceptable tender

Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The tenderer must have a B-BBEE status contributor level 1	20	
The tenderer must have a B-BBEE status contributor level 2	15	

The tenderer must have a B-BBEE status contributor level 3	10	
The tenderer must have a B-BBEE status contributor level 4	5	

NB: To claim preferential procurement points for B-BBEE status level contributor of Level 1, 2, 3 or 4, the tenderer must submit a valid sworn affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate.

Service providers that do not submit supporting documents as stipulated above will not be awarded preferential procurement points.