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KZN Health > Components > Supply Chain Management

AdvertQuote



Quotation Advert

Opening Date: 2022-09-08

Closing Date: 2022-09-15

Closing Time: 11:00

INSTITUTION DETAILS

Institution Name: Select...

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: Phoenix Mortuary

Date Submitted

ITEM CATEGORY AND DETAILS

Quotation Number: ZNQ: HOH0876/23

Item Category: Services

Item Description: THREE YEAR PREVENTATIVE AND REACTIVE MAINTENANCE CONTRACT FOR HVAC system AT PHOENIX MORTUARY
CIDB: 1 ME or Above

Quantity (if supplies)

COMPULSORY BRIEFING SESSION / SITE VISIT

Select Type: Compulsory Site Visit

Date : 2022-09-12

Time: 09:00 AM

Venue: Phoenix Forensic Mortuary

QUOTES CAN BE COLLECTED FROM: www.kznhealth.gov.za

QUOTES SHOULD BE DELIVERED TO: Quotations.scmho@kznhealth.gov.za

ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

Name: Kwazikwakhe Cele

Email: Kwazikwakhe.cele@kznhealth.gov.za

Contact Number: 033 815 8344

Finance Manager Name: Mr T Ashby

Finance Manager Signature:

No late quotes will be considered

DESCRIPTION: Three year preventative and reactive maintenance contract for HVAC system at eThekweni Mortuaries

SIGNATURE OF BIDDER DATE.....
 [By signing this document, I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

Item No	Quantity	Description	Brand & model	Country of manufacture	Price	
					R	c
	01	Three year preventative and reactive maintenance contract for HVAC system works at eThekweni Mortuaries				
		Compulsory Site Visit Date: 12 September 2022 Time: 09:00 Venue: Phoenix Forensic Mortuary CIDB: 1 ME or Above				
		NB: SPECIFICATION ATTACHED				
		Hand Deliver : 310 Jabu Ndlovu street, SCM Offices, Quotation Tender Box. Proof of CSD summary with banking details, Tax Clearance Certificate must be attached OR email to Quotations.scmho@kznhealth.gov.za				
VALUE ADDED TAX @ 15% (Only if VAT Vendor)						
TOTAL QUOTATION PRICE (VALIDITY PERIOD 60 Days)						

Does This Offer Comply With The Specification? Is The Price Firm?	Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification? State Delivery Period, e.g., 1day, 1week
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Enquiries regarding the <u>quote</u> may be directed to: Contact Person: <u>Kwazikwakhe Cele</u> Tel: <u>033 815 8344</u> E-Mail Address: <u>Kwazikwakhe.Cele@kznhealth.gov.za</u>	Enquiries regarding <u>technical information</u> may be directed to: Contact Person: <u>Mr Ernest Zulu</u> Tel: <u>083 955 3364</u>
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health

Department:

Health

PROVINCE OF KWAZULU-NATAL

INFRASTRUCTURE DEVELOPMENT
SITE BREIFING IS COMPULSORY

HVAC SYSTEMS:
3 YEAR PREVENTATIVE MAINTENANCE
CONTRACT REQUIREMENTS

ETHEKWINI HEALTH DISTRICT
PHOENIX FORENSIC
MORTUARY

Prepared By: E ZULU

JULY 2022

1. INTRODUCTION

HVAC system refers to the Heating and Ventilation Air Conditioning (HVAC) System. The goal of the heating, ventilating, and air conditioning system is to create and maintain a comfortable environment within a building. A comfortable environment, however, is not just limited to temperature and humidity but also includes the air movement, fresh air and cleanliness. An air-conditioning system, must accomplish four objectives simultaneously which are to: control air temperature; control air humidity; control air circulation; and control air quality.

A heating system ("H" in HVAC) is designed to add thermal energy to a space or building in order to maintain some selected air temperature that would otherwise not be achieved due to heat flows (heat loss) to the exterior environment. A ventilating system ("V") is intended to introduce air to or remove air from a space -- to move air without changing its temperature. Ventilating systems may be used to improve indoor air quality or to improve thermal comfort. A cooling system ("C" is not explicitly included in the HVAC acronym) is designed to remove thermal energy from a space or building to maintain some selected air temperature that would otherwise not be achieved due to heat flows (heat gain) from interior heat sources and the exterior environment. Cooling systems are normally considered as part of the "AC" in HVAC; AC stands for air-conditioning.

A typical HVAC system consists of the main components being the compressor, the condenser, the evaporator, the air filters, and liquid drier. These components are shown in figure 1 below.-

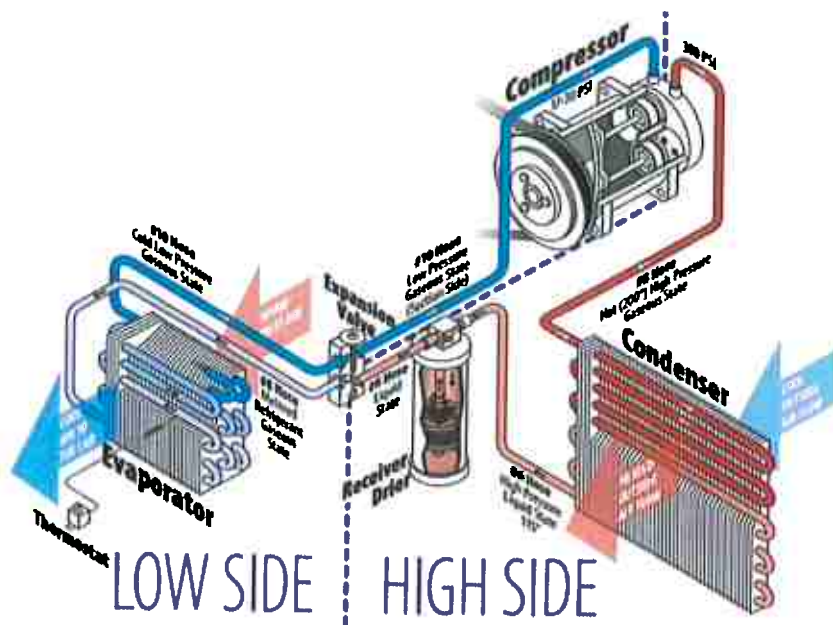


Figure 1: Components of the HVAC System

To ensure proper operation, reliability, availability and long term in-service health of the HVAC system, it is very crucial that the system be properly maintained as per the manufacturers' recommendations.

1.1 INSTALLATIONS IN PHOENIX FORENSIC MORTUARY

1.2 HVAC SYSTEM

Phoenix Forensic Mortuary has a chiller plant that supplies the mortuary build and there are also back up split units installed. There is also another system that supplies the conditioned air in the Administration building.

1.3 HVAC SYSTEMS MAINTENANCE

There are two (2) fundamental types of HVAC System maintenance that the successful contractor must perform, namely "preventative" and "reactive/corrective" maintenance. The contractor must work more

towards maximum preventative maintenance, preferable to maintain 80:20 ratio (preventative to reactive) at all times.

1.4 PREVENTATIVE MAINTENANCE

This type of maintenance is best defined as: regular activities performed on the equipment to keep it functional in order to prevent failure. This involves inspection, condition monitoring, testing, cleaning etc. In order to achieve the maximum life of the HVAC system and associated accessories, attention must be focused on preventative maintenance. Each of the prescribed inspection and test activities, services and reactive maintenance must be conducted by a competent person and records must be kept in a dedicated "file". The contractor must develop inspection and test, services and maintenance plans documents based on the following guide activities (with additions welcomed) for the approval by DoH Engineer within 14 days of the contract establishment.

1.5 REACTIVE MAINTENANCE/MARK-UP ON MATERIALS, SPARE PARTS, PLANT AND EQUIPMENT

The reactive maintenance is a triggered by a failure that usually requires that repairs be effected. This type of maintenance is best defined as: that maintenance activity that has to be performed when the equipment has already failed/broken to bring it in the serviceable operational state. In case of works needing materials or spares to do repairs, for completion of the allocated work, a maximum mark-up on the supplier's nett invoiced value, before the addition of VAT of materials and spare parts is allowed.

NB: Approval for specifications of the items to be used and spares shall be obtained prior to the purchase of such items. This type of maintenance will be conducted by a successful Contractor on a cost-proven basis where parts, travelling and labour rates will be considered. A provisional sum will be set aside per facility.

Mark up on bought out items

20% Maximum for value R0.00 to R299 999.99,

2. MAINTENANCE SPECIFICATION

Details of the scope of work to be executed as part of preventative maintenance are provided in the BOQ.

2.1 SPECIFICATION AND BOQ

2.1.1 HVAC SYSTEM

CHILLERS: MONTHLY INSPECTION AND TESTING		Unit of measure
Check and record operating voltage		Item
Check and record operating current (Amps)		Item
Check and record the loading set point (%)		Item
Check and record oil level from sight glass		Item
Check and record oil temperatures		Item
Check and record condenser water flow rate		Item
Check and record differential oil pressure		Item
Check and record compressor running time (hours)		Item
Check and record compressor suction temperature / pressure (°C / kPa)		Item
Check and record compressor discharge temperature (°C)		Item
Check and record condenser temperature (°C)		Item
Check and record inlet / exit water temperature - (Air or Water) (°C)		Item
Check and record inlet and outlet condensing water pressure (kPa)		Item
Check and record inlet / outlet chilled water temperatures (°C)		Item
Check and record chilled water flow rate		Item
Check condition of air cooled condenser coil and clean if necessary		Item
Pressure clean air cooled condenser coil with chemicals		Item
Check gasket and tighten all bolts if necessary		Item
Inspect oil cooler condition and performance		Item
Check control centre and module operation		Item
Check pump bearing grease/oil level and adjust as required		Item
Adjust gland packing for slight drip		Item
Inspect coupling and check adjustment		Item

Check and lubricate motor bearings	Item
Check for tightness and security of pump and motor hold down bolts	Item
Check bearing temperature	Item
Lubricate isolating valve stems and operate valves	Item
Clean pump drain and pipe work	Item
Check, clean and adjust valve glands and repack if required	Item
Replace the gland packing and check for wear on pump shaft sleeves	Item
Clean strainers	Item
Record supply and return temperatures	Item
Clean the entire unit	Item
Check tightness of all securing/mounting bolts	Item
Check condition of the coupling	Item
Check operation of water flow switch	Item
Check oil level of a pump	Item
Check for noise and vibration	Item
Other	Item
Other	Item
CARRIER CHILLERS: QUARTERLY (THREE MONTHLY) SERVICE	
Perform the monthly inspection and testing	Item
Take oil samples for analysis and check reports	Item
Check and clean the condensing unit/coil with chemicals	Item
Clean the electrical terminals for any dirt	Item
Check condition of condenser fan motors and rectify	Item
Check and lubricate chilled water pump bearings	Item
Replace any burnt wires if necessary	Item
Check for any vibration of compressors and fans and rectify if necessary	Item
Take readings on all terminals and check for the balance of phases	Item
Check refrigerant charge	Item

Replace any faulty water flow switches	Item
Service and clean all VSD	Item
Clean primary and secondary water strainers	Item
Ensure the tightness of the motor electrical terminals	Item
Ensure the operation of the emergency stop on local isolator	Item
De-rust any rust on the equipment and paint where necessary	Item
Check for condition of electrical terminals by megger. Perform Insulation resistance (IR) and polarisation index (PI) tests	Item
Other	
Other	

2.1.1 PLANT ROOM, AUTOPSY AND RECEIVING AREAS

Monthly Inspection and Testing (Includes AHU1 and AHU2)	
Check and ensure the filters are secure accordingly by clamps	Item
Check for condensate carry-over and that drains are clear	Item
Check tension, alignment and condition of fan drive belts	Item
Ensure that safety guards are properly secured on a fan	Item
Check and record chilled water temp entering	Item
Check and record chilled water temp leaving	Item
Check and record supply air temperature heat/cool	Item
Check and record return air temperature heat/cool	Item
Check the operation of unit and controls	Item
Check for vibrations and noises. Record and report any abnormalities	Item
Check and record running current of a supply air fan	Item
Inspect condition of washable filter elements	Item
Record reading on gauges	Item
Clean and examine pressure gauges, thermometers, etc. Note down any gauges and thermometers that are faulty/out of calibration. Report any abnormalities to the DoH Engineer	Item

Check for operation and condition of controls and electrical connections	Item
Other	
Other	
QUARTERLY (THREE MONTHLY) SERVICE (Includes AHU1 and AHU2)	
Perform monthly inspection and testing	Item
Inspection, cleaning and calibration of all sensors, transmitters, gauges, thermometers, actuators, solenoid valves. This includes all chiller instrumentation and control devices (capacity, oil pressure, oil level, refrigerant High/ Low pressure, freezer protection etc.)	Item
The list of all these instrumentation to be compiled by the Contractor and reported against.	
Inspect, clean and pressure test all pressure relief valves	Item
Clean primary washable filters and the unit	Item
Clean filter chamber and ensure its free of dust and other contaminants	Item
Check condition (rust, damage etc.) and clean the condenser and evaporator coils. Report any abnormalities to the DoH Engineer.	Item
Inspect and clean the condensate trap	Item
Check air and water pressure drops across coils (cooling and heating)	Item
Thoroughly clean interior and check for corrosion of an AHU including ducting. Seal all openings/leaking areas	Item
Check condition of anti-vibration mountings and canvas collar	Item
Inspect and test the air fan bearings and motor bearings for temperature rise and vibrations. Note down the values and report accordingly to the DoH Engineer.	Item
Inspect bearing wear and replace lubricant in the air inlet/extraction fan motor bearings	Item
Check, clean and test air fan motor windings(IR and PI) if accessible	Item
Tighten all terminals of the air inlet/extraction fan motor	Item
Check and record full load current of the air inlet/extraction fan motor	Item
Remove motor end covers and clean out air ways	Item
Inspect bearing wear and replace lubricant/grease in the air inlet/extraction fan motor bearings	Item
Tighten all other electrical connections related to the air handling unit	Item
Tension all V belts and ensure mountings are tight. Ensure the belt guard is tight, secure and in place.	Item
Check alignment of the drive pulley and ensure its proper	Item
Service and clean and all VSDs.	Item
Check and Lubricate all SAF and EAF motor bearings	Item

Clean all the diffusers and test	Item
Clean out fan blades and treat with anti-corrosion paint. Note any corrosion	Item
Lubricate damper pivot and linkages and also Perform damper stroke check	Item
Pressure test the damper seals	Item
Calibrate the pressure regulators	Item
Inspection and functional test of all switches	Item
Perform air flow test in the whole system	Item
Clean the whole plant and put back into operation	Item

ANNUAL (12 MONTHLY) SERVICE - Carry out annual service as per original equipment manufacturer (OEM)

2.1.2 SPLIT AIR-CONDITIONING UNITS

QUARTERLY (THREE MONTHLY) SERVICE	
Clean air filter and grilles	Item
Check that the evaporator fins are clear of dirt and clean fins if necessary	Item
Check cooling operating	Item
Check heating operation. Check operation of resistance heater and overheat stats	Item
Inspect fan motor and blades	Item
Inspect PC Board (circuit board)	Item
Check operation of an expansion valves. Correct, repair or replace if necessary	Item
Check for condensate drain system and ensure it is free of blockages. Test condensate pump and remove any foreign particles.	Item
Ensure that there is water inside the trap and fill up if necessary	Item
Record supply and return air temperatures (off coil / on coil)	Item
Check operation of thermostat (controller)	Item
Check and record suction and discharge pressures of refrigerants (LP/HP)	Item
Remove fan guard and check alignment and correct if necessary to get free rotation	Item
Check that all bolts and screws are properly secured on fans and compressor	Item
Inspect HP and LP switches and replace if necessary and check operation of the switches	Item
Check all electrical devices and connections and correct if necessary	Item
Examine condenser coil and clean fins if necessary	Item
Inspect refrigerant piping insulation and condensate pump	Item
Check correct operation of LCD screen	Item
Calibrate the temperature as per LCD display	Item
Check time clock is correctly set on a controller and that start and stop time is correctly set	Item
Record any leakage of refrigerant or recovered refrigerant	Item
Clean equipment thoroughly	Item
Other	Item
Other	Item
Inform the Engineer of all defects found, especially those that need urgent attention. Submit the after service report no later than 5 days after service and inspection. No invoice will be paid without a comprehensive report.	

SPLIT AIR CONDITIONING UNIT: ANNUAL SERVICE

Perform the Quarterly inspection and testing scope of work	Item
Examine flexible cables for wear, fraying braid and brittle insulation	Item
Examine connections	Item
Test insulation resistance	Item
Test refrigerant system for leaks	Item
Check and record High Pressure readings	Item
Check selector switch operation, all modes	Item
Check filters media. Clean all filters	Item
Check and observe operation of the reverse solenoid	Item
Check compressor termination and overload operation	Item
Lubricate fan motor bearings	Item
Check all "start" and/or "run capacitors"	Item
Other	Item
Other	Item

Inform the Engineer of all defects found, especially those that need urgent attention. Submit the after service report no later than 5 days after service and inspection. No invoice will be paid without a comprehensive report.

2.2 Technical Evaluation Criteria

This must be read in conjunction with the Technical evaluation (Functionality Criteria), Annexure A

- a. Technical Manager, Foreman/Supervisor, Artisans
 - Proof of Air Conditioner Trade test certificate.
 - Proof of HVAC system maintenance and repairs experience,
 - Registration with the relevant body (SAIRAC or SARACCA)
 - Schedule of resources at all levels
 - Schedule of experience on projects of similar value and duration (Past 3 years)
- b. CIDB Category: 1 ME or above
- c. Locality: distance in km from contractors premises to site
- d. HVAC system Maintenance Health and Safety Management Plan.

3. PURPOSE, SCOPE AND DEFINITIONS OF CONTRACT WORK CATEGORIES

The purpose of this three (3) year contract is to procure the services of a reputable, competent and accredited Service Provider to be able to execute maintenance and repair works on HVAC systems' in the Phoenix Forensic Mortuary.

4. DEFINITIONS OF WORK CATEGORIES

The work categories are as under:

Maintenance: (including preventive maintenance) defined as work required for the upkeep any existing electrical works, which is presently functioning, in operational order.

Repairs: defined as that work required to be executed on any existing electrical work, which is at present not functioning and must be returned to its original state of functioning by replacing it with new equipment of the same capacity/capability and technological features.

5. CIDB Grading and APPLICABILITY OF CONTRACT

The required CIDB grading for the service providers to be considered for this term contract is 1ME or above.

6. SERVICE LEVEL AGREEMENT

A successful bidder shall enter into a service level agreement (SLA) with the Department upon being awarded the Contract.

- The service level agreement shall be entered and agreed upon within five (5) days after awarding of the Contract.
- The successful bidder must arrange a meeting with the Department's Engineer two (2) days after being awarded the Contract to discuss the SLA.

7. SITE SPECIFIC REQUIREMENTS

- Upon arrival, the service provider shall provide the relevant certification for skilled personnel, together with ID or clear copy of ID. Semi-skilled and unskilled are required to produce clear ID.
- For all scheduled work, prior arrangements (2 days before the start date) to visit site shall be made with the Facility Manager.
- The work areas must be properly demarcated when work in progress and there must be no disruptions and no health and safety risks to people visiting and occupying the facility.

8. IMPLEMENTING WORK AND REPORTING ON SITE

- All contractor employees are required to report to the Facility Manager or his delegated official **upon arrival and prior to departure/upon completion of work.**
 - Upon arrival and departure (completion of work), all contractor employees must sign the *Contractors Site Visit Register* which will be kept in the facility by the Facility Manager.
 - A job sheet must be completed on site by the service provider indicating the time worked for a job allocated. The job sheet is to be signed and stamped with a dated facility stamp by the facility manager or his/her delegated official on site. This will be issued to the awarded contractor.
 - The document required to effect invoice pay-out is as follows:
 - ✓ Instruction issued to carry out works on a particular scope.
 - ✓ Job sheet, stamped (or signed) and dated by facility manager or his/her designated official.
 - ✓ Service provider's invoice.
- The work will be paid on the basis of time in job sheet and in accordance with the agreed contract rates.
- Report must be sent to the DoH Infrastructure Engineer and the copy to the Facility Manager within 5 days of the works completion.

9. EQUIPMENT TO BE PROVIDED BY THE SERVICE PROVIDER

The service provider shall supply all plant, material, consumables and tools required to carry out the scope of work related to HVAC maintenance and repairs. Where a service provider is required to hire plant or equipment which does not form part of their normal HVAC scope of work, prior approval shall be obtained from the Department's Representative. The name of Department's Representative will be communicated to the appointed contractor.

10. MEANS OF COMMUNICATION

The contractor will be notified by phone call and of any fault by the Facility Manager or delegated Official. The phone call shall be made to both the Contractor and the designated Engineer. The phone call will be followed up by an email from the Facility Manager or delegated Official to the contact person of the contractor available 24/7. The contractor shall provide an alternative contact number and email address. The contractor employee(s) shall notify the engineer upon arrival on site by means of a SMS.

11. TERMINATION CLAUSE AND END OF CONTRACT

The Department of Health reserves the right to terminate the contract if the contractor breaches any of the agreements. All applicable conditions will be on the SLA.

If the Contractor, during the contract term, is suspected to be misinforming or misleading the department with regards to the plant status, or is supplying replacement parts that are not necessary, or supplying at a price way above the market price, or is suspected of sabotaging the plant all with the intention of making money from the Department, the Contractor will be subjected to investigation and disciplinary hearing which can lead to termination of Contract as well as deletion from the Government database which will prevent the contractor from conducting any form of business/work for Government.

The contract will be deemed as expired at end of 36 months from the date of agreeing and signing SLA or exhaustion of funding allocated to the contract.

12. REDUNDANT MATERIALS, SPARE PARTS, PLANT AND EQUIPMENT

Redundant material(s) which arise from repairs, stripping and work carried out must be removed from site and disposed of by the service provider. Such redundant material(s) parts are to be inspected, by the Department's representative to confirm that such parts are indeed defective. The contractor takes full responsibility of safe

disposal of redundant materials. Upon disposal of redundant material(s), a disposal certificate/note shall be issued by the contractor to the facility for record keeping and proof that disposal was safely and correctly done. All repair works shall be approved by the Engineer before being carried out by the Service Provider and the following shall apply;

- Upon inspections, service and (or) call out, should any equipment/component/plant/system found to be in need of repairs, the service provider shall immediately notify the Engineer and the Facility manager of all necessary repairs that need to be carried out.
- The service provider shall NOT commence with the repairs until instructed to do so by the Engineer through formal (sms, email, whatsapp) communications.
- The service provider will quote for all necessary repairs following submission of the report of findings and recommended scope of work.
- The service provider will be instructed by the Engineer or his designated official to proceed with all repairs below R50 000.
- All repairs above R50 000 will be subject to verification of the quote to be within the market price. In this case, other service providers will be given a chance to quote on the same scope of work and the cheaper quoted service provider will be instructed to proceed with the repairs work.
- All repairs above R100 000 will be subject to open bidding process. The work request will be assessed by the Engineer and will depend on the level of urgency of the work (whether it's emergency work or urgent).

13. INVESTIGATION, TESTING AND COMPLETION OF THE WORKS

The service provider shall conduct a root-cause analysis for incidents reported and produce a report with recommendations to prevent the same issue from reoccurring. The service provide shall rectify and satisfy him/herself that the works completed are tested, completed and to specification in all respects, and to the satisfaction of the responsible official before handing over to the Department. The traded artisan is deemed as a competent supervisor for the supervision of the works. It is not the responsibility of the Department, or it's duly appointed representatives, to perform such functions on behalf of the service provider.

14. AVAILABILITY AND RESPONSE TIME TO BREAKDOWNS

The service provider is required to be available twenty-four (24) hours per day, seven (7) days per week, including public holidays, to respond to breakdowns as and when instructed to do so.

Normal cases

The service provider's response time must be 4 hours maximum from the time a fault is reported for normal cases or not life threatening cases.

Emergencies

When a service provider is appointed as the responsible service provider at a specific institution/building/facility for a specific period, the service provider's response time must be 2 hours maximum from the time a fault is reported for emergencies.

If an emergency fault or matter reported is not attended to within a particular time of the time of reporting, a penalty shall be imposed, to be detailed on the SLA. A contact number and an email address shall be provided by the service provider for 24 hour contact to report faults.

15. COMPLIANCE TO OHS ACT

The works shall be carried out in full compliance to Occupational Health and Safety Act and Regulations and all relevant Acts and Standards. All safety precautions required for working on electrical systems shall be taken into account and a risk assessment shall be conducted by the service provider. Suitable personal protective equipment shall be worn at the time of duty. The contractor is fully liable for safety and security of his personnel and shall indemnify the Department of Health for all incidents

YEAR 3		Rates		
ITEM	DESCRIPTION	NORMAL RATE TIME	OVERTIME x 1.5	OVERTIME x 2
1	Artisan/Technician rate per hour, normal time			
2	Semi-skilled rate per hour			
3	Unskilled rate per hour			

17. SUMMARY PRICE PAGE

DESCRIPTION			
Labour: Supply the services of a reputable, competent and accredited Service Provider for carrying out HVAC preventative maintenance including all Health and Safety compliance.			
Preventative maintenance and Reactive maintenance			
		Qty	Total Cost
	Item Price		
1	Conduct a conditional once-off assessment of all the HVAC units and provide a report highlighting the status quo, interventions required, etc. (The cost includes time to be spent on site and producing report)	1	
2	Perform monthly inspections on the HVAC system as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	36	
3	Perform quarterly service on the HVAC system at as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	12	
4	Perform major service on the HVAC system at as per the scope of work (including labour, consumables, spares, material, tools, transport cost)	3	
5	Travelling from contractors premises to Phoenix Forensic Mortuary	64	
6	Provisional sum for reactive maintenance (Repairs)	1	R800 000.00
Total Amount (Excluding VAT)			R800 000.00

18. TENDER EVALUATION CRITERIA AND SCORING

The Bidders needs to score a minimum of 80 points functionality and quality criteria to be considered for this Bid/ Quotation.

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria	Sub-Points Scoring	
1. Financial Standing	The submission of all financial requirements stipulated in the quotation	20	20	Stamped letter from the bank confirming availability of working capital	20	Proof of working capital equal to or greater than R50 000.00 or Available bank credit in the form of a stamped letter from the bank.
					5	Proof of working capital less than R50 000 or available bank credit in the form of a stamped letter from the bank.
					0	No submission
2. Competency, Experience and Resource Capacity	Tenderer to demonstrate their technical competency, human resource capacity and relevant project experience	30	20	Detailed schedule of key resources	20	Key technical Resources: Technical Manager, Foreman or Supervisor must be air conditioning Trade Tested Artisan with SARRACCA or SAIRAC in the air condition industry. Attach proof of Trade test certificate and proof of registration with SARRACCA / SAIRAC.
					10	Key technical Resources: Technical Manager, Foreman or Supervisor must be air conditioning Trade Tested Artisan with SARRACCA or SAIRAC in the air condition industry. Attach proof of Trade test certificate or proof of registration with SARRACCA / SAIRAC.
					0	No submission
3. CIDB	Submit a proof of CIDB registration	10	10	Schedule of organisation years of experience on similar projects. Bidder must submit a schedule of projects completed which shall include period (start date/month to end date/month) over which completed and value of project.	10	More than or equal to 3 years with award letters/orders/completion certificates not older than 5 years.
					5	Less than 3 years but greater than 6 months with award letters/orders/completion certificates.
					0	Less than 6 months or no submission
4. Tenderer's Project Management Structure and Organogram and Experience of Resources Proposed for the Project	Submit a proof of CIDB registration	10	10	Submission of a proof of CIDB registration	10	Submission of a proof of CIDB registration.
					0	No submission
					10	Submission of a detailed project organogram showing all project resources including key technical resources. The organogram must indicate the roles and responsibilities of each key project team members that will be allocated to this project.
5. Locality	Submission of proof of location (Physical address of the tenderer's premises) and the distance away from site (or various sites in the event of various facilities)	10	10	Submission of proof of location (Physical Address of the tenderer's premises) and the distance away from the furthest site (or various sites in the event of various facilities)	10	Key technical resources on the project organogram has a minimum of 3 years' experience on air condition maintenance and repairs. (Attach CV)
					10	Key technical resources on the project organogram has a less than 3 years' experience on air condition maintenance and repairs. (Attach CV)
					0	No submission
					10	Distance away from Phoenix MLM is 100km or less.

					5	Distan y from Phoenix MLM is between 100km and 200km.
					0	No submission or distance greater than 200km.
6.Safety	Submission of the tenderer's Safety Policy or equivalent, demonstrating 1. Safe working procedures/ processes, 2. controls and guideline that will give confidence to the Department that safety will be prioritised, 3. risk assessments, 4. tools and site inspections will be conducted, First Aid kit will be provided, 6. Safety Officer will be made available (or at least a foreman act as a Safety custodian). 7. Incidents will be reported and investigated as per OHS Act and Regulations.	20	20	Submission of the tenderer's Safety Policy of equivalent, demonstrating safe working procedures, processes, controls and guidelines that will give confidence to the Department that safety will be prioritised, risk assessments, tools and site inspections will be conducted. First Aid kit will be provided, Safety Officer will be made available at least a foreman will act as a Safety custodian). Incidents will be reported and investigated as per Osh Act and Regulations.	20	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of all 7 (or more) safety aspects as per the list on the deliverables.
					10	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of 4 – 6 safety aspects as per the list on the deliverables.
					0	Submission of the tenderer's Safety Policy or equivalent, demonstrating full coverage of 0 – 4 safety aspects as per the list on the deliverables.