

TERMS OF REFERENCE

SPECIFICATIONS FOR ELECTRICAL CONTRACT KWAZULU NATAL NATIONAL BOTANICAL GARDEN

**2 ZWARTKOP ROAD, PRESTBURY,
PIETERMARITZBURG
KWAZULU NATAL**

**PO BOX 21667
MAYORS WALK
3208**

Quotation Number: SANBI: Q6019/2018

1. BACKGROUND

The South African National Biodiversity Institute (SANBI) requires an Electrical Service Provider to provide electrical services at KwaZulu Natal National Botanical Garden (KZN-NBG). The KZN-NBG is located in Prestbury, near Mayors Walk centre, Pietermaritzburg. This Garden is one of the fastest growing eco-tourism destinations in the KZN Province.

The KZNNBG property is 47.7 ha of which 12 ha is landscaped area, with the remaining 35.7 ha being either natural or a low-maintenance area. The boundary of the KZNNBG fenced, and it only has two public gates (i.e. Main boom gate and Tatham road resident's gate).

The garden is situated within uMsunduzi Local municipality which is the capital of KwaZulu Natal. The Garden is open to the public 365 days a year from 8:00 – 18:00 with entry by paying customers only till 18:00.

Garden facilities include:

- Guard house (Boom Gate)
- Ticket office
- Environmental Education Centre
- Restaurant
- Garden Office
- Visitor Centre and a kiosk
- Public ablutions
- Clivia hall
- Production and index nursery facilities
- Indigenous Retail nursery
- Staff change rooms
- Index nursery block with offices
- Curator residents
- Engine house
- Workshop & store rooms
- Parking area (with extra parking)
- 2 x Lapa
- 8 x theme gardens

2. INVITATION TO QUOTATION

Quotations are hereby invited for the provision of Electrical services at the KZN-NBG. The quote process will be co-ordinated by the SANBI's Supply Chain Management (SCM) Directorate at the following address:

Deputy-Director: Supply Chain Management
South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184

3. QUOTATION SPECIFICATION

The South African National Biodiversity Institute (SANBI) requires a Service Provider to provide Electrical Services for the entire property of the KwaZulu Natal National Botanical Garden.

SANBI requires the services of a suitably qualified, experienced electrical service provider to service the garden on all electrical needs. The Service provider or Company will comply with all relevant government legislations as well as the SANBI's terms and conditions including the service level agreement.

3.1 SERVICES REQUIRED

The Service provider is required to provide maintenance of all electrical systems, service and repair electrical equipment and service, repair and install all electrical infrastructures.

3.2. Scope of Work

- Maintenance of electrical Systems
- Service and repair of electrical equipment
- Service and repair of all electrical infrastructure
- Assess and issue COC's where required

3.3. Response to call outs

The Service Provider will at all time respond to emergency call outs as requested by the client.

The Service provider will respond to emergency call outs/technical problems reported to them within reasonable period (24 hours) unless they are major technical problems.

Ad hoc call outs before midday – response must be the same day and repairs must be within 6 hours. Ad hoc call outs after midday – response must be within 24 hours.

3.4. The response must indicate the following:

- Call out fee
- Call out fee following hours
- Annual increase

3.5. Operating Hours

The service provider will be required to provide services as per the request of the client during and out of working hours. The service provider will be required to provide services 365 days a year (including public holidays) for 24 hours a day where necessary.

3.6. Mandatory Requirements of the service provider

- A current copy of the Central Suppliers Database (CSD) registration report or registration number.
- Service providers with one or more employees are required by law to contribute to the Compensation Fund. A valid letter of good standing certificate with COIDA is required. The certificate should be issued by the Department of Labour. If the service provider does not possess a COIDA certificate this will be required before appointment. If the certificate cannot be presented within 10 days of request, the second recommended bidder will be appointed.

- Proof of Public Liability Insurance or proof of application. If you have submitted proof of application the bidder will be required to submit proof of insurance before appointment. If the certificate cannot be presented within 10 days of request, the second recommended bidder will be appointed
- Proof of registration for electrical contractor issued by department of labour
- SBD forms (SBD 1, 4, 6, 1, 8 and 9) The Standard Bidding Forms (included in the bid documentation) must be completed and submitted with this proposal

4. CONTRACT PERIOD

The contract period is for three years which will be reviewed every (12) twelve months from the date of commencement. This agreement may be terminated by either party by giving a written notice of termination at least (3) three months prior to the expiry of the initial 3 year period or any further extended 12 months.

5. GENERAL TERMS

All documents submitted in response to this Request for Quote (RFQ) must be written in English.

For Technical queries please contact Mr Simangaliso Fakude, Estate Manager: KwaZulu Natal National Botanical Garden, at Tel: 033 344 3585 or at the following e-mail address: S.Fakude@sanbi.org.za or Ms Sthembile Zondi S.Zondi@sanbi.org.za

6. COMPLIANCE REPORTS AND MEETINGS

Both the Service Provider and the SANBI will draw up a Service Level Agreement (SLA) for monitoring and compliance purposes. The SLA will be monitored through compliance meetings which will be held monthly. The Service Provider will also meet the designated SANBI representative as and when it deems necessary.

7. OPERATING HOURS

The Service Provider will be required to provide services 365 days a year (this includes weekends), 8 hours a day over a three years contract period.

8. GENERAL INFORMATION

The Service Provider must ensure that its staff members comply with the rules, regulations and by-laws of the site, which will be covered during the induction

The SANBI reserves the right:

- To verify any information supplied in quotation documents;
- Not to appoint any Service Provider;
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities;
- To have the final say in the appointment and this will be binding;
- To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred?
- To disqualify potential Service Providers who may attempt to bribe or influence any person employed by SANBI during the course of this quotation process.

9. EVALUATION CRITERIA

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for Evaluation (issued 3 September 2010), this quote will be evaluated in two stages.

The first stage will evaluate functionality according to the criteria listed in the table below:

FUNCTIONALITY CRITERIA	POINTS
a) Past Experience/Track Record: This refers to the experience of the bidder to undertaken the scope of work involved in this RFQ - The bidder is required to provide details of previously undertaken work related to Maintenance of electrical services and repair of electrical equipment, service and repair of electrical infrastructure. - A brief description of the scope and scale of current and past projects undertaken, including three traceable references accompanied by appointment letters.	(25) (25)
b) Team capacity, the bidder should demonstrate the capacity of his/her team by providing Key Electrician's qualifications and experience as electricians. (please provide a short CV reflecting the above for each electrician)	(20)
c) Allocation of resources: equipment's/resources to carry out the work required. Please provide pictures of equipment the company has.	(20)
d) Technical merit of the proposal: Completeness/level of detail of proposal	(5)
e) Service provider must be based within uMsunduzi Municipality. A copy of water and lights statement showing your offices municipality or locality not more than three months (must be attached).	(5)
Total	100

Any Quotation that scores less than 60 out of 100 points against the functionality criteria in the table above will be disqualified from further consideration.

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate.

10. PRICING SCHEDULE

Repairs and technical services costs per call

Call out fee	VAT	Call out fee (incl VAT)
R	R	R

Contract value estimations

Year 1 total cost (incl VAT)	Year 2 total cost (incl VAT)	Year 3 total cost (incl VAT)	Total cost for 3 years (incl VAT)
R	R	R	R

Pricing or costing must take into consideration the VAT annual increases, labour rates, materials and equipment's.

11. SITE BRIEFING

A compulsory site briefing for this quotation will be on **(date) 21 June 2019 (time) 9:00 am.**

Physical address:

KwaZulu Natal National Botanic Garden

2 Zwartkop Road

Prestbury

Pietermaritzburg

Closing date for submissions: 29 June 2019@ 11:00

Submission of proposals must be emailed to L Madayi at L.Madayi@sanbi.org.za with a copy to Prince Hlongwane (p.hlongwane@sanbi.org.za) or hand delivered to South African National Biodiversity Institute (SANBI), 2nd Cussonia Avenue, Brummeria, Pretoria, at Biodiversity Building (Tender box). Emailed applications must not be more than 5MB in size.

Request for further information to these specifications must be emailed to:

Mr Simangaliso Fakude, S.Fakude@sanbi.org.za or Ms Sthembile Zondi S.Zondi@sanbi.org.za