

**THE NATIONAL CREDIT REGULATOR**

**NOVEMBER 2019**

**Terms of reference**

**rfq: remedial work to electrical reticulation of the building for the National Credit Regulator.**

**METHOD OF SUMBISSION: HAND DELIVERY: ADDRESS: 127, 15th ROAD, RANDJESPARK  
MIDRAND AT RECEPTION.**

**DUE DATE: 05 DECEMBER @16:00**

**TERMS OF REFERENCE**

1. **Introduction**

The objective of this assignment is to appoint a reputable service provider to render services for remedial work to electrical reticulation of the building for the NCR.

1. **Background**

The National Credit Regulator is the regulatory authority established on 01 June 2006 in terms of the National Credit Act, 2005 with the mandate to promote and advance the social and economic welfare of South Africans, promote a fair, transparent, competitive, sustainable, responsible, efficient, effective and accessible credit market and industry, and to protect consumers.

The NCR is currently in need of remedial work to electrical reticulation of the building.

1. **Objective**

The objective of the project is to appoint a service provider to render services for remedial work to electrical reticulation of the building for the NCR.

1. **Scope of work.**

The following scope of works has been derived from the assessment undertaken on the generator, UPS and dedicated electrical power circuits utilized by the NCR.

The Contractor is required to undertake a range of remedial actions related to the above electrical circuits and equipment. The NCR makes use of both normal and dedicated electrical power circuits on the site. The NCR has been desirous to ensure that the all the core work activities utilize dedicated power. Currently the following deficiencies exist on the electrical power circuits:

**Plug Outlet Points**

1. Plug outlets and wiring in the power skirting are loose in a number of places.

2. Normal plug outlets are connected to the dedicated electrical power circuit, thus not restricting use to dedicated users alone.

3. Dedicated plug circuit outlets have been extended so that the number of plug point outlets on some circuits are exceeding the accepted best practice and safe working loads per circuit.

4. The labelling on the plug outlets need to be corrected.

**Distribution Boards**

1. Each distribution board should have the requisite number of circuit breakers to support the number of lights and plug point outlets per circuit.

2. The boards are not labelled correctly and there does not exist an updated legend for each board.

**Lighting**

1. No emergency light in the server room;

2. Emergency lights are not available in a total blackout situation.

**Server Room and UPS**

1. The cabling in the server room is not neat and properly truncated;

2. The UPS batteries’ have reduced life.

Below is a bill of quantities setting out a summary of the scope of works:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** |  | **Quantity** |
|
| **1** | **Distribution Boards** |  |  |
| 1,1 | Provide labels and re-label distribution boards |  |  |
| 1.1.1 | Main Distribution Board | **No.** | 1 |
| 1.1.2 | Distribution Board 1-B | **No.** | 1 |
| 1.1.3 | Distribution Board 1-C | **No.** | 1 |
| 1.1.4 | Security DB, Generator DB (located in Server Room) and UPS DB (located in Server Room) | **Sum** | 1 |
| 1,2 | Provide legends for each distribution board | **No.** | 6 |
| 1,3 | Check each distribution boards and provide a COC | **No.** | 6 |
|  |  |  |  |
| **2** | **Dedicated Plug Circuits** |  |  |
| 2,1 | Provide and change normal plug socket outlets to dedicated plug socket outlets | **No.** | 120 |
| 2,2 | Provide and fit additional 20 Amp circuits for dedicated plug circuits, inclusive of breaker and minimum 30 metre cable runs | **No.** | 10 |
| 2,3 | Repair dedicated plug outlet circuits on power skirting | **No.** | 6 |
| 2,4 | Provide laptop / PC / PC monitor kettle power cables terminating in dedicated plug points | **No.** | 20 |
|  |  |  |  |
| **3** | **Normal Plug Circuits** |  |  |
| 3,1 | Provide additional normal plug circuits and outlets (re-use salvaged plug socket outlets from 2.1 above), inclusive of breaker and 30 metre cable runs | **No.** | 50 |
| 3,2 | Remove normal plug outlets from dedicated plug outlet circuit | **No.** | 4 |
|  |  |  |  |
| **4** | **All Plug Outlets** |  |  |
| 4,1 | Confirm all electrical circuits and provide labels and re-label all plug outlet circuits | **Sum** | 1 |
| 4,2 | Provide an as-built reticulation network diagram, inclusive of all power circuits | **days** | 8 |

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| --- | --- | --- | --- |
| **5** | **Server Room and UPS** |  |  |
| 5,1 | Tidy up electrical reticulation and trunking in the server room providing power to servers. Work to be scheduled outside of normal hours | **Sum** | 1 |
| 5,2 | Replace the UPS batteries | **No** | 24 |

|  |  |  |  |
| --- | --- | --- | --- |
| **6** | **Emergency lighting** |  |  |
| 6,1 | Re-configure all emergency lighting for total black out operability, inclusive of server room | **No** | 16 |

1. **Pre – requisites**
   1. Bidders must be registered on the Central Supplier Database (CSD). Proof of registration must be provided.
   2. Bidder should have attended a **compulsory briefing and site inspection** in order for them to participate. Bidder must be registered with the CIDB with grading levels of EB2+ and ME2+. The bidder must submit / attach proof of registration with CIDB; proof must also reflect the bidder’s status with CIDB.
   3. The bidder must ensure compliance to the Occupational, Health and Safety Act for the duration of project. The bidder must provide a Health and Safety Plan and a Safe Works Procedure for all work conducted on site.
   4. The bidder must submit proof of wireman license.
   5. The bidder must, at his own expense, take out sufficient insurance against any claims, costs, loss and or damage ensuing from its obligation and shall ensure that such insurance remains operative for the duration of this agreement. A copy of insurance must be handed to the NCR upon commencement of the service.
   6. The bidder must have five (5) relevant contactable references of similar projects held or works done in the past five (5) years. Please refer to **Table (a) of Annexure 1** of this document for the format in which the required information must be provided.
   7. The Bidder must provide five (5) reference letters for the past five (5) years indicating the following information:

* Company details
* Contact person
* Contact numbers
* Email address
  1. The bidder’s project team must have relevant skills, trade and experience in providing similar electrical services. The bidder must submit, as part of its proposal, the following:
* The minimum qualification requirement is a B degree in Electrical Engineering. Proof of qualifications, electrical trade test certificates must be attached to the CV’s of the project team. The CV’s must clearly highlight qualifications, skills and experience.
* The structure, composition and CV’s of the project team.
* areas of experience or competence relevant to the tasks and objectives of this project.
* Please refer to **Table (b) Annexure 1** of this document for the format in which the required information must be provided.
  1. The bidder must demonstrate that they keep up to date with industry developments through affiliation(s) with the relevant associations or bodies for electrical contractors e.g. Electrical Contractors Association (ECA) and theElectrical Contractors Board (ECB).
* Please attach documentary proof of current affiliations to relevant industry associations /bodies.

1. **Mandatory Technical Requirements**

The bidder must indicate its compliance / non- compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

|  |  |  |
| --- | --- | --- |
| **(Construction Industry Development Board) CIDB REGISTRATION** | **Comply** | **Not comply** |
| The bidder must maintain their CIDB grading and be registered with the CIDB for the duration of the project.  The bidder must submit / attach proof of CIDB Registration. |  |  |
| **Substantiate/Comments** | | |

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| --- | --- | --- |
| **CIDB REGISTRATION** | **Comply** | **Not comply** |
| **ELECTRICAL AND MECHANICAL MAINTENANCE SERVICES**  The bidder must be registered and be in good standing with the CIDB with a grading level of at least EB2+ or ME2+.  The bidder must submit / attach proof of registration with CIDB; proof must also reflect the bidder’s status with CIDB.  **Note: The NCR reserves the right to verify the bidder’s status of registration directly with CIDB.** |  |  |
| **Substantiate/Comments** | | |

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| --- | --- | --- |
| **OHS COMPLIANCE** | **Comply** | **Not comply** |
| The bidder must ensure compliance to the Occupational, Health and Safety Act for the duration of project.  The bidder must provide a Health and Safety Plan and a Safe Works Procedure for all work conducted on site. |  |  |
| **Substantiate/Comments** | | |

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| --- | --- | --- |
| **RISK INSURANCE** | **Comply** | **Not comply** |
| The bidder must, at his own expense, take out sufficient insurance against any claims, costs, loss and or damage ensuing from its obligation and shall ensure that such insurance remains operative for the duration of this agreement.  A copy of insurance must be handed to the NCR upon commencement of the service. |  |  |
| **Substantiate/Comments** | | |

1. **Other Technical Requirements**

The bidder must indicate its compliance / non- compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

|  |  |  |
| --- | --- | --- |
| **BIDDER’S EXPERIENCE** | **Comply** | **Not comply** |
| The bidder must have experience in providing similar electrical services.  The bidder must have five (5) relevant contactable references of similar projects held/works done in the past five (5) years.    Please refer to **Table (a) of Annexure 1** of this document for the format in which the required information must be provided. |  |  |
| **Substantiate/Comments** | | |
| **QUALIFICATIONS, EXPERIENCE AND SKILLS OF THE BIDDER’S MANAGEMENT TEAM** | **Comply** | **Not comply** |
| The bidder’s project team must have relevant skills, trade and experience in providing similar electrical services. The bidder must submit, as part of its proposal, the following:   * The minimum qualification requirement is a B degree in Electrical Engineering. Proof of qualifications, electrical trade test certificates must be attached to the CV’s of the project team. The CV’s must clearly highlight qualifications, skills and experience. * The structure, composition and CV’s of the project team. * areas of experience or competence relevant to the tasks and objectives of this project.   Please refer to **Table (b) Annexure 1** of this document for the format in which the required information must be provided. |  |  |
| **Substantiate/Comments** | | |

|  |  |  |
| --- | --- | --- |
| **ECA AND ECB CERTIFICATES** | **Comply** | **Not comply** |
| The bidder must demonstrate that they keep up to date with industry developments through affiliation(s) with the relevant associations/bodies for electrical contractors e.g. Electrical Contractors Association (ECA) and theElectrical Contractors Board (ECB).  Please attach documentary proof of current affiliations to relevant industry associations /bodies. |  |  |
| **Substantiate/Comments** | | |

|  |  |  |
| --- | --- | --- |
| **CAPACITY/EQUIPMENT** | **Comply** | **Not comply** |
| The bidder must have capacity in terms of the necessary equipment to effectively render the required services. |  |  |
| **Substantiate/Comments** | | |

**ANNEXURE 1: BIDDER’S EXPERIENCE AND PROPOSED PROJECT TEAM**

Request for Proposal No: ……………………………………………………………….

Name of Bidder: ………………………………………………………………………….

Authorised signatory: …………………………………………………………………….

***Note to the bidder:***

The bidder must complete the information set out below in response to the requirements set above. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below.

The bidder must provide the following information:

**Table (a) Details of the bidder’s current and past experiences in similar electrical services in commercial buildings.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Client’ Name** | **Nature of the contract**  **(Fixed cost or Ad-hoc)** | **Description of Maintenance Services Contracted for** | **Project period**  **(Start and End Dates)** | **Value of Work done under the contract** | **Name, title and telephone contact of client** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Table (b) Details of bidders’ project team- format**

|  |  |  |  |
| --- | --- | --- | --- |
| **Relevant Project Experience** | | | |
| **Name** | **Position** | **Number of years’ experience** | **Qualifications/Training/Trade Test Certificates** |
|  |  |  |  |
|  |  |  |  |

1. **Expected outcome**

On completion of the project, the certificate would have been issued that indicates the disposal was done in accordance with all relevant laws and regulations of South Africa.

1. **Conditions of the bid**

The appointed professional service provider is duty bound to observe confidentiality requirements and compliance with all relevant laws and regulations of South Africa.

1. **Submission of proposals**

Proposals must reach the offices of the NCR before **05 DECEMBER 2019**, and must be enclosed in a sealed envelope which must have clearly inscribed on the outside:

1. **TERMS OF REFERENCE FOR remedial work to electrical reticulation of the BUILDING.**
2. **METHOD OF SUBMISSION: HAND DELIVERY: ADDRESS: 127, 15th ROAD, RANDJESPARK  
   MIDRAND AT RECEPTION.**
3. **COMPULSORY BRIEFING SESSION AND SITE INSPECTION: 02 DECEMBER 2019 TIME: 10:00 VENUE: BIG BOARDROOM**
4. **CLOSING DATE: 05 DECEMBER 2019 TIME: 16:00**

Proposals are to be submitted by reception area, Please note that this RFQ closes punctually at **16:00**. No late submissions will be considered under any circumstances. Failure to submit all the documentation referred to in this section may result in a submission being discarded, and not considered.

1. **Evaluation Criteria**

Proposals will be evaluated on the **80/20** preference points scoring system: that is, **80%** of the points awarded will be based on price, **20%** of the points awarded will be based on B-BBEE codes system.

1. **Additional information:**

* Brief company profile, as relevant to the above-mentioned terms of reference.
* Experience in the relevant areas, Clientele.
* The proposal should contain a work plan, showing tasks, timelines etc.
* Certificate of incorporation / legal status.

1. Company registration documents and Certified copy of director’s IDs

* Financial proposal.