



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

Reference number: ID-3203570

PRETORIA PRESIDENCY

**TERMS OF REFERENCE FOR 12 MONTHS PROVISION OF SOUND SYSTEM AT UNION BUILDINGS,
MAHLAMBA NDLOPFU, OR TAMBO HOUSE AND SEFAKO MAKGATHO PRESIDENTIAL GUEST
HOUSE.**

1 PURPOSE

To service fire equipment and systems to a good working condition for ministerial and VIP accommodation. Companies to bid for the repairs of the house at a reasonable cost for market related and of a good quality.

2 ABOUT THE DEPARTMENT

The mandate of the Department of Public Works and Infrastructure (DPWI) is to, *inter alia*, provide service to all state events as requested by the Presidency.

3 SCOPE OF WORK

1. All Monitoring system, service must be carried out in compliance with the Department of Public Works and Infrastructure.
2. Provide a fully functional PA (Public Address) sound system setup for presidential events.
3. Ensure that the sound system is functional from the start to the end of the event.
4. The presence of a sound technician on standby throughout the duration of the event is mandatory.
5. Comply with health and safety regulations
6. Work must be carried out as per DPWI specification
7. Contractor should not take any instruction from anyone except DPWI official
8. Provide necessary equipment structures for sound support
9. Clean the system and area to good working condition
10. Replacement of faulty component, shall be made good to match the existing.
11. Allow cleaning on-site inspection.
12. Test the system
13. Job card must be signed on site for job completion.

All work to be coordinated with the DPWI.

4 MINIMUM REQUIREMENTS APPLICABLE TO THIS BID

4.1 Administrative responsiveness Criteria

Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from

Further consideration:

- 4.1.1 Bid form must be properly received on the bid closing date and time specified on the invitation, fully Completed and signed in ink.
- 4.1.2 Submission of PA-11: Declaration of interest and bidder's past supply chain Management practices.
- 4.1.3 Submission of PA-29: Certificate of Independent Bid Determination.
- 4.1.4 Provide proof of registration on the National Treasury Central Suppliers Database by completing the invitation to bid form PA 32 with supplier registration number and unique registration reference number

- 4.1.5 It is estimated that potentially emerging enterprises should have experience in working with electronic sound equipment and satisfy the criteria stated in the Tender Data.
- 4.1.6 Letter of a good standing from the Department of Labour
- 4.1.7 Must have experience in maintenance and operation of sound system
- 4.1.8 The technician must have the ability to do the work.
- 4.1.9 The company to have necessary equipment to work.
- 4.1.10 All personnel deployed to the site to be of sober habits as SAPS is at liberty to refuse entry.
- 4.1.11 All personnel deployed on site must adhere to covid-19 regulations at all times.
- 4.1.12 The successful bidder will be subjected to a security screening process and if there is any criminal record detected, the Department has the right not to appoint.

5. ALL POTENTIAL SERVICE PROVIDERS TO NOTE THE FOLLOWING:

- 5.1 The service provider must have the companies that must have all necessary equipment to do the work.
- 5.2 Upon completion of the event an invoice, quotation and the job card of work done on site should be submitted To DPWI.

6. RESPONSIBILITIES

6.1 **DPWI:** The Department officials, who are involved in managing the project will be responsible for:

- Providing the necessary details and information arrangements in a form of a Project Plan that the Required service requirements are understood
- Rendering all reasonable assistance in executing the service
- Granting the service providers access to the areas.

6.2 **SERVICE PROVIDER:** The personnel, who is involved in maintenance project will be responsible for:

- Executing services as stipulated in the terms of reference
- Timeous delivery of services as stipulated on approved Projects Execution Plan.
- Upon request from the Department remove any resource employed from site should the service rendered by the resource not be in accordance with Departmental requirements.
- Submission of the closeout report of the closeout report as stated in clause 5.2

- Timeous submission of correct detailed invoices for services rendered in order for payments to be effected by DPW within 30 days of receipt as per Bid stipulation.
- Any additional infrastructure required by tenderer will be for their own account
- Any damage to the property, will be at the cost of the service provider

7. ENQUIRIES:

Technical queries

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SCHEDULE TWO (2) NON -SCHEDULE MATERIAL AND LABOUR

1	DESCRIPTION	QTY	RATE
	MATERIAL		% m/up 20% or c
	Mark-up on allowance for non-schedule material. Proof of original purchase to be provided on above materials	1	
2	LABOUR		
	The rates for labour will be deemed to include for all statutory minimum labour rates , contribution to bonus, holiday , pension, medical aid funds etc. as well as for normal working hours, overtime , Sunday and holiday time.		
2.1	LABOUR NORMAL WORKING HOURS		
2.1.1	Sound Technician	per/hr	
2.1.2	Semi- Skilled(only deemed when relevant)	per/hr	
2.1.3	General Assistant	per/hr	
2.2	LABOUR OVERTIME : SUNDAYS AND PUBLIC HOLIDAYS		
2.2.1	Skilled Artisan (Proof of qualification as an accredited gas installer is required)	per/hr	
2.2.2	Semi- Skilled(only deemed when relevant)	per/hr	
2.2.3	General Assistant	per/hr	
2.3.2			

SCHEDULE THREE (3) TRANSPORT (LIMITED TO A 30KM RADIUS FROM CENTRAL POST OFFICE- PRETORIA)

	DESCRIPTION	QTY	RATE
1	Transport for travelling : Transport costs to be inclusive of , supervisor /artisan/labour/driver/travelling/fuel/and maintenance of vehicle and Toll fees. Transport costs will be limited to a 30km radius of the Central Post Office -Pretoria. Any costs outside the radius will not be paid and will be for the contractors account.	per/km	
	TOTAL		
	VAT		
	TOTAL INCLUSIVE OF VAT TO BE CARRIED FORWARD TO TENDER FORM(COMPULSARY)		
	TENDER WILL BE DISREGARDED IF INCORRECT FIGURES ARE PRODUCED, IT IS IMPERATIVE THAT ALL PRICES ARE CHECKED THOROUGHLY		

TOTAL IN WORDS:

COMPANY STAMP