



SCOPE OF WORK

TOWN/CITY	PRETORIA
DEPARTMENT/BUILDING	SAPS
LOCATION	GARSFONTEIN
COMPLAINT NO	ID-3204366
DESCRIPTION OF WORKS	REPAIR 13X SPLIT UNIT AIRCONDITIONERS
CONTACT PERSON	MR HEYNEKE
CONTACT DETAILS	012 472 0292/ 083 294 2209

SCHEDULE OF INFORMATION

This project is to be carried out at the above stated location.

All maintenance, service and repair activities must be carried out on the hand of the foregoing Introduction, with special reference to Condition Monitoring, Corrective Maintenance, Predictive Maintenance and Preventative Maintenance.

The service and repairs of the equipment shall be done professionally and in a proper manner by a qualified technician for such work.

2. Occupational health and safety Act of 1993:

The occupational health and safety Act, 1993(act no 85 of 1993) as amended shall be adhered to.

All equipment and material shall be repaired, serviced and installed strictly in accordance with the manufacturers' specification, instruction and code of practice.

All equipment's, components parts, fittings and material shall conform in respect of quality SANS/SABS specification.



IMPORTANT NOTES TO CONTRACTORS

- Final Summary **MUST** be fully completed by the contractor; failure will invalidate the contractor's quotation.
- The Contractor is advised **NOT TO EXECUTE** any additional work other than specified above/ or one the scope of works.
- The Contractor **SHALL NOT TAKE** any instruction(s) from the Client department or any person other than the relevant Works Manager when executing the service.
- The Contractor **MUST** visit the site to acquaint themselves with the condition of the service to be rendered.
- Quantity of material listed is provisional, the Contractor will only be paid for material used on site and proof of purchase for the material utilized for this service must be attached to the invoice.
- The Guarantee provided **MUST** comply with requirement set out in the Scope of Works.
- Electrical Work **MUST** be executed by a qualified Installation Electrician.
- Mechanical Work **MUST** be executed by a qualified Artisan/Tradesman.
- Plumbing Work **MUST** be executed by a qualified Artisan/Tradesman.
- Works **MUST** be done according to SABS and Public Works Standards.
- **NO HIDDEN** service(s) (e.g. underground) will be covered before being verified by the Works Manager.
- Kindly be advised that the above service is **NOT** to be sub-contracted in its entirety to third parties as the agreement is only between the Department and the Contractor herein.
- The contractor must ensure compliance with Occupational Health Safety Act of 1993. Failure may lead to contract being suspended with immediate effect.

- Please provide VAT No. (if registered)

- Please provide CIDB Registration number

- The contractor shall notify the Works Manager of any additional faulty components detected, that are not appearing on the scope of works before going ahead with the job.
- If any of the above mentioned components/items are not replaced, the quoted amount will be deducted from the total quotation amount.
- Redundant material must be left on site for verification.
- Ensure that all the worn parts are being replaced with the same SABS approved ones.
- The contractor must give a (03) three months written guarantee on the above work.
- For major parts repairs or equipment replaced the guarantee must be 12 months



SPLIT TYPE AIRCONDITIONING

1. Examine all equipment and check for wear in compliance with safety regulations. Do vibration tests and analysis on all moving equipment such as motors and fans.
2. Check heaters and oil levels in compressors. Do oil sampling test. Top up oil.
3. Check, adjust and replace badly worn belt drives.
4. Check and adjust timers, thermostats, sensors and electrically operated valves.
5. Check refrigerant levels and top up.
6. Check all electrical switchgear and clean switchboard internally. Check wiring and connections. Clean and re-connect loose wires. Check condition of board hinges, latches and door gaskets and repair or replace.
7. Report all defects on installation.
8. Log all pressures and temperatures.
9. Check and adjust pump glands.
10. Drain moisture from driers and air receivers.
11. Check operation of purge unit
12. Check automatic operation of roll filters.
13. Check condition of all filters and clean.
14. Check operation of "various" dampers and electrical control for correct operation and lubricate

Notes:



1. All minor and incidental repairs such as the replacement of nuts, bolts, washers, self-tapping screws, pop rivets, etc shall form part of the servicing. The contractor shall allow for such repairs, (material and labour costs), in the price for servicing.
2. Detailed invoices to be supplied by contractor for all material and/ parts costs.
3. Report to officer in charge on arrival and departure.
4. Fill in service schedule and obtain signature of in charge.
5. Please submit a detailed report with the Invoice

ID-128695

LOCATION	SERVICE DESCRIPTION
Room 25	Repair and Service of 1x 9000 BTU split Air conditioner
Room 5	Major repair of 1x 9000BTU split Air conditioner
Room Z10	Major repair of 1x 9000BTU split Air conditioner
Room 6	Major repair of 1x 9000BTU split Air conditioner
Room 12	Repair and service 1x 30000BTU split Air conditioner
Room 17	Repair and Service of 1x 9000BTU split Air conditioner
Room 18	Major repair of 1x 9000BTU split Air conditioner
Room 21	Major repair of 1x 9000 BTU split Air conditioner
Room 23	Major repair of 1x 9000 BTU split Air conditioner
Room 28	Repair and service 1x 9000BTU split Air conditioner
Room 37	Repair and service 1x18000BTU split Air conditioner
Room 2	Major repair of 1x 9000BTU split Air conditioner
Finger prints office	Major repair of 1x9000BTU split Air conditioner



NB// price must be inclusive of labour

No.	Description	quantity	Price per item	Amount
	SERVICE			
1.	Repair 18000btu split Air conditioner	01	R	R
2.	Major Repair of 9000btu split Air conditioners	08	R	R
3.	Repair and 9000btu split Air conditioner	03	R	R
4.	Repair 30000btu split Air conditioner	01	R	R
4.	Refrigerant gas	KG	R	R
9.	Transport(from church square to Garsfontein SAPS)		R5.00 per km	R
			Sub Total	R
			VAT (15%)	R
			Total	R