



**public works**

Department:  
Public Works  
**REPUBLIC OF SOUTH AFRICA**

**Reference number: ID-3226758**

**TERMS OF REFERENCE FOR 12 MONTHS SERVICING AND REPAIR OF AIR  
CONDITIONERS IN PRETORIA BRYNTIRION ESTATE.**

## 1 PURPOSE

To service air conditioning systems to a good working condition in ministerial and VIP accommodation. Companies to bid for the maintenance of air conditioners 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 provide service and maintain ministerial accommodation.

## 3 SCOPE OF WORK

MID WALL SPLIT UNITS		
	SERVICING OF AIR CONDITIONINGS	
1.	Inspect the unit for proper refrigerant level, re-fill and adjust if necessary	
2	Check all flare nuts, clean the air filters and drier	
3	Check control box, PC board, associated controls/ accessories electrical connections. Controls may include contactors, relays, circuit boards, capacitors and other accessories	
4	Inspect fan motor, fan blades for wear and tear and damage- on older models lubricate as needed	
5	Clean all piping and tray	
6	Test and inspect compressor pressures	
7	Check oil levels	
8	Test and clean remotes, replace batteries	
9	Clean dirt , leaves and debris from inside of unit	

10.	Inspect the base pan for restricted drain openings-remove obstructions	
11	Inspect the coil cabinet – clean as needed	
12	Clean or replace filters	
13	Repair drain pipe and unblock drain system	

### 3.1 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 state 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 a 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 a CIDB contractor grading designation of **1ME** or higher (copy must be attached) to 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 Air conditioning system
- 4.1.8 Must be registered with **SARACCA** (certified copy of proof of registration must be attached)
- 4.1.9 The company to have necessary equipment to work.

- 4.1.10 All personnel deployed to this site to be of sober habits as SAPS is at liberty to refuse entry.
- 4.1.11 All personnel deployed to site must adhere to covid-19 regulations at all times.
- 4.1.12 The successfully bidder will be subjected to undergo for security screening process and if there is any criminal record detected, the department has a right not to appoint.

## **5. ALL POTENTIAL SERVICE PROVIDER TO NOTE THE FOLLOWING:**

- 5.1 The service provider must have the companies' must have all necessary equipment to do work.
- 5.2 Upon completion of the event a close-out report with photographic images of work done on site should be handed to DPW.

## **6. RESPONSIBILITIES**

- 6.1 **DPW:** The departmental officials, who are involved in maintenance project will be responsible for:
  - Providing the necessary detail 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**

**Edwin Mashele**

**082 8851514**

**Edwin.mashele@dpw.gov.za**

**MINISTERIAL ACCOMODATION : 12 MONTHS SERVICING AND MAINTENANCE OF AIR  
CONDITIONING: BRYNTIRION ESTATE**

**BILL OF QUANTITIES REPAIRS SCHEDULE ONE**

TENDERERS MUST COMPLETE THE  
SCHEDULE OF QUANTITIES IN BLACK INK.

NB.The rates quoted for the repair of the listed items/components shall include the cost of evaluating the existing faulty item/component, removing it, and replacing with a new component. Where faulty items or components can be repaired without replacement the repair cost shall be included in the comprehensive maintenance labour cost. The replacement of items which are beyond economical repair shall be carried out at these rates on the issue of an instruction from the Control / Chief Works Manager(NDPW) responsible for Day-to Day maintenance. Unit rates for items must allow for profit, transport and courier charges ,plant, scaffolding, cutting,waste all expendible material such as oil ,grease,cleaning material,equipment attendance overheads, compliance with the Occupational Health and Safety Act and Construction Regulations , access limitations to the facility and any other costs associated with the successful execution of the required work.Rates are fully installed rates ( after verification and inspection by NDPW) and the making good of the area. This Bill of Quantities is to be read in conjunction with NDPW Specifications.

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
	<b>CCTV</b>				
	8000 to 12 000 btu split unit minor service	ea			
	8000 to 12 000 btu split unit major service	ea			
	Compressor	ea			
	PC board control panel	ea			
	18 000 btu split unit minor service	ea			
	18 000 btu split unit major service	ea			
	Compressor	ea			
	PC board control panel	ea			
	24 000 btu split unit minor service	ea			
	24 000 btu split unit major service	ea			
	Compressor	ea			
	PC board control panel	ea			
	36 000 btu split unit minor service	ea			
	36 000 btu split unit major service	ea			
	PC Board Control pannel	ea			
	Compressor	ea			
	<b>Driers</b>				
	1/2 Liquid line	ea			
	5/8 Liquid line	ea			
	3/8 Liquid line	ea			
	<b>Capacitors</b>				
	220 - 240 V	ea			
	250- 400 V	ea			
	<b>Fans and Motor</b>				
	Fan motor - 10V	ea			
	Fan motor - 16V	ea			
	Fan motor - 25V	ea			
	Fan motor - 34V	ea			
	Fan assembly 350 - 220V	ea			
	Fan assembly 350 - 380V	ea			
	Fan assembly 400 - 220V	ea			
	Fan assembly 400- 380V	ea			
	<b>Refrigerator Compressor HP</b>				
	1/3 Compressor	ea			
	1/4 Compressor	ea			
	1/5 Compressor	ea			
	1/6 Compressor	ea			
	1/8 Compressor	ea			

	<b>Expansion valves</b>				
	134A Expansion valve	ea			
	R22 Expansion	ea			
	404 /507 Expansion valve	ea			
	R600 Expansion valve	ea			
	R 410 Expansion valve	ea			
	R 12 Expansion valve	ea			
	<b>Electrical Item</b>				
	HP switch - Auto reset (All types)	ea			
	HP switch - manual reset (All types)	ea			
	Capillary thermostat + 90 degrees	ea			
	Communication cable	p/m			
	wall control pad	ea			
	Air con remote control	ea			
	Air con remote control batteries AAA	ea			
	Temperature control unit - Panel Mount	ea			
	1,5 mm Surfex cable 3 core	p/m			
	2.5mm Surfex cable 3 core	p/m			
	2,5mm Surfex cable 4 core	p/m			
	Circuit breaker 20a	ea			
	Circuit breaker 30a	ea			
	Circuit breaker 40a	ea			
	Circuit breaker 63a	ea			
	Circuit breaker 60a	ea			
	<b>Refrigerant and Flushing agents</b>				
	R 134A refrigerant	per/kg			
	R 22 refrigerant	per/kg			
	R 410a Refrigerant	per/kg			
	R 600 Refrigerant	per/kg			
	R141b Flushing agent	per/kg			
	Nitrogen Flushing agent	per/kg			
	R 404 Refrigerant	per/kg			
	<b>TOTAL REPAIR SCHEDULE ONE</b>				
	<b>TO BE CARRIED OVER TO SUMMARY PAGE</b>				

	DESCRIPTION	QTY	RATE	
<b>1</b>	<b>MATERIAL</b>		% m/up 25% or <	
	Mark-up on allowance for non-schedule material. Proof of original purchase to be provided on above materials	1		
<b>2</b>	<b>LABOUR</b>			
	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.			
<b>2.1</b>	<b>LABOUR NORMAL WORKING HOURS</b>			
2.1.1	Skilled Artisan ( Proof of qualification as an accredited gas installer is required)	per/hr		
2.1.2	Semi- Skilled( only deemed when relevant )	per/hr		
2.1.3	General Assistant	per/hr		
<b>2.2</b>	<b>LABOUR OVERTIME : SUNDAYS AND PUBLIC HOLIDAYS</b>			
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		
<b>2.3</b>	<b>LABOUR OVERTIME : AFTER HOURS MID WEEK</b>			
2.3.1	Skilled Artisan ( Proof of qualification as an accredited gas installer is required)	per/hr		
2.3.2	Semi- Skilled( only deemed when relevant )	per/hr		
2.3.3	General Assistant	per/hr		
<b>SCHEDULE TWO (2) TRANSPORT ( LIMITED TO A 30KM RADIUS FROM CENTRAL POST OFFICE- PRETORIA)</b>				
	DESCRIPTION	QTY	RATE	
<b>1</b>	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		
	<b>TOTAL</b>			
	<b>VAT</b>			
	<b>TOTAL INCLUSIVE OF VAT TO BE CARRIED FORWARD TO TENDER FORM( COMPULSARY)</b>			
	<b>TENDER WILL BE DISREGARDED IF INCORRECT FIGURES ARE PRODUCED, IT IS IMPERATIVE THAT ALL PRICES ARE CHECKED THOROUGHLY</b>			
<b>TOTAL IN WORDS :</b>				
COMPANY STAMP				