



# public works

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Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

Reference number: 32721213

**TERMS OF REFERENCE FOR 12 MONTHS SERVICING AND MAINTENANCE  
OF ACCESS CONTROL IN PRETORIA MINISTERIAL OFFICES, 20 STIVE  
BIKO DEPARTMENT OF AGRICULTURE, 215 FRANCIS BAARD  
DEPARTMENT OF LABOUR, BUILDING No. 40 CHURCH STREET  
NATIONAL TREASURY, 909 ARCADIA STREET MINISTRY HOME AFFAIRS**

## 1 PURPOSE

To service monitoring systems to a good working condition for Pretoria Ministerial Offices 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 provide service and maintain ministerial accommodation.

## 3 SCOPE OF WORK

	<b>Access control</b>	
1	The supply of voltage must be correct to all parts of the system	
2	Service and repair existing access control to a good working condition as per bill of quantities	
3	Check gate/garage doors to open and close correctly from system and remotely	
3	Check power specification and power cable properly installed	
4	Check operationally of electric fence, gate, garage doors, intercom, alarm and doorbell regularly	
5	Lubricate any moving parts and remove any build-up residue	
6	Clear debris and vegetation along the electric fence line.	

7	Clean the system and tightened loose connections and brackets	
8	Replacement of faulty component, shall be made good to match the existing	
9	Allow cleaning on-site inspection.	
10	Test the system	
11	Create check list and Complete job card for job completion	

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 **PSIRA** registered 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 Company must have traceable experience in working with access control systems.
- 4.1.8 certified copy of Wireman's license for electric fencing must be attached 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 and safety 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. No final payment will be made if the said report is not submitted to DPW.

**6. REPONSIBILITIES**

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**

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## 12 MONTHS SERVICING AND MAINTENANCE OF ACCESS CONTROL IN PRETORIA MINISTERIAL HOUSES

REFERENCE NUMBER : 3271213

### SCHEDULE ONE ( 1 ) SCHEDULED MATERIAL

12 MONTHS SERVICING AND REPAIR OF ACCESS CONTROL IN WATERKLOOF MINISTERIAL HOUSES  
WILL BE MADE AVAILABLE ON DEMAND AND TO THE SUCCESSFUL BIDDER

ALL MATERIALS ARE TO BE OFF SOUTH AFRICAN MANUFACTURE AND SABS APPROVED. PROOF OF MATERIALS SOURCED TO BE ATTACHED TO THIS TENDER.

ITEM	DESCRIPTION		QTY	UNIT PRICE	TOTAL PRICE
	<b>1: AUTOMATED GATES</b>				
1.1	<b>Sliding Gates</b>				
a.	Centurion D5 Motor -complete		ea		
b.	Centurion D10 Motor -complete		ea		
c.	Centurion D10 smart Motor -complete		ea		
d.	Centurion D 20 smart Motor- complete		ea		
e.	Gemini 24V DC		ea		
f.	Autogate Heavy Duty Gate Operator-Complete 1500kg;2.2kw		ea		
1.2	<b>Swing Gates</b>				
a.	Centurion Vantage 500 Operator -complete		ea		
b.	Centurion Vantage 400 Operator -complete		ea		
c.	Centurion Rotary Swing R3		ea		
d.	Centurion Rotary Swing R5		ea		
e.	Gemini 24V DC		ea		
f.	Hansa 24V DC		ea		
1.3	<b>Transmitters</b>				
a.	Nova 4 button remote		ea		
b.	Nova 4 button pad		ea		
c.	Nova 3 button remote		ea		
d.	Nova 3 button pad		ea		
e.	Nova 2 button remote		ea		
f.	Nova 2 button pad		ea		

g.	Nova 1 button remote			ea
h.	Nova 1 button pad			ea
i.	Centurion 2 button remote			ea
j.	Centurion 2 button pad			ea
k.	Centurion 3 button remote			ea
l.	Centurion 2 button pad			ea
1.4	<b>Controllers</b>			
a	Centurion D5			ea
b	Centurion D10 smart			ea
c	Centurion A10			ea
d	Gemini 24V DC			ea
e	Centurion Vantage 500 Operator			ea
f	Centurion Vantage 400 Operator			ea
g	Centurion Rotary Swing R3			ea
h	Centurion Rotary Swing R5			ea
i	Gemini 24V DC			ea
j	Hansa 24V DC			ea
k	Centurion D20 smart			ea
L	Autogate Heavy Duty			ea
1.5	<b>Origin Sensors</b>			
a	Centurion D5 sensor			ea
b	Centurion D10 sensor			ea
c	Centurion A10 sensor			ea
d	Gemini 24V DC sensor			ea
e	Centurion Vantage 500 Operator sensor			ea
f	Centurion Vantage 400 Operator sensor			ea
g	Centurion Rotary Swing R3 sensor			ea
h	Centurion Rotary Swing R5 sensor			ea
i	Gemini 24V DC sensor			ea
j	Hansa 24V DC sensor			ea
k	Centurion D20 sensor			ea
L	D5 EVO power supply			ea
M	D10 smart power supply			ea
N	D 10 Evo power supply			ea
O	D 20 smart power supply			ea
P	Gemini power supply			ea
Q	Blue motor power supply			ea
R	Garage door motor charger 24v			ea

1.6	Ancillary Equipment				
a	Light fuse 3A				ea
b	Motor fuse 30A ATO				ea
c	Anti Theft bracket				ea
d	Side covers				ea
e	Foundation plate				ea
f	12V 7.2 Ah Battery				ea
g	12V 10 Ah Battery				ea
h	24v 7.2 Ah Battery				ea
i	2A 12V charger				ea
j	5A 24V Charger				ea
k	Locakable manual release access door				ea
l	Encoder sensor				ea
m	Gear box oil				pl
n	Round bar track installed				ea
o	Gate rack fully installed-metal				ea
p	Gate rack fully installed high density plastic				ea
q	Rollers fully installed				ea
r	Roller guides set of 4 – fully installed 8mm				ea
s	Roller guides set of 4 – fully installed up 12mm				ea
t	Roller guides set of 4 – fully installed up 16mm				ea
u	Gearbox for sliding gate				ea
v	Arms /Linkages for gate motor				ea
w	Alignment of gate track inclusive of welding and angle iron or 8mm round bar				ea
x	Steel gate wheels 60mm set of 4				ea
y	Steel gate wheels 80mm set of 4				ea
z	Steel gate wheels 100mm set of 4				ea

2	ELECTRIC FENCING				
a	Clearance of fence of debris and vegetation			p/cum	
b	Fence posts			ea	
c	outriggers bracketed with plate			ea	
d	Fencing bracket off set triple anti dig			ea	
e	Fencing bracket off set triple live up			ea	
f	Fencing bracket off set single live up			ea	
g	Fencing bracket off set double live up			ea	
h	Fencing bracket off set double			ea	
i	Earth Spike			ea	
j	Earth and polarity testing			ea	
k	Battery 12V SLA 7.2AH			ea	
l	12V power supply			ea	
m	Certificate of Compliance			ea	
n	Surge suppressors			ea	
o	Fuses			ea	
p	Combo tensioner hybrid-BB 120kg			ea	
q	Combo tensioner hybrid-BD 150kg			ea	
r	Combo tensioner hybrid-DB 450kg			ea	
s	Combo tensioner hybrid-porcelain			ea	
t	Combo tensioner hybrid-standard			ea	
u	S- hook			ea	
v	S- hook through hole			ea	
w	Standard tensioner			ea	
x	U- hook			ea	
y	Wire strainer heavy duty			ea	
z	Wire strainer heavy duty-plastic			ea	

aa	Wire strainer heavy duty -porcelain			ea
bb	Strainer post end and corner			ea
cc	Strainer post stays			ea
dd	Y pivot -galvanised			ea
ee	Gate handle with spring hook			ea
ff	Alarm strobe light			ea
gg	Earth Spike anodised			ea
hh	Fence light -tired			ea
ii	Earthing rod			ea
jj	Braided wire strands aluminium			p/m
kk	Braided wire strands steel			p/m
ll	Gate contacts			ea
mm	06mm ferrules			ea
nn	Crimps			ea
oo	Spring Hook large tail			ea
pp	Spring Comp			ea
qq	Braided wire strands anodised			p/m
uu	Joint clamps			ea
vv	Warning signs- installed			ea
ww	Pilot lights			ea
xx	Merlin Energiser 8J Stealth			ea
yy	JVA Z14 Energiser			ea
zz	Cable HT Slimline Black			ea
ab	Sound devices-siren			ea
ac	Sherlo 2CH Code hopping			ea
ad	Sherlo 2CH Code 2 button hopping			ea
ae	Bobbins			ea
af	Strobe Light			ea
ag	By-pass switch/tag			ea
ah	Busbar insulator			ea
ai	Nail on insulator			ea
aj	Picket clip rope wire			ea
ak	Picket insulator			p/m
al	Picket insulator clip-porcelain fastner			ea
am	Porcelain insulator			ea

an	Porcelain insulaor-strain			ea	
ao	Strain insulator- Jumbo			ea	
ap	Strain insulator-Ultra			ea	
aq	Tension bobbin insulator			ea	
ar	Wooden post insulator			ea	
as	Y Standard insulator			ea	
at	Line clamp bolt type			ea	
au	Line clamp claw type			ea	
av	Line clamp U type 8mm			ea	
aw	Enclosure : Aluminium large			ea	
ax	Enclosure : Reinforced fibre X large			ea	
ay	Druid one zone - keypad			ea	
az	Druid two zone - keypad			ea	
bb	Tag for by pass			ea	
bc	Single pole lightning protector			ea	
bd	Druid 25 Dual zone 5 Joule			ea	
be	Druid 114 LCD Dual zone 14 Joule			ea	
bf	Druid 28 LCD Dual zone 8 Joule			ea	
bg	Solid galvanised wire			p/m	
bh	Stranded galvanised wire			p/m	
bi	Stranded galvanised wire XL			p/m	
bj	Merlin Stealth M283 -x 8 Joule			ea	
bk	Test system and report back			ea	

3	ALARMS SYSTEMS SABS approved. Equivalent to National Security and Fire. Proof of SABS approval to beattached to tender				
a	Master Control 8 Zone				ea
b	Master Control 16 Zone				ea
c	Master Control 16 Zone Expandable				ea
d	Sub Control panel				ea
e	KeyPad				ea
f	Strobe light				ea
g	Siren				ea
i	Smoke Sensor				ea
j	Water Sensor				ea
k	Break Glass sensor				ea
l	Motion Detector PIR				ea
m	Window Sensor				ea
n	Door Sensor				ea
o	Wall Plates				ea
p	Wiring Panel ( Alarm systems)				ea
q	12V transformer				ea
r	12V Battery 7.2 ah				ea
s	Panic Button				ea
t	Alarm wire(twin flex)				p/m

<b>4</b>	<b>DOOR BELLS SABS approved. Proof to be attached to tender</b>			
a	Doorbell complete wired			ea
b	Doorbell push in enclosure			ea
c	Doorbell receiver			ea
d	Batteries AAA			ea
e	Batteries AA			ea
<b>5</b>	<b>INTERCOM- Equivalent to COMMAX or SABS approved. Proof to be attached to tender</b>			
a	Video intercom			ea
b	Video intercom handset			ea
c	Voice only Hand set 1:1			ea
d	Voice only Hand set 1:2			ea
e	Voice only Hand set 1:3			ea
f	Slave handset 1:2			ea
g	Master 1:2			ea
i	Master 1:3			ea
j	1 Button gate station			ea
k	2 Button gate station			ea
l	Intercom rain shield			ea
m	Goose neck			ea
n	CAT 6 0.9mm cable			ea
o	20mm PVC conduit sleeve			p/m
p	20mm metal conduit sleeve			p/m
q	1.5mm surfix fully installed			p/m
r	2.5mm surfix fully installed			p/m
s	Trenching 300mm deep			p/m

6	AUTOMATED GARAGE DOORS			
a	Garage door remote 4 button			ea
b	Remote button pad			ea
c	Batteries for remotes			ea
d	12 V battery 7 AH			ea
e	Multifunctional push button control			ea
f	Wall attachment bracket			ea
g	Door attachment bracket			ea
i	PLC board			ea
j	Traveler assembly			ea
k	Light fuse 5A to 10 A			ea
l	Emergency release cord			ea
m	Connecting straight arm			ea
n	Connecting bent arm			ea
o	Aerial			ea
p	Proximity sensors			ea
q	Remote receiver			ea
r	Lubrication of moving parts			ea
s	Replacement of rollers			ea
t	Replacement of wheels			ea
u	Reprogramming remotes			ea
v	Centurion garage door motor			ea
w	Blue garage door motor			ea
x	Gemini garage door motor			ea
y	24v battery 4AH			ea

**7: CERTIFICATE OF COMPLIANCE**

a.	Testing of Installation and Issue of a full Compliance certificate in accordance with OHS Act and SANS 10142 Code of Practice for Electrical Installations.	1		
b.	Testing of Installation and Issue of a partial Compliance certificate in accordance with OHS Act and SANS 10142 Code of Practice for Electrical Installations.	1		

**8 : GATE MOTORS**

8.1	Supply Centurion gate and garage door motor's electric motor.			
a.	D5 electric motor	1	R	R
b.	D10 electric motor	1	R	R
c.	D 20 electric motor	1	R	R
d.	Gemini electric motor	1	R	R
e.	Blue garage door electric motor	1	R	R

**SCHEDULE ONE (1) TOTAL CARRIED TO SUMMARY PAGE**

**SCHEDULE TWO ( 2 ) NON SCHEDULED MATERIAL AND LABOUR RATES FOR THE DURATION OF THE CONTRACT.**

ITEM	DESCRIPTION	QTY	RATE	Total
<b>9: MATERIAL</b>				
MATERIAL: MARK - UP ON ALLOWANCE FOR NON-SCHEDULE MATERIAL CALCULATED AT 20%				
9.1		1	20%	20%
<b>10: LABOUR</b>				
10.1	LABOUR: NORMAL WORKING HOURS			
10.1:1	Skilled Artisan	1		
10.1:2	General Assistance	1		
10.2	LABOUR: OVERTIME, SUNDAY AND PUBLIC HOLIDAYS			
10.2:1	Skilled Artisan	1		
10.2:2	General Assistance	1		

**SCHEDULE TWO (2) TOTAL CARRIED TO SUMMARY PAGE**

**SCHEDULE THREE ( 3 ) TRANSPORT INSIDE CORE AREA FOR THE DURATION OF THE CONTRACT.**

ITEM	DESCRIPTION	QTY	RATE FOR 1ST YEAR	RATE FOR 2ND YEAR
<b>11: TRANSPORT</b>				
11.1	Transport for travelling inside core define area ( Core define area is the District(30km return trip, outside this area the cost is on the contractor. )	1		
<b>SCHEDULE THREE (3) TOTAL CARRIED TO SUMMARY PAGE</b>				
<b>SUMMARY PAGE</b>				
1.	Total brought forward from Schedule One (1)			
2.	Total brought forward from Schedule Two Labour Rates (2)			
3	Total brought forward from Schedule Three : Transport			
<b>TOTAL IN WORDS:</b>				
			<b>SUB TOTAL</b>	
			<b>VAT</b>	
<b>TOTAL CARRIED FORWARD TO TENDER FORM DPW-07(EC)</b>				
<b>TOTAL IN WORDS:</b>				