

Important Tender Notice
Reference No: TR13/2023 - Appointment of a Panel for
Maintenance Contractors at various Campuses of the
Tshwane University of Technology

Dear Tenderer,

SUMMARY DOCUMENT

1. Kindly note this is a summary document for TUT Tender Reference No:13/2023 – Appointment of a Panel for Maintenance Contractors at various Campuses of the Tshwane University of Technology
2. **TENDERER REGISTRATION**
All potential tenderers are required to register to attend the non - compulsory online Information session. Register on the purcosa.co.za/tenders no later than **16h00 on Friday, 23 June 2023**. A confirmation email will be sent to tenderers with the online meeting details.
3. **NON-COMPULSORY INFORMATION SESSION: ONLINE MICROSOFT TEAMS**
Only registered tenderers to attend the Non-Compulsory Online Briefing Session to be held as follows:
 - Date and Time: 27 June 2023 | 10h00 -11h30
 - Microsoft Teams: The link to the session will be made available to all registered tenderers
4. **CLOSING DATE AND TIME FOR ELECTRONIC SUBMISSION OF TENDER DOCUMENTS:**
The closing time and date for receipt for tender **TR13/2023 is on Thursday, 13 July 2023 at 23h59 (before midnight)**.
5. This document provides at a summary level the Scope of Work for the Components and Eligibility and Evaluation Criteria.
6. Please refer to PURCO SA website for Purchasing of the Tender Document Pack and also tender submission details and protocols. The below guides you how to register, purchase and submit online.
7. Tender documents can be purchased at a non-refundable fee of R 1,150.00 (VAT included) on the PURCO SA website. To download the tender documents, the steps below should be followed:

PURCO SA Tenders: How to register, purchase and submit online	
Read the following guide or visit https://purcosa.co.za/how-purchase-tender	
Login or register at purcosa.co.za	
1.	Navigate to https://purcosa.co.za
2.	Click on the 'Login or Register' button and select the appropriate option
3.	Not registered on the website?
a.	Click 'Register here'
b.	Complete the form and click 'Create new account'
c.	Wait for the Account details email from PURCO SA. Check your spam filter if necessary.
d.	Click on the link in the email to login to the PURCO SA website and add a password.
View and purchase the tender	
4.	Under the Supplier Hub menu click on 'Open Tenders'
5.	Select the tender and click on 'View'
6.	Click on the 'Buy now' button
7.	You will be redirected to our payment gateway (Payfast) to make payment.
8.	If you encounter problems on the Payfast pages go to www.payfast.co.za/contact for help.
9.	When your payment has been processed you will be automatically redirected back the PURCO SA Checkout page where you will find your purchased tender document/s
View the tender requirements	
10.	Read the Tender Document for instructions about submitting your bid documents and all requirements.

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11. On the Checkout page there is a link to view a list of all your purchased tenders
12. To view your purchased tenders you can also click on 'My purchased tenders' in the dropdown menu under your username
13. To view the bid requirements click the 'Submit bid' link to access the online submission tenderbox. Do it as soon as possible to check all the requirements.
Submit your bid
14. Log in to purcosa.co.za as the user who purchased the tender.
15. Click on 'My purchased tenders' and then the 'Submit bid' link
16. Start submitting your bid as early as possible. Do not wait for the deadline.
17. You can save and edit the tenderbox as often as you like before the submission deadline.
Help with online submissions
18. You can watch a detailed video how to upload your bid at youtu.be/Fwlz0bjKxbl
19. View the Online submission guide at purcosa.co.za/online-tender-submissions-guide
Should you require further assistance regarding purchasing, registering and online submission please contact the PURCO SA Office
Davy Ivins – 084 207 8148 Davy@assocworks.co.za
Kabelo Dire – 011 545 0963 Kabelo.Dire@purcosa.co.za
Pozisa Mokonco – 011 545 0969 Pozisa.Mokonco@purcosa.co.za
Contact Person at TUT
Lufuno Aubrey Manyuha - ManyuhaLA@tut.ac.za

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i. Procurement Eligibility / Mandatory: Part one (1)

Procurement Eligibility/Mandatory Criteria – COMPONENT 1 & 2			
I/We have attached to this document:	Tick if submitted		Office use
	Yes	No	
1. Correctly completed tender and signed by authorized signatories			
2. Respondents are requested to provide their initials at the bottom – right on each page of this document (or sign in full where indicated).			
3. A valid SARS Tax Clearance Certificate and or Tax Pin Certificate			
4. A valid B-BBEE Certificate (SANAS/ Affidavit)			
5. Attach Bank Rating / Letter of Goodstanding The letter should include: <ul style="list-style-type: none"> The Tenderer's bank account name and number; A statement that engagements and accounts with the bank have always been properly and satisfactorily conducted; and The Tenderer has access to lines of credit with the bank, they have the resources to meet their commitments, and the bank considers the Tenderer a counterparty of good risk and good for business			
6. Proof of my/our company/closed corporation registration and a copy of my/our CM/CK certificates			
7. Copies of the identity documents of those with equity/shares (share certificate)			
8. Proof of Proxy/ Board Resolution			
9. Annexure 1 : TUT Vendor Registration Form to be completed and submitted as part of the tender submission *Still subjected to TUT's vetting processes			

HIGH-LEVEL SCOPE OF WORK FOR COMPONENT 1

The Tshwane University of Technology is the largest contact University in South Africa, providing quality education to more than 60 000 students annually. The University has seven (7) faculties and nine (9) campuses. The Tshwane campuses are the Arcadia Campus, Arts Campus, Pretoria Campus, Ga-Rankuwa Campus, and the North and South Campuses in Soshanguve (Gauteng Province). TUT also has campuses in eMalahleni, Mbombela and Polokwane, as well as service points in Durban and Cape Town. TUT owns, operates and maintains infrastructure on and off these Campuses.

The Tshwane University of Technology wishes to establish a panel of contractors for the infrastructure maintenance portfolio of projects at various campuses that it can work well with and have a cooperative relationship to help the University community. The portfolio of projects includes maintenance, refurbishment, and upgrade, as described in the section below.

COMPONENT 1: PANEL APPOINTMENT FOR MAINTENANCE PROJECTS
TENDERERS THAT SELECTED COMPONENT 1 TO FULLY SUBMIT AS PER THE REQUIREMENTS

TECHNICAL SPECIFICATIONS
SCOPE OF WORK FOR DEFERRED MAINTENANCE (COMPONENT 1) - TYPES OF PROJECTS

- a) Preventive Maintenance:
Preventative Maintenance accomplishes two separate functions: 1) The day-to-day building checks, the legislative and code-required monitoring, testing, servicing and inspection of building systems and components, and 2) The scheduled inspection, servicing and adjustment of systems and components to ensure they are performing as intended and reach their planned service life.
- b) Repair Service or corrective maintenance
This entails repair or corrective maintenance of any building components are broken, worn out, or faulty. Such repairs could be required due to normal wear and tear, sudden breakdown, or minor intentional damage like vandalism or graffiti. The goal is to replace the damaged components with either the same or an equivalent one.
- c) Discretionary Maintenance or refurbishment and upgrade works
This includes replacing wear-prone materials such as flooring, roof waterproofing, lift replacements, the periodic painting of walls, and minor refurbishment or upgrading of buildings comprising a combination of building, mechanical, electrical and/or civil works.

TENDERERS TO INDICATE SELECTED DISCIPLINE FOR COMPONENT 1: MAINTENANCE PROJECTS

Discipline	Description of Service	Tenderer to indicate discipline being tendered for:
1	Mechanical	
2	Electrical	
3	General Building	
4	Civil Building Works	
5	Waterproofing Works	
6	Plumbing & Drainage	
7	Timber Structures	
8	Fire Protection	
9	Assessment of Landscaping	
10	Assessment of Road Markings	

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MANDATORY TECHNICAL REQUIREMENTS FOR COMPONENT 1: MAINTENANCE PROJECTS

Discipline No	Description of Discipline	CIDB Grading Required	As per Discipline Selected * Tenderers to submit the minimum required Grading
1	Mechanical	Proof of required/correct grading – Grading 2-3 ME and grade 1-2 MEPE or Proof of required/correct grading – Grading 4-5 ME and grade 3-4 MEPE	
2	Electrical	Proof of required/correct grading – Grading 2-3 EB and grade 1-2 EBPE or Proof of required/correct grading – Grading 4-5 EB and grade 3-4 EBPE	
3	General Building	Proof of required/correct grading – 2-3 GB and grade 1-2 GBPE or Proof of required/correct grading – Grading 4-5 GB and grade 3-4 GBPE	
4	Civil Building Works	Proof of required/correct grading – Grading 2-3 CE and grade 1-2 CEPE or Proof of required/correct grading – Grading 4-5 CE and grade 3-4 CEPE	
5	Waterproofing Works	Proof of required/correct Specialist work grading – Grading 2-3 SN and grade 1-2 SNPE or Proof of required/correct Specialist work grading – Grading 4-5 SN and grade 3-4 SNPE	
6	Plumbing & Drainage	Proof of required/correct Specialist work grading – Grading 2-3 SO and grade 1-2 SOPE or Proof of required/correct Specialist work grading – Grading 4-5 SO and grade 3-4 SOPE	
7	Timber Structures	Proof of required/correct Specialist work grading – Grading 2-3 SM and grade 1-2 SMPE or Proof of required/correct Specialist work grading – Grading 4-5 SM and grade 3-4 SMPE	
8	Fire Protection	Proof of required/correct Specialist work grading – Grading 2-3 SF and grade 1-2 SFPE or Proof of required/correct Specialist work grading – Grading 4-5 SF and grade 3-4 SFPE	

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9	Landscaping	Proof of required/correct Specialist work grading – Grading 2-3 SH and grade 1-2 SHPE or Proof of required/correct Specialist work grading – Grading 4-5 SH and grade 3-4 SHPE	
10	Road Markings	Proof of required/correct Specialist work grading – Grading 2-3 SK and grade 1-2 SKPE or Proof of required/correct Specialist work grading – Grading 4-5 SK and grade 3-4 SKPE	
11	SHE Officer	Minimum at 2 years of relevant experience/ qualifications required. Proof of experience through a CV	

SCOPE OF WORK FOR JOBBING AND EMERGENCY MAINTENANCE (COMPONENT 2)

TUT seeks to appoint a panel of service providers with the relevant experience to provide general building, repairs, and maintenance to the University. Below table is the detailed specification per discipline. Tenderers are to indicate disciplines they are bidding for.

Discipline No.	SERVICE	SCOPE OF SERVICES
1	Plumbing	General plumbing and maintenance e.g. maintenance of downpipes, gutters, flashings, leak detection, new installations and unblocking of drains, replacement of burst geysers and other
2	Electrical	General electrical maintenance e.g. replaces lights, light switches, extractor fans, cabling, new installations and other.
3	Locksmith	General locksmith services e.g. fitting locks to doors and windows, servicing and repairing locks and other safety devices, cutting copies of keys and making new keys, providing an emergency service after break-ins, securing doors and changing locks.
4	Roof repairs	General roof repairs and maintenance e.g. roof waterproofing, roofing & waterproofing, flat concrete roof waterproofing, IBR & CI sheeting waterproofing, slate roof underlay replacement, roofing alterations, repairs, maintenance, roof tile & connecting flashing waterproofing.

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5	Welding and steel work	Gate repairs, burglar proofing, palisade fencing, general steelwork.
6	General Building	Carpentry, bricklaying, paving, painting, floor repairs, carpeting, tiling, glass and mirror repairs, fencing and perimeter wall repairs

Detailed requirements trade specific:

5.1.1.1 Plumbers

- Reliable mode of transport
- Able to do minor building repairs to ensure premises are ready for use after plumbing work.
- Availability after office hours and over weekends.
- A Department of Labour trade test certificate or a SAQA National Certificate in Construction Plumbing, NQF level 3 is required.
- Preferred Registration with Institute of Plumbing South Africa (IOPSA) or similar registration

5.1.1.2 Electricians

- N3 Electrical Engineering/ Trade test certificate and wireman's license required
- Performing work in accordance with relevant SHEQ working procedures
- Availability after office hours and over weekends
- Reliable mode of transport
- Preferred Registration with South African Institute of Electrical Engineers (SAIEE) or similar

5.1.1.3 Locksmith

- NQF level 3 required/ certificate
- Reliable mode of transport
- Preferred Registration with the Locksmith Association of South Africa (LASA) or similar registration

5.1.1.4 Roof repairs

- Reliable mode of transport
- References and guarantees to be provided

5.1.1.5 Welding and Steelwork

- Reliable mode of transport

5.1.1.6 General Building and construction

- Preferred Registration with the Construction Industry Development Board (CIDB) or similar registration

GENERAL NOTES

5.2 INITIAL BUILDING INSPECTIONS

- The appointed Service Providers shall complete a thorough, initial inspection of each building or site, the purpose of the initial inspections is for the Service Provider to evaluate the needs as per request on an as and when required basis.

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- Access to building space shall be coordinated with the TUT Delegated Official. The TUT Delegated Official will inform the Service Provider of any restrictions or areas requiring special scheduling.

5.3 MATERIAL, EQUIPMENT AND TRANSPORT

- The products to be quoted should be in compliance with SABS standards if applicable or otherwise prior agreement with TUT delegated Official.
- Equipment or service supplied against the contract must comply with all statutory requirements.
- All service providers' vehicles shall be clearly identified.

5.4 HEALTH AND SAFETY

- The Service Provider shall observe all health and safety precautions throughout the performance of this contract. All work shall conform to the statutory regulations.
- The Service Provider shall assume full responsibility and liability for compliance with all applicable regulations pertaining to environmental protection and the health and safety of personnel during the execution of work, and the TUT will not be liable for any action or omission on its part or that of its employees that results in illness, injury, or death.

5.5 SPECIAL ENTRANCE

- Certain areas within some buildings may require special instructions for persons entering them. Any restrictions associated with these special areas will be explained by the TUT Delegated Official. The Service Provider shall adhere to these restrictions.

5.6 UNIFORMS AND PROTECTIVE CLOTHING

- All Service Provider personnel working in or around TUT buildings or site shall wear distinctive uniform clothing.
- The Service Provider shall determine the need for and provide any personal protective items required for the safe performance of work. Protective clothing, equipment, and devices shall, as a minimum, conform to Occupational Safety and Health Act (OSHA) standards for the products being used.

5.7 Guarantees, special requests and emergency services

- The service provider must guarantee to attend problems that may arise at an agreed period.
- From time to time the TUT Delegated Official may request that the Service Provider perform corrective, special, or emergency service(s). The Service Provider shall respond to these exceptional circumstances and perform the necessary work within three (3) hours after receipt of the request.

5.8 Monitoring and special conditions of contract

- TUT reserves the right to approve equipment and parts prior to the use thereof.
- The TUT will not be held responsible in any way for damages, losses or theft of equipment of the Service Provider or injury of employees while on site or during the execution of their duties.
- The contract will be subject to the signing of a Service Level Agreement with the TUT.
- The service provider is to respond and rectify defects and faults within 24 hours from time of request.
- Provide employees with suitable protective clothing with appropriate identification.
- The Service Provider is not entitled to store equipment's in the TUT premises.
- The Service Provider shall comply with the provisions of the Occupational Health and Safety Act and other applicable legislation.

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5.9 Reporting requirements

- The Service Provider shall report to the TUT representative or delegates.
- The operational staff of TUT will conduct inspections on quality and standard of services rendered.
- The Service Provider shall be responsible for supervising all of their employees and shall strictly comply with all the relevant laws and regulation

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FUNCTIONALITY AND PRICE EVALUATIONS WILL BE PRESENTED AT THE ONLINE INFORMATION SESSION.

ALL INTERESTED TENDERERS ARE REQUESTED TO REGISTER ON THE PURCO SA WEBSITE AND ATTEND THE ONLINE INFORMATION SESSION.

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