

## **SPECIFICATIONS FOR BUILDING AND TERRAIN MAINTENANCE, UPGRADE AND ALTERATIONS AT NORTHLINK COLLEGE FOR A PERIOD OF THREE (3) YEARS**

### **1. PURPOSE**

The purpose of this Request for Proposal (RFP) is to appoint suitably qualified and accredited service providers for the building and terrain maintenance required at the properties of Northlink College (The College) for a period of three (3) years at Eight (8) sites in the Western Cape:

- Belhar Campus
- Bellville Campus
- Central Office, Bellville
- Goodwood Campus
- Parow Campus
- Protea Campus, Bellville
- Tygerberg Campus
- Wingfield Campus

### **2. SCOPE OF WORK**

Northlink College is looking to appoint 3 x service providers that will form a panel of contractors to undertake and perform general building maintenance at all the college properties on eight (8) sites.

The scope of the work/services to be provided by the contractors is as follows:

2.1 Carry out planned maintenance and corrective maintenance to general building components and infrastructure at various buildings, offices and workshops.

General building maintenance works in this contract will include but not limited to:

- Roof component repairs
- Ceiling repairs
- Surfaces (walls and floors) finishing maintenance (incl. painting)
- Doors and window component maintenance
- Ablution facilities maintenance
- Storm water and drainage goods maintenance
- Exterior surface repairs (paving and tar) maintenance (incl. painting)
- Gates, vibacrete and fencing repairs
- Carpentry Installation repairs
- Security door and lock repairs

2.2 The scope includes a 24hr, Monday to Sunday emergency standby service as and when required by the College.

2.3 Contract duration will be for thirty-six (36) months from the date the SLA is signed.

2.4 The pricing schedule is to determine costs of materials and labour and does not relate to any specific project.

### 3. MAINTENANCE:

3.1 All planned work will be carried out during normal working hours (07:30am to 16:30pm Mondays to Thursdays and 07:30am to 14:10pm on Fridays) at the rate tendered for in the Bill of Quantities/Pricing Schedule. Visits to the premises will be as scheduled for the

contractor to carry out maintenance work as per the specification. The service provider must comply with the security protocols during these visits and complete the visitor's register at the access point.

### 4. CHECKING OF SERVICE

- The College reserves the right to check the service rendered by the service provider at any time, in order to ensure that the service is rendered in accordance with the conditions of contract and the specifications.
- The College reserves the right to require from the successful bidder that any of his employees be replaced, in the event of justifiable grounds, in which case the employees must leave the site forthwith. The College will not be held responsible for any damages or claims which may arise because of this and is indemnified against any such claims and legal expenses.
- The successful bidder will be held liable for any damage or loss suffered by The College, as a result of the service provider's own or his employees' negligence or intent which originated at the site.
- The College is indemnified against any liability, compensation or legal expenses in respect of the following cases:
  - Loss of life or injuries which may be sustained by the service provider's personnel during the execution of their duties.
  - Damage to or destruction of any equipment or property of the service provider during the execution of their duties.
- The successful bidder shall be notified in writing of the particulars of each claim they are liable for.
- The successful bidder must, at their own expense, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from their obligations and shall ensure that such insurance remains operative for the duration of this agreement. A copy of such insurance contract shall be handed to the Northlink College representative on commencement of the service and reviewed periodically.
- The successful bidder is responsible for the training of their personnel at the site in respect of the application of the guidelines of the emergency plan applicable for the specific site.

### 5. PROJECT TIME FRAME

This project is for a period of three (3) years (commencing on the date the SLA is signed).

### 6. CAPACITY TO DELIVER

The service provider must demonstrate capacity to deliver, both financially, through human capacity and technically. Three (3) reference sites where the same services have been rendered/currently being rendered as well as the specific period over which the service has been rendered, must be provided in the bid. Letters from the sites will serve as evidence for functionality evaluation for the service that has been rendered.

## 7. PRICING SCHEDULE:

### 7.1 Material Price Schedule (The list below is based on what may be required, but is not limited to.)

PROJECT NAME: BUILDING AND TERRAIN MAINTENANCE AT NORTHLINK COLLEGE FOR A PERIOD OF THREE (3) YEARS						
#	Description	Minimum Threshold for Local Content	Unit	Rates (Excl. VAT) Year 1	Rates (Excl. VAT) Year 2	Rates (Excl. VAT) Year 3
1	Square tubing 32mmx32mm	100%	Each	R	R	R
2	Steel Check plate x 10mm	100%	Each	R	R	R
3	Round bars x 16mm	100%	Each	R	R	R
4	Flat bar x 5mm	100%	Each	R	R	R
5	Small Ultra lock	100%	Each	R	R	R
6	Rim lock 152mmx102mm steel case	100%	Each	R	R	R
7	Lock inset	100%	Each	R	R	R
8	Padlock 60mm brass	100%	Each	R	R	R
9	Universal pad lock	100%	Each	R	R	R
10	Pad bolt 100mmx25mm wide solid	100%	Each	R	R	R
11	Double lock cylinder (insert lock)	100%	Each	R	R	R
12	Drawer locks	100%	Each	R	R	R

13	Cabinet shop lock	100%	Each	R	R	R
14	Barrel bolt latch 304 stainless steel	100%	Each	R	R	R
15	Hasp and staple locks	100%	Each	R	R	R
16	Mortice Lock 2 lever	100%	Each	R	R	R
17	Mortice Lock 3 lever	100%	Each	R	R	R
18	Warden 5 lever double lock	100%	Each	R	R	R
19	Nails x3 inches	100%	Each	R	R	R
20	Screws x 6.35mm x 90mm (Qty 100)	100%	Each	R	R	R
21	Steel Door	100%	Each	R	R	R
22	Steel Door frame	100%	Each	R	R	R
23	Burglar door frame 32mmx32mm	100%	Each	R	R	R
24	Burglar door frame 50mmx50mm	100%	Each	R	R	R
25	Burglar windows 16mm square tubing	100%	Each	R	R	R
26	Burglar windows 32mm square tubing	100%	Each	R	R	R
27	Wooden door exterior	100%	Each	R	R	R
28	Wooden door frame exterior	100%	Each	R	R	R
29	Wooden door interior	100%	Each	R	R	R
30	Wooden door frame interior	100%	Each	R	R	R

31	Wood door hinge	100%	Each	R	R	R
32	Ceramic tile 150mmx150mm	100%	Each	R	R	R
33	Ceramic tile 350mmx350mm	100%	Each	R	R	R
34	Ceramic tile 600mmx600mm	100%	Each	R	R	R
35	Floor Tiles porcelain non slippery 600mmx600mm	100%	Each	R	R	R
36	Concrete tile 600mmx600mm	100%	Each	R	R	R
37	Tile grout white 1kg	100%	Each	R	R	R
38	Roof Zink IBR 6m (0.6mm)	100%	Each	R	R	R
39	Roof polycarb sheet 6m	100%	Each	R	R	R
40	Bolt and nut x 8mm	100%	Each	R	R	R
41	Bolt and nut x 10mm	100%	Each	R	R	R
42	Bolt and nut x 12mm	100%	Each	R	R	R
43	Cement 42,5n	100%	Each	R	R	R
44	Reinforce x16mm	100%	Each	R	R	R
45	Brick force	100%	Each	R	R	R
46	Wires 2mm x 28.5KG	100%	Each	R	R	R
47	Clay stock Brick	100%	Each	R	R	R
48	Hollow Maxi Brick	100%	Each	R	R	R
49	Building Block 140mm	100%	Each	R	R	R
50	Building Block 190mm	100%	Each	R	R	R

51	Rectangular paving brick 50mm	100%	Each	R	R	R
52	Interlocking pavers 60mm	100%	Each	R	R	R
53	Interlocking pavers 80mm	100%	Each	R	R	R
54	Palisade heavy duty 3mx1.6m	100%	Each	R	R	R
55	Roller shutter door 3m x 2.1m	100%	Each	R	R	R
56	Fabricated structural steel 75mm	100%	Each	R	R	R
57	Fabricated structural steel 110mm	100%	Each	R	R	R
58	Fabricated structural steel 160mm	100%	Each	R	R	R
59	Sheet steel 1220x2440x0.6mm galvanised	100%	Each	R	R	R
60	Pop rivet 4.8 x12mm	100%	/Kg	R	R	R
61	Joining /connecting components	100%	Each	R	R	R
62	Rafter 114mmx4.8m (steel)	100%	Each	R	R	R
63	Rafter 114mmx4.8m (wood)	100%	Each	R	R	R
64	Rafter timber 38mmx152mm 6.6m	100%	Each	R	R	R
65	Rhino board ceiling 6mm	100%	Each	R	R	R
66	Ceiling boards 12mm 1200x3600 (Gypsum)	100%	Each	R	R	R
67	Nutec ceiling 3mm	100%	Each	R	R	R
68	Suspended ceiling	100%	Each	R	R	R
69	Glass panel x 4mm	100%	Each	R	R	R
70	Glass panel x 6mm	100%	Each	R	R	R
71	Padlock x 40mm	100%	Each	R	R	R

72	Chain 4mm x 1m	100%	Each	R	R	R
73	River sand per cubic meter	100%	Each	R	R	R
74	Concrete mixture per cubic	100%	/M <sup>3</sup>	R	R	R
75	304 Stainless steel drain grids	100%	Each	R	R	R
76	Sliding Window stay 175mm	100%	Each	R	R	R
77	Paint traffic yellow 5L	100%	Each	R	R	R
78	Paint traffic white 5L	100%	Each	R	R	R
79	Paint traffic red 5L	100%	Each	R	R	R
80	Paint Sheen Satin Pure Acrylic 20L (internal)	100%	Each	R	R	R
81	Paint Sheen Satin Pure Acrylic 20L (external)	100%	Each	R	R	R
82	Aluminium window top hung 1500x1200	100%	Each	R	R	R
83	Aluminium window top hung 2100x1400	100%	Each	R	R	R
84	Aluminium window top hung 2800x1700	100%	Each	R	R	R
85	Sliding aluminium window (1490x590)	100%	Each	R	R	R
86	Roof nails 5kg	100%	Each	R	R	R
87	Wood nails 3inch 1kg	100%	P/Kg	R	R	R
88	Wood nails 4inch 1kg	100%	P/Kg	R	R	R
89	Carpet tiles, Berber point 920	100%	/M <sup>2</sup>	R	R	R
90	Wood glue 5L	100%	Each	R	R	R
91	Vinyl sheet flooring 6mm	100%	/M <sup>2</sup>	R	R	R
92	Vinyl sheet flooring 8mm	100%	/M <sup>2</sup>	R	R	R

93	Vinyl tile flooring 6mm	100%	/M <sup>2</sup>	R	R	R
94	Vinyl tile flooring 8mm	100%	/M <sup>2</sup>	R	R	R
95	Laminated flooring 12mm	100%	/M <sup>2</sup>	R	R	R
96	Laminated flooring 15mm	100%	/M <sup>2</sup>	R	R	R
<b>SUB TOTALS:</b>						

### 7.2 Labour and Mark-Up Price Schedule Against Estimated Quantity Usage

				Year 1		Year 2		Year 3		
Item	Description	Unit	Estimated Quantity	Rates (Excl. VAT)	Total Amount (Excl. VAT)	Rates (Excl. VAT)	Amount (Excl. VAT)	Rates (Excl. VAT)	Amount (Excl. VAT)	
1	Provisional Sum	Sum	Sum	R300 000.00	R300 000.00	R300 000.00	R300 000.00	R300 000.00	R300 000.00	
2	Percentage mark-up for Profit and attendance	% Mark up	%	R300 000.00	%	R	%	R	%	R
3	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during <b>Normal working hours (07:30 – 16:20) Mondays to Thursdays and (07:30 – 14:10) on Fridays.</b>	Artisans	Rate/hour	100 hours	R	R	R	R	R	R
4		General Worker	Rate/hour	100 hours	R	R	R	R	R	R
5	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during <b>After working hours and Saturdays.</b>	Artisans	Rate/hour	100 hours	R	R	R	R	R	R
6		General Worker	Rate/hour	100 hours	R	R	R	R	R	R
7	The Service Provider is to tender their total cost per hour on site	Artisan	Rate/hour	100 hours	R	R	R	R	R	R



8	per qualified Artisan and an assistant to perform service and repairs during <b>Sunday and Public Holiday</b> . This cost shall exclude material, which has previously been dealt with in this contract	General Worker	Rate/hour	100 hours	R	R	R	R	R	R	
<b>Total (Excl. VAT):</b>						R		R		R	
<b>15% VAT:</b>						R		R		R	
<b>Total (Incl. VAT):</b>						R		R		R	
<b>Total Contract Offer (Sum of 3yrs)</b>											
						R					

Prices for year two (2) and three (3) must be inclusive of the escalation where deemed necessary.

**NB: Service providers must tender on all products to be considered for the tender. Prices are per item and the College will determine quantity required.**

## 8. EVALUATION CRITERIA AND REFERENCES:

### 8.1 Pre-qualification Stage:

**Note: Bidders who do not provide ALL of the below mandatory documents will be disqualified and not evaluated further.**

MANDATORY DOCUMENTS	SUBMITTED (must indicate)		REFERENCE/ ANNEXURE PAGE ON PROPOSAL (must indicate)
	YES	NO	
Duly completed signed bid document			
<b>A Valid Tax Compliance Certificate</b> and a pin in terms of SARS. The Tax Clearance Certificate relating to the BID must be valid at the time of submission. Each party to a Consortium / Joint Venture / Sub contractor must provide a separate valid Tax Clearance Certificate.			
CIPC Registration Document for Companies and CCs or a letter from a registered accountant for all other entities confirming entity type.			
Valid letter of good standing (COIDA) issued by Department of Labour or (FEM) issued by the appointed agencies			
Service provider must submit a company profile, giving details of background, a track record of a minimum of five (5) years' experience in building and terrain maintenance.			
The bidders must submit three (3) positive reference letters that match the information provided in Annexure A, table (a), of completed projects of similar nature (building and terrain maintenance). The projects must not be more than five years old from its completion.  <b>Note: In the event more than three (3) letters are submitted by the bidder, only the first three (3) will be considered and contacted as per the Annexure A, table (a) for due diligence for the recommended bidder.</b>			
Service provider must submit CV's of Directors and proposed supervisors who will be working on the College sites with all relevant qualifications.			
Valid proof of the contractor grading designation ( <b>CIDB GB4 or higher</b> )			

## 8.2 FUNCTIONALITY EVALUATION:

All qualifying bids from the pre-qualification stage would be evaluated for functionality. The table below contains the weights for each functional requirement component.

### FUNCTIONALITY EVALUATION CRITERIA

**NB: Bidders are required to indicate in their response where the abovementioned functionality evaluation criteria document can be found/located in their proposal.**

	CRITERION	SCORE	REFERENCE PAGE ON PROPOSAL/ ANNEXURE
1.	<p>The bidder must submit proof to demonstrate a minimum experience in the last five (5) years in delivering building and terrain maintenance services supported by three (3) contactable previous and current clients. Information must be completed as per Annexure A, Table (a) supported by reference letters. (Reference letters without completed Table (a) will not be considered).</p> <ul style="list-style-type: none"> <li>➤ Three or more positive references = <b>40 points</b></li> <li>➤ Two positive references = <b>20 points</b></li> <li>➤ One or no positive references = <b>0 points</b></li> </ul> <p>Note: points will only be allocated if the references bear or demonstrate relevant experience and if there is no relevant experience = <b>0 points</b></p>	40	
2.	<p>The bidder must provide proof of company registration documents as well as registration with CSD and CIDB (GB4 or higher).</p> <ul style="list-style-type: none"> <li>➤ Company Registration = <b>(10 points)</b></li> <li>➤ CSD registration = <b>(10 points)</b></li> <li>➤ CIDB registration = <b>(10 points)</b></li> </ul>	30	
2.	<p>The bidder must provide a CV of an experienced project leader (staff member) with a minimum of 5 years' experience in air conditioner equipment. Proof of qualification with an accredited institution must be attached.</p> <ul style="list-style-type: none"> <li>➤ Two (2) staff member's CV with qualification Certificate as proof = <b>(30 points)</b></li> <li>➤ One (1) staff member's CV with qualification Certificate as proof = <b>(15 points)</b></li> <li>➤ No CV with attachments = <b>(0 points)</b></li> </ul>	30	

**NB: Bidders are required to indicate in their response where the abovementioned functionality evaluation criteria document can be found in their proposal for ease of evaluation.**

The functionality evaluation will be assessed as follows:

Where bidders have not provided the required information or have not fully addressed the

functionality evaluation criteria, they will not be allocated any points for the relevant item.

Bidders who score less than 80 points of the 100 points for functionality will be disqualified and will not be evaluated on preferential points system.

### 8.3 PREFERENTIAL POINTS SYSTEM EVALUATION (80/20)

Bidders who achieved 80 points or more from the Functionality Evaluation stage will be further evaluated on the 80/20 preferential points system using the specific goals on BBBEE, whereby 80 points are for Pricing, and 20 points are for preferential procurement requirements.

Preferential points will be awarded in terms of the B-BBEE Status level of contribution which must be substantiated as follows (please refer to Form SBD 6.1 for more details):

- Bidders must submit a valid B-BBEE status level verification certificate issued by a Verification Agency accredited by SANAS or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE.

## 9. BID CONDITIONS

- 9.1 Bidders are encouraged to submit their bids in line with any attached annexures and detailed specifications, in order to facilitate a simplified fair and efficient evaluation process.
- 9.2 The College reserves the right to award the bid to one or more service providers.
- 9.3 The College reserves the right to award the bid in whole or only partially.
- 9.4 The General Conditions of Contract as stipulated by the National Treasury will be applicable.
- 9.5 The College reserves the right not to award the bid.
- 9.6 Bidder must provide a brief summary of their company profile, key personnel and evidence of experience relevant to the requirements

## 10. OBJECTIVE CRITERIA

- 10.1 In the event the recommended bidder is found to not satisfy/meet the conditions or requirements set hereunder, Northlink College shall exercise its right in awarding the bid using applicable prescripts as provided for under the PPPFA, section 2(1)(f), which states, "the contract must be awarded to the tenderer who scores the highest points unless objective criteria in addition to those contemplated in paragraphs (d) and (e) justify the award to another tenderer"
- 10.2 The recommended bidder must have a positive/good reputation that shall not jeopardise the reputation of Northlink College.
- 10.3 The recommended bidder must have the financial ability to carry out the services as per the RFP requirements. Audited financials (will be requested from the recommended bidder prior to appointment), must be of sound applicable financial prescripts/industry standards.
- 10.4 The recommended bidder or its directors/shareholders must not have any pending criminal/civil cases instituted against them which may hinder the rendering of services if appointed to Northlink College as per RFP requirements.
- 10.5 The recommended bidder or its personnel must not have a history of poor performance (e.g., negligence) or unethical conduct or employees who were dismissed/sanctioned for misconduct.
- 10.6 Northlink College, like any other business, relies greatly on suppliers for most services, therefore, the interaction with suppliers/contractors/consultants can have a substantial impact on the College operations. The College can be negatively impacted by

a supplier who does not have a good reputation or has been implicated in unethical activities, by association. To mitigate this reputational risk, the College will investigate any negative and positive news on the particular supplier/contractor/ consultant before doing any business and will make an informed decision about its association.

- 10.7 In the event that the reference checks or processes conducted during a due diligence exercise for the recommended bidder, prior to appointment, should they yield negative feedback or operational risk to the College, the highest scoring bidder may not be awarded the bid, and the second highest scoring bidder will be recommended for appointment provided its proposal meets the RFP requirements in all its respects.

**11. BIDDERS MUST COMPLETE THE FOLLOWING REFERENCING INFORMATION TABLE:**

Item	Requirement	Description	Annexure/Reference Page on Proposal
1)	Office	The head office must be registered in South Africa.	
2)	Bank	The bidder must indicate the full banking details.	
3)	Management & Servicing	The bidder must provide their organisational structure/organogram, names of individual position holders in the organisation including management, supervisors, administration and other services. The bidder must provide details of qualifications and selection process with regards to management/supervisory expertise in the company. Bidders must indicate if the personnel are employed on a full-time basis. If not, provide details.	
4)	Experience	The bidder must indicate the number of years in the business and the major incidents that they had to manage with any of the clients.	
5)	List of references	The list of all current and previous contracts, values, duration and the contact persons. This is critical for evaluation on functionality.	
6)	Public Liability Insurance	Bidders must arrange the necessary public liability insurance cover in its own name with a reputable insurance company and submit documentary proof that such policy is in effect. Confirmation of Public Liability Insurance must be submitted thirty (30) days after the awarding of the bid. Failure to comply will lead to termination of the contract.	
7)	Terms and conditions of contract	By submitting the bid, the company accepts all the conditions of contract approved by National Treasury and special conditions to be determined by Northlink College and that the bidder might be required to sign an acceptance of confidentiality.	

## Annexure A: Response Pre-qualification/Functionality Evaluation Criteria

### Bidder's Experience

Tender No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised Signatory: \_\_\_\_\_

The bidder must provide the following information:

Table (a) details of the bidder's current and previous relevant experience in the provision of services (please refer to section 7 of this RFP document which requires three (3) contactable references not older than five (5) years.

1. Please attach the reference letters that match the referee information in the table.
2. NB: Purchase Orders, Appointment letters and/or Completion certificates will not be accepted as reference letters.

Table (a)

BIDDER'S EXPERIENCE							
No.	Name of Client / Department	Contact Person	Position Held	Email address	Services rendered	Contract Start Date	Contract End date
1.							
2.							
3.							
4.							
5.							