

**SPECIFICATIONS FOR THE SERVICING, REPAIR AND
REPLACEMENT OF FIRE EQUIPMENT AT NORTHLINK COLLEGE
FOR A PERIOD OF THREE (3) YEARS**

1. PURPOSE

The purpose of this Request for Proposal (RFP) is to appoint suitable and accredited service provider/s to repair, maintain, and replace, when necessary, the fire equipment on the properties of Northlink College (The College) for a period of three (3) years at Eight (8) sites in the Western Cape.

LIST OF NORTHLINK COLLEGE SITES AND ADDRESSES

Site	Address
Belhar Campus	Proton Road, Belhar
Bellville Campus	Sackson Street, Bellville-South
Central Office	80 Voortrekker Road, Bellville
Goodwood Campus	Cnr. Dirkie Uys and Merriman Street, Goodwood
Parow Campus	Connaught Road, Parow Valley
Protea Campus	80 Voortrekker Road, Bellville
Tygerberg Campus	Rothschild Boulevard, Panorama
Wingfield Campus	Jakes Gerwel Drive, Goodwood

2. SCOPE OF WORK

A core summary of the services to be rendered by the service provider is as follows:

- 2.1 Annual maintenance/servicing of all fire equipment.
- 2.2 Provide recommendations for replacement and new installations for approval by the college.
- 2.3 Pressure testing as and when required.
- 2.4 Annual/Bi-annual servicing of fire alarms
- 2.4 Issue service certificate on completion.

3. 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.

4. PROJECT TIME FRAME

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

5. 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.

6. SERVICING AND REPAIRS:

Servicing and repairs are to be completed in accordance with SANS 1475.

6.1 Servicing and re-installation

	YEAR 1	YEAR 2	YEAR 3
Complete service and install of 1kg DCP Fire Extinguishers per unit (all parts included)	R	R	R
Complete service and install of 1.5kg DCP Fire Extinguishers per unit (all parts included)	R	R	R
Complete service and install of 2.5kg DCP Fire Extinguishers per unit (all parts included)	R	R	R
Complete service and install of 4.5kg DCP Fire Extinguishers per unit (all parts included)	R	R	R
Complete service and install of 9kg DCP Fire Extinguishers per unit (all parts included)	R	R	R
Complete service and install of 2kg Co2 Fire Extinguishers per unit (all parts included)	R	R	R
Complete service and install	R	R	R

of 5kg Co2 Fire Extinguishers per unit (all parts included)			
Complete service and install of hose reel unit (all parts included)	R	R	R
TOTAL	R	R	R

6.2 Supply of New Equipment

	YEAR 1	YEAR 2	YEAR 3
1kg DCP Fire Extinguishers per unit (all parts included)	R	R	R
1.5 kg DCP Fire Extinguishers per unit (all parts included)	R	R	R
2.5kg DCP Fire Extinguishers per unit (all parts included)	R	R	R
4.5kg DCP Fire Extinguishers per unit (all parts included)	R	R	R
9kg DCP Fire Extinguishers per unit (all parts included)	R	R	R
2kg Co2 Fire Extinguishers per unit (all parts included)	R	R	R
5kg Co2 Fire Extinguishers per unit (all parts included)	R	R	R
4.5 kg DCP Fire Extinguisher Cabinets	R	R	R
9 kg DCP Fire Extinguisher Cabinets	R	R	R
Fire Extinguisher Cabinets	R	R	R
Hose reel unit (all parts included)	R	R	R
Hose reel frame	R	R	R
Hose reel back frame	R	R	R
Hose reel Covers (PVC)	R	R	R
Hose reel cabinets (plastic)	R	R	R
TOTAL FIXED COSTS	R	R	R

6.3 Refilling of Extinguishers & Travelling cost

	YEAR 1	YEAR 2	YEAR 3
1 kg DCP per unit	R	R	R
2.5 kg DCP per unit	R	R	R
4.5 kg DCP per unit	R	R	R
9 kg DCP per unit	R	R	R
2 kg Co2 per unit	R	R	R
5 kg Co2 per unit	R	R	R
5 Yearly Pressure Test (DCP)	R	R	R
Travelling cost per km to areas as listed	R	R	R
TOTAL FIXED COSTS	R	R	R

6.4 Supply and fit signage

	YEAR 1	YEAR 2	YEAR 3
190 x 190 Symbolic safety signs (ABS)	R	R	R
290 x 290 Symbolic safety signs (ABS)	R	R	R
190 x 380 Symbolic safety signs (ABS)	R	R	R
190 x 190 Phosphorescent Signs	R	R	R
190 x 380 Double Hanging Frames Complete	R	R	R
TOTAL FIXED COSTS	R	R	R

6.5 Servicing of fire alarms

	YEAR 1	YEAR 2	YEAR 3
M1 Fire alarm system (Annual)	R	R	R
L4 Alarm system (Bi-Annual)	R	R	R
TOTAL FIXED COSTS	R	R	R

	YEAR 1	YEAR 2	YEAR 3
Sub Total: (6.1, 6.2, 6.3, 6.4 & 6.5)	R	R	R
Vat @ 15%	R	R	R
GRAND TOTAL	R	R	R

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

7. EVALUATION CRITERIA AND REFERENCES:

7.1 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			
A Valid Tax Compliance Certificate 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 / Subcontractor 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.			
A valid letter of good standing (COIDA) issued by the Department of Labour or (FEM) issued by the appointed agencies			
The service provider must submit a company profile, giving details of background, a track record of a minimum of five (5) years' experience in maintenance and servicing of fire equipment in a large organization.			
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. 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.			
Service providers must submit CVs supported by proof of certification of Technicians to be assigned to the service contract.			
Valid proof of the contractor grading designation (CIDB)			

7.2 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 such 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"> ➤ Three or more positive references = 40 points ➤ Two positive references = 20 points ➤ One or no positive references = 0 points <p>Note: points will only be allocated if the references bear or demonstrate relevant experience and if there is no relevant experience = 0 points</p>	40	
2.	<p>The bidder must provide proof of company registration documents as well as registration with South African Qualification and Certification Committee (SAQCC).</p> <ul style="list-style-type: none"> ➤ Company Registration = (15 points) ➤ Certificate from SAQCC = (15 points) ➤ No documents provided = (0 points) 	30	
2.	<p>The bidder must provide a CV of an experienced project leader (staff member) with a minimum of 5 years' experience. Proof of qualification with an accredited institution must be attached.</p> <ul style="list-style-type: none"> ➤ Two (2) staff member's CV with qualification Certificate as proof = (30 points) ➤ One (1) staff member's CV with qualification Certificate as proof = (15 points) ➤ No CV with attachments = (0 points) 	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.

7.3 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 BBEE, 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.

8. BID CONDITIONS

- 8.1 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.
- 8.2 The College reserves the right to award the bid to one or more service providers.
- 8.3 The College reserves the right to award the bid in whole or only partially.
- 8.4 The General Conditions of the Contract as stipulated by the National Treasury will be applicable.
- 8.5 The College reserves the right not to award the bid.
- 8.6 Bidder must provide a brief summary of their company profile, key personnel and evidence of experience relevant to the requirements

9. OBJECTIVE CRITERIA

- 9.1 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"
- 9.2 The recommended bidder must have a positive/good reputation that shall not jeopardise the reputation of Northlink College.
- 9.3 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.
- 9.4 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.
- 9.5 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.
- 9.6 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.

- 9.7 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.

10. 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.							