INVITATION TO TENDER

THE COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH (CSIR) IN SOUTH AFRICA INVITES EXPERIENCED SERVICE PROVIDERS TO BID FOR THE FOLLOWING SERVICE:

TENDER NO.	TENDER DESCRIPTION	CLOSING DATE AND TIME
EOI No. 8027/04/12/2020	Expression of Interest (EOI) for appointment of a Panel for provision of general building maintenance, repairs, rehabilitation and minor building refurbishments for the CSIR for a period of five (5) years.	04 December at 00h00

Please refers to Annexure A of this Invitation to Tender for detailed specification and bid requirements

Tender documents can be purchased at a non-refundable fee of R1150.00 (VAT included) on the PURCO SA website. Visit www.purcosa.co.za.

Any queries must be in writing to tender@csir.co.za and Mr Tshepo Mampuru at tshepo.mampuru@purcosa.co.za.

All tender document availability and tender submission related queries must be sent to molemoshi.ramokolo@purcosa.co.za, contact number 011 545 0940**.**

Submission for the tender is online via the PURCO SA website (link for submission is in the tender document).

Annexure A

Detailed Specification and Requirements

EOI PROPOSAL SPECIFICATIONS (OVERVIEW OF REQUIREMENTS)

1.1 **Expression of Interest Proposal**

The following must be submitted as part of the proposal:

- Covering letter;
- Company profile (which must include the value proposition) – not longer that 10 pages;
- Methodology and approach for the proposed required solution. This must include the actual process on how the general building maintenance, repairs, rehabilitation and minor refurbishment is done;
- Proof of public liability cover of a minimum of R1 Million;
- Quality plan – not longer than 10 pages;
- Safety Plan – not longer than 10 pages;
- Only CIDB registration with Level **1** or **2** General building(GB) grading;
- A contingency plan during urgent and emergency cases;
- Reference letters: A minimum of four (4) written contactable references letter of recent and current projects (providing general building maintenance, repairs, rehabilitation and minor refurbishments to big corporates or entities);
- A valid letter of Good Standing for Compensation for Occupational Injuries and Diseases Act (COIDA) relevant to the Scope of Work;
- A completed and signed SBD Form 1;
- Submit a completed and signed the “Declaration by Tenderers”.

1.2 **Interested bidders must:**

- Be an Exempted Micro Enterprises (EMEs) with a B-BBEE status of level 1 to 2 or Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 to 2 (**Pre-Qualification**).
- Have a minimum of two (2) years’ experience in general building maintenance, repairs, rehabilitation and minor refurbishments.
- The bidder should adhere to the following requirements:
    - An account executive must be allocated to service the CSIR.
    - All orders will be placed through the account executive.

- Invoices and monthly financial statements should be submitted by the account executive within 30 days from completion of job.
- The resource allocated must be able to attend regular meetings with CSIR.
- The account executive will assist with delivery of samples before material is produced.

SCOPE OF WORK AND DELIVERABLES

The scope of work will cover but not limited to the following main areas:

- Painting
- Flooring
- Concrete Repairs and Restoration
- Carpentry and Joinery

The description of the Works given above is not necessarily complete and shall not limit the work to be carried out by the Contractor under this Contract.

1.1 **PAINTWORK**

1.1.1 SCOPE

This specification covers the painting/repainting and maintenance of new and existing building components and maintenance thereafter for various types of buildings and structures.
Paintwork shall mean the scope of work related to the preparation, painting and maintenance of new and existing building components.

1.1.2 GENERAL STANDARD SPECIFICATIONS

The latest edition, including all amendments up to date of tender of the following specifications, publications and codes of practice shall be read in conjunction with this specification and shall be deemed to form part thereof:

1.1.2.1 SANS 515:2003 (2008-03-20);
1.1.2.2 Decorative paint with a non-aqueous solvent base for interior use;
1.1.2.3 Decorative high gloss enamel for exterior and satin/eggshell for interior
1.1.2.4 Emulsion paints for interior decorative purposes Emulsion paints for exterior use;
1.1.2.5 Primers for wood for interior and exterior use Undercoats for paints;
1.1.2.6 Wash primer (metal etch primer) Epoxy-tar paints;
1.1.2.7 Textured wall coatings, emulsion base, for interior and exterior use;
1.1.2.8 Zinc phosphate primers for steel Preparation of steel surfaces for coating
1.1.2.9 Treatment and prevention of dampness

Paint manufacturer's specifications shall take precedence over all specifications. Material used must have a guarantee from manufacturer for a specific period (average of 10 years)

1.1.3 Quality control

Application of all paints must be supported by the relevant paint manufacturer's technical quality control systems with regard to preparation, application, film thickness, colour/pigmentation, mixing, etc.

1.1.4 Paint systems

1.1.4.1 The coating system shall be from one manufacturer unless otherwise specified. The paint manufacturer's instructions shall be strictly adhered to.

1.1.4.2 Paints, shall be suitable for application on the surfaces on which they are to be applied and various coats must be compatible with each other. Those paints used externally shall be of exterior quality or suitable for exterior use.

1.1.5 General preparation of new and existing work

All walls and ceilings, etc., shall be thoroughly cleaned prior to commencement of painting and the premises kept clean and free from dust during painting operations. Protect all surfaces not to be painted against spotting and spilling. Clean down and make good as necessary. Locks, door handles and similar fittings or fixtures shall be removed (or masked) and refitted on completion of painting.

1.1.5.1 Plaster

1.1.5.1.1. All surfaces, sills, ceilings, etc. shall be thoroughly dry before painting operations are started. Porous surfaces must be sealed with the appropriate sealer, thinned if necessary, before applying the paint system.

1.1.5.1.2. Exterior surfaces: Any cracks shall be scraped out and filled with an approved filler or patching plaster and rubbed down flush; the whole surface shall be well brushed down to remove all loose dust and powdery material before applying the first coat of the specified paint system.

1.1.5.1.3. Interior surfaces: All cracks, blowholes, etc. shall be filled with suitable stopping and rubbed down flush. The whole surface shall be smoothed to an even finish and dusted down. Any grease marks, crayon marks, etc. shall be cleaned off with sugar soap and thoroughly rinsed with clean water. The surface shall be thoroughly dry before painting operations are started.

1.1.5.1.4. Ceilings: Ceilings shall be brushed down and free of all dust and powdery materials. Cover strips and cornices shall be stopped where necessary and rubbed down smooth. All nail heads shall be primed, stopped and rubbed down flush. The surface shall then be wiped or

brushed free of all loose or powdery materials before applying the recommended paint system.

1.1.5.1.5. Fibre cement: Fibre cement surfaces shall be cleaned down and primed with an approved sealer and undercoat.

1.1.5.2 Metalwork

1.1.5.2.1. Iron and steel: New iron and steel metalwork shall be cleaned with an approved degreaser and the most effective method available (shot or sand blasting, mechanical wire brushing, hand wire brushing) used to remove all rust and mill scale.

1.1.5.2.2. Galvanised surfaces: New galvanised surfaces shall be well cleaned to remove all traces of oil and dirt with galvanised iron cleaner and rinsed with clean water.

1.1.5.3 Woodwork

New woodwork shall be brushed down and the surface prepared as follows: Knots shall be given a coat of an approved patented knotting. The surface shall be primed overall, and all holes shall be filled. The surface shall then be rubbed down with glass paper until smooth and even. Woodwork that needs to be oiled, stained or varnished shall be free of all stains, pencil marks and other surface discolouration's and blemishes and shall be stopped with tinted stopping and rubbed down.

1.1.5.4 General

5.1.5.4.1. Colours: All colours and tints are to be submitted to the Contract Manager for approval. Sample colours are to be prepared in all cases for the final coat and all work must be finished to colour approved by the Contract Manager. Where necessary, universal undercoat must be tinted to a shade lighter than the finishing coat.

5.1.5.4.2. Doors and windows: All doors and opening sections of windows must be left ajar after painting or varnishing until the paint is perfectly dry.

5.1.5.4.3. Protection and cleaning off: All necessary precautions are to be taken for the protection of all finished work and other trades during painting, and all ironmongery shall be removed where possible prior to the commencement of painting and re-fixed after completion. All paint spots, stains, etc., are to be cleaned off floors, walls, glass. etc., after completion.

5.1.5.4.4. Edges of sound paint surfaces that remain in place for over coating must be sanded down to a feathered edge finish so that, once over coating has been completed, there is no visible evidence of previous paintwork.

5.1.5.4.5. Where paint surfaces have excess fat, oil, tar, etc. deposits they must be cleaned down with a suitable degreaser in accordance with manufacturers specifications, instead of the normal sugar soap solution.

Paint specifications for various components

1.1.5.5 Fibre cement (ceilings);

1.1.6.1.1. New work – Interior.

1.1.6.1.1.1. Prepare surfaces, seal cracks with interior crack filler where required and apply one coat synthetic copolymer primer.

1.1.6.1.1.2. Apply two coats of polyurethane alkyd enamel interior quality paint.

1.1.6.1.1.3. Universal fungicidal additive to be added to above in proportions specified by the manufacturer only when required in specific cases.

1.1.6.1.2. Renovation (existing) work - Interior

1.1.6.1.2.1. Prepare surfaces by cleaning down to remove all dirt and grease etc., fill nail- heads, cracks and defects with interior crack filler and sand down to a smooth and even surface.

1.1.6.1.2.2. If surfaces are in poor condition, prime nail-heads with zinc phosphate primer for steel and apply one coat of primer to existing ceiling boards.

1.1.6.1.2.3. Apply two coats of super acrylic copolymer PVA emulsion or polyurethane alkyd enamel.

1.1.6.1.2.4. In cases where fungicidal attack is prevalent, the prepared surface must be washed down with antiseptic solution, followed by sodium hyper chlorite and allowed to react for 15 minutes before washing down with water. Once dry, primer and finishing coats may be applied.

1.1.5.6 Woodwork truss/rafters (overhangs)

1.1.6.2.1. Renovation (existing) work - Exterior

1.1.6.2.1.1. Remove existing paint and sand down thoroughly. Touch up knots and resinous areas with knotting

1.1.6.2.1.2. Apply one coat of universal undercoat. Allow 24 hours drying. Stop with wood filler and sand to a smooth finish.

1.1.6.2.1.3. Apply two coats of enamel paint.

1.1.6.2.1.4. Apply two coats creosote wood treatment coating if required

1.1.5.7 Metalwork - steelwork and miscellaneous - metal work (including general pipe work)

1.1.6.3.1. New work - Interior

1.1.6.3.1.1. Prepare and apply one coat zinc phosphate primer for steel. Apply one coat of universal undercoat. Apply two coats of high gloss enamel paint.

1.1.6.3.1.2. For Cast-iron waste pipes: Prepare and remove as much bitumen as possible. Apply one coat of aluminium paint. Apply one coat of universal undercoat. Apply two coats of high-gloss, enamel paint.

1.1.6.3.2. New work - Exterior

1.1.6.3.2.1. Prepare and apply one coat zinc phosphate primer for steel. Apply one coat of universal undercoat. Apply two coats of high-gloss enamel or oleo resinous aluminium paint (where applicable).

1.1.6.3.2.2. If Shop-primed: Touch up damaged primer with zinc phosphate primer for steel. Apply one coat of universal undercoat. Apply two coats of high- gloss enamel or oleo-resinous aluminium paint (where applicable).

1.1.6.3.2.3. For Cast-iron waste pipes: Prepare and remove as much bitumen as possible. Apply one coat of universal undercoat. Apply two coats of high gloss enamel or oleo resinous aluminium paint (where applicable).

1.1.6.3.3. Renovation (existing) work - Interior

1.1.6.3.3.1. Remove all existing paint by means of scraping or wire brushing and sanding. Tightly adhering paint that cannot be removed may remain and be over coated. Remove all signs of rust back to bright metal by sanding with emery cloth. Wash down with an approved degreaser, rinse with clean water to remove all traces thereof and allow to dry.

1.1.6.3.3.2. Treat rusted areas with a water-based rust converter.

1.1.6.3.3.3. Apply one coat of zinc phosphate primer for steel. Allow overnight drying.

1.1.6.3.3.4. Apply one coat of universal undercoat. Allow overnight drying.

1.1.6.3.3.5. Apply two coats high-gloss enamel. Allow overnight drying between coats.

1.1.6.3.4. Renovation (existing) work - Exterior

1.1.6.3.4.1. Remove all existing paint by means of scraping or wire brushing and sanding. Tightly adhering paint that cannot be removed may remain and be over coated. Remove all signs of rust back to bright metal by sanding with emery cloth. Wash down with an approved degreaser, rinse with clean water to remove all traces thereof and allow drying. Treat rusted areas with a water-based rust converter. Primer: Apply one coat of zinc phosphate primer for steel. Allow for 24 hours drying.

1.1.6.3.4.2. Apply one coat of universal undercoat. Allow for 24 hours drying.

1.1.6.3.4.3. Finishing coat: Apply two coats of high-gloss enamel or oleo resinous aluminium paint (where applicable).

1.1.5.8 Cement plaster (walls / soffits) and concrete surfaces

1.1.6.4.1. New work - Interior

1.1.6.4.1.1. Prepare and apply one coat bonding liquid, followed by one coat of synthetic copolymer primer for new plaster.

1.1.6.4.1.2. Apply two coats of polyurethane alkyd enamel paint/ acrylic emulsion with smooth velvet sheen interior quality paint/ high-gloss enamel/ super acrylic copolymer PVA/ pure acrylic paint

1.1.6.4.2. New work - Exterior

1.1.6.4.2.1. Prepare and apply one coat of alkali resistant synthetic resins bonding liquid. Stop with exterior crack filler.

1.1.6.4.2.2. Apply one coat of copolymer primer.

1.1.6.4.2.3. Apply one final coat of pure acrylic paint/ Pure acrylic with Teflon/ Super acrylic PVA / two coats textured exterior acrylic emulsion, allowing one hour drying time between coats

1.1.6.4.3. Renovation (existing) work – Interior Exterior

1.1.6.4.3.1. Remove all paint and fill with suitable exterior/interior crack filler and Sand down.

1.1.6.4.3.2. Apply one coat alkali resistant plaster primer; allow drying for a minimum of 24 hours and a maximum of 72 hours.

1.1.6.4.3.3. Apply one coat of universal undercoat - allow 24 hours drying.

1.1.6.4.3.4. Apply paints to suit

1.1.5.9 Fibre cement board (fascia's, etc.) - General

1.1.6.5.1. Renovation (existing) work – Interior

1.1.6.5.1.1. Remove previous paint coatings with super paint stripper. Thoroughly wash down with sugar soap and rinse with clean water. Prime nail and screw heads with zinc phosphate metal primer. Allow to dry.

1.1.6.5.2. Apply one coat of synthetic copolymer primer to all surfaces including back and edges, allow drying. Fill all screw heads with weather resistant filler, allow to dry, sandpaper smooth and touch up with primer.

1.1.6.5.3. Apply two coats of super acrylic copolymer PVA paint.

1.1.6.5.4. Renovation (existing) work - Exterior

1.1.6.5.4.1. Remove previous paint coatings with super paint stripper. Thoroughly wash down with sugar soap and rinse with clean water. Prime nail and screw heads with zinc phosphate metal primer. Mow to dry.

1.1.6.5.4.2. Apply one coat of sealer/undercoat to all surfaces including back and edges, allow drying. Fill all screw heads with weather resistant filler. Allow to dry and sandpaper smooth. Touch up with primer.

1.1.6.5.4.3. Apply two coats of super acrylic copolymer PVA paint.

1.1.5.10 Timber (doors, cornices, window frames, counters. skirtings. etc.)

1.1.6.6.1. New work – Interior/Exterior

1.1.6.6.1.1. Prepare knots with spirit soluble resin type knotting. Prime with primer (sanding sealer) for wood. Fill imperfections where necessary with wood filler. Apply one coat of universal undercoat. Apply two coats of polyurethane alkyd enamel (Interior)/ high gloss enamel (Exterior).

1.1.6.6.1.2. Prepare knots with spirit soluble resin type knotting. Prime with primer (sanding sealer) for wood. Fill imperfections where necessary with wood filler. Apply one coat of universal undercoat. Apply two coats of enamel.

1.1.6.6.1.3. Gloss/suede varnish (interior quality solvent based): Prepare knots with spirit soluble resin type knotting. Fill imperfections with wood filler. Sand surfaces to a smooth finish in grain direction and dust off. Thin first coat down in a ratio of 3 parts varnish to 1-part mineral turpentine and apply. Allow to dry for 24 hours. Apply two full- strength final coats with 24 hours drying time between applications.

1.1.6.6.1.4. Gloss/suede varnish (exterior quality ultraviolet resistant solvent based): Prepare knots with spirit soluble resin type knotting. Fill imperfections with wood filler. Sand surfaces to a smooth finish in grain direction and dust off. Thin first coat down in a ratio of 3 parts varnish to 1-part mineral turpentine and apply. Allow to dry for 24 hours. Apply two full- strength final coats with 24 hours drying time between applications.

1.1.6.6.2. Renovation (existing) work – Interior/Exterior

1.1.6.6.2.1. Remove all paint, varnish and stain with super paint stripper. Wash down thoroughly with sugar soap and rinse with clean water. When surface is completely dry, sand down and apply one coat of spirit soluble resin type knotting to all knots. Fill all cracks and defects with wood filler and after 24 hours of drying, sand down to a smooth and even surface. Apply one coat oleo resinous wood primer. Apply one coat oleo resinous wood primer.

1.1.6.6.2.2. Apply two final coats enamel.

1.2 FLOORS

1.2.1. SCOPE

Floors shall mean the work to be carried out to repair and maintain materials and components such as removal of existing floors and installation of new floor coverings, skirtings, screeds, concrete floors and paving.

This specification covers the removal of existing floor coverings, screeds and concrete surface beds, the repair of existing floor coverings, screeds and concrete surface beds. This specification also covers the supply, delivery and installation of new floor coverings, screeds and concrete surface beds for various types of buildings.

1.2.2. GENERAL STANDARD SPECIFICATIONS

The latest edition, including all amendments up to date of tender of the following specifications, publications and codes of practice shall be read in conjunction with this specification and shall be deemed to form part thereof:

1.2.2.1. SANS 581:2007 - Semi-flexible vinyl floor tiles

1.2.2.2. SANS 786:200 - Flexible vinyl flooring

1.2.2.3. SANS 10070:2007 - The laying of thermoplastic and similar types of flooring

1.2.2.4. SANS 10043:2009 - The laying of wood floors

1.2.2.5. SANS 10186:2010 - The laying of textile floor coverings

1.2.2.6. SANS 1449:2008 - Ceramic wall and floor tiles

1.2.3. Floor coverings

Existing floors shall be inspected to determine the extent of any damaged floor areas. The existing floors and other building elements shall be protected from damage during the progress of any repair work and on completion shall be cleaned and handed over in a perfect condition. Only skilled workers experienced in laying any type of floor finishes shall carry out the work.

Preparation of floor slab and surface beds for new floor screeds

The existing concrete screed shall be removed in patches designated by the Contract Manager.

All laitance on the surface of the existing surface bed must be removed completely. Mechanised plant such as scrabbles or abrasive blasters may be used. The Contractor shall take all necessary precautions to keep dust pollution to a minimum inside the building during the breaking out and removing of existing concrete screeds, as well as during the preparation of the existing concrete surface bed.

After the mechanical cleaning of the slab surface to expose the coarse aggregate, all dust and debris must be removed, and the surface must be thoroughly wetted and kept wet for at least 12 hours before application of the new concrete screed.
Surface preparation of existing floor screeds for new floor coverings

The following procedure is suggested where vinyl tiles laid with bitumen adhesive are to be removed:

1.2.3.1. The bitumen must be removed mechanically and/or chemically. Remove as much bitumen and other contamination as possible by scraping. Bitumen can be heated to soften it.

1.2.3.2. Sweep or vacuum sub-floor thoroughly to remove dust and grit. An approved solvent-based degreasing and cleaning compound can be used to remove the bitumen chemically. The Contractor shall ensure the safety of the workers and the building against possible fire.

1.2.3.3. The concrete surface must be smooth. Even the surface with self-levelling screed or SABS approved equivalent before laying the new vinyl tiles.

1.2.3.4. Vacuum clean the floor surface again before the adhesive is applied to lay the vinyl tiles.

1.2.4. Cement screed

The cement screed shall have a maximum thickness of 30 mm. Where required the cement screed shall be modified with an approved alkali compatible acrylic emulsion by preparing the cement screed with a mixture of the latex and water in the required ratio.

1.2.4.1. Before the new screed is applied, remove all surface water from the slab.

1.2.4.2. Apply a bond coat to the slab/surface bed, consisting of a 1:1 mix of cement and clean fine sand with just enough water to provide the consistency of slurry.

1.2.4.3. Mix in equal parts an approved alkali compatible acrylic emulsion specially modified for use in cement mortars with water and add Portland cement to form the slurry.

1.2.4.4. Spread the bond coat evenly using a stiff fibre brush. Do not leave standing pools.

1.2.4.5. Place screed before the bond coat dries out. The screed must be laid and compacted in one layer.

1.2.4.6. Curing should commence as soon as the finishing operations have been completed and should be continued for at least 7 days.

1.2.4.7. Joints must be formed in the screed at all existing contraction and expansion joints, as well as at intermediate positions at 3 m maximum spacing.

1.2.5. Vinyl floor finishes

Existing floors should be inspected and where vinyl tiles need to be replaced, such tiles shall comply with the requirements of SANS 786:2007 and be 300 x 300 x 2 mm thick unless otherwise specified. The flooring shall be of marbled pattern and of an approved colour (to be specified by the Contract Manager).

Vinyl floor tiles or sheets shall be laid with an adhesive recommended by the manufacturer. All the preparation and work in connection with the laying and fixing of the specified flooring and vinyl skirtings shall be done in accordance with SANS 10070:2007and to the satisfaction of the Contract Manager.

The flooring shall, where necessary, be cut and neatly fitted against adjoining floors, thresholds, etc. Where required the Contractor shall carefully remove existing timber floor skirtings and/or quarter rounds for re-use - where vinyl tiles are laid against walls. Reinstate skirtings and/or quarter rounds.

Vinyl floor tiles shall, unless otherwise specified, be laid with continuous joints in both directions and vinyl floors shall, unless otherwise specified, be in standard widths with cut sheets at sides of floors as necessary.

The vinyl flooring and skirtings shall be covered up and protected from damage during the progress of remaining work and on completion be cleaned and, unless otherwise specified, sealed with the type of polish recommended by the manufacturer of the vinyl flooring.

1.2.6. Skirtings

Loosened hardwood skirtings must be cleaned and where necessary removed and/or replaced by 76 x 19 (or 25 mm) mm thick hardwood skirting with one rounded top edge plugged to the wall. Painting shall be in accordance with Technical Specification BJ: Painting.

In selected areas skirtings shall be 100 mm high x 6 mm thick unglazed ceramic tiles glued to walls with an approved cement grout.
Vinyl cove skirtings shall be of approved manufacturer's specification and colour and, unless otherwise specified, be 70 mm high.

1.2.7. Sealing of vinyl flooring

The newly laid tiles shall, after four days, be scrubbed with a diluted neutral detergent/stripper complying with SANS 825:1993 (1998-12-15) and rinsed thoroughly. After the floor has dried, apply two coats polymer/Acrylic sealer combination containing a minimum of 22 % solids using an applicator pad. Ensure that the surface has set hard before allowing traffic on the floors.

1.2.8. Sealing of timber floors

Existing timber floors must be mechanically belt-sanded to remove all traces of existing sealer in strict compliance with SANS 10043:2009. Where necessary, existing flooring, skirtings and quarter rounds should be temporarily removed. Before applying the new wooden floor sealer, ensure that the surfaces are dry, sanded smooth and free from varnish or oil. Vacuum the dust from the prepared floor surfaces.

Apply three coats of clear, lead free wooden floor sealer with preservative and anti-fungicidal properties according to the manufacturer's specification.

Apply the first coat until an even glossy, wet surface is achieved. Leave to dry thoroughly.

Apply at least two other coats in the same way, and finally a fourth and final coat. It is proposed that the Contractor first do a trial section to satisfy himself that he can handle this procedure. The final appearance of the wooden floor must be smooth and have a uniform non-gloss finish.
Reinstate skirtings and quarter rounds.

1.2.9. Tiling (general)

Tiles shall be solidly bedded in tile cement, unless otherwise specified, joints shall be 6 mm wide. – reword this sentence and delete where applicable.

The joints in all tiling are to be continuous in both directions. The pointing is to be carried out by well pressing in tile grout. Under no circumstances may liquid cement grout be used for pointing.

All tiling shall be properly covered and shall be protected against any possibility of staining, discolouring or any other damage.

At completion, all tiling is to be exposed, checked for damage, repaired where necessary and cleaned off with soft soap and cold water and left in a perfect condition. The application of oil on tiling is not allowed.

1.2.10. Ceramic and quarry floor tiles

1.2.10.1. General requirements

Ensure that the base for floor tiling is rigid, stable and level unless required to have a fall in one or more direction(s).
When proprietary brand adhesives are being used for fixing ceramic floor tiles it is essential that the surface to which the tiles are to be fixed is clean, dry, flat and true.

Lay approved unglazed ceramic split floor tiles (230 x 115 x 11, 5 mm thick and of a selected or matching colour) in professional floor grouting with 8 - 10 mm wide joints. The floor grout must be applied with a 10 mm square-notched floor trowel evenly over an area not exceeding 1 square meter at a time.

Mortar beds for dust-pressed tiles and quarry tiles shall be formed with a slurry of 1:1 cement and clean fine sand to a thickness of about 3mm on an area not exceeding 1 square metre at a time. The joints will be 6 - 8 mm wide depending on the size of the tile.

The tiles must be laid in professional cement-based powder adhesive, strictly in accordance with the manufacturer’s specifications. The Code of Practice for the fixing of tiles in accordance with SANS 1449:2008 and the recommendations of the South African Ceramic Tile Manufacturers Association (SACTMA) shall be followed. Important points to be taken into consideration are summarised below:

1.2.10.2. Enough time must be allowed between building operations.

1.2.10.3. Drying periods for backgrounds and substrates must be strictly adhered to.

1.2.10.4. No tiling may commence prior to the prescribed time.

1.2.10.5. All tiles must be correctly bedded. The tiles must be properly bedded into a fixative that is spread evenly to the required thickness using a square-notched rubber mallet (10 mm for ceramic tiles). Bed the tiles dry and move firmly into position, ensuring that they are in proper overall contact with the bed, and form an even surface.

1.2.10.5.1. A minimum & 6- 10 mm grouting joints must be allowed between extruded and split tiles (3 mm minimum for pressed tiles). Ensure that the joints are free of tile adhesive and any foreign matter.

1.2.10.5.2. Setting out must be done correctly.

1.2.11. Filling of joints

Do not fill joints between tiles until at least 24 hours after the tiles have, been bedded. Before applying the joint epoxy grout, ensure that the joints are free of tile adhesive residue and any foreign matter. Apply the approved epoxy grout into the tile joints. The finishing-off must be completed with a wetted nosing tool or spatula so that a smooth glazed surface finish can be achieved. Application of the epoxy grout must be done strictly in accordance with the manufacturer's specifications. Finally, the tiles must be thoroughly cleaned.

1.2.12. Movement joints in tiling

1.2.12.1. General requirements

Movement joints are to be provided in tile work to allow for thermal expansion and contraction and crack control at existing expansion joints in the surface bed.

1.2.12.1.1. Provide movement joints in the tile work, screed and bedding down to the concrete surface bed or slab. The spacing of these joints depends on the position of existing joints, column and wall layouts and slab thickness. The maximum spacing of joints should be limited to 30 times the slab (surface bed) thickness or 4, 5 m, whichever

is the lesser. The length-to- width ratio of tile panels should be limited to between 1, 0 and 1, 5.

1.2.12.1.2. Provide isolation joints around the perimeter of the floor, around columns, walls and other fixed structural elements.

1.2.12.1.3. Joints shall be aligned with no offsets. Irregular shaped tile panels must be avoided. Where included angles are unavoidable, they should be less than 60 degrees.

1.2.12.1.4. The width of the joint shall be 6 mm minimum and 10 mm maximum. Provide an approved closed-cell expanded polyethylene foam joint filler with a hinged temporary blocking piece in the movement joints. The size of the blocking piece must be the same as the joint width.

1.2.12.2. Joint sealing

1.2.12.2.1. The joints shall be prepared and primed prior the application of the joint sealant.

1.2.12.2.2. The liquid sealant in joints shall be an approved one-part grey polyurethane sealant with a shore hardness of A45 and an elongation of 400 %. The manufacturer's specifications must be strictly followed.

1.3 STRUCTURAL CONCRETE (REPAIRS

1.3.1. SCOPE

This specification covers the repair of existing structural concrete elements and the supply, delivery and implementation of the repair procedures for the various types of buildings.

Structural concrete shall mean the scope of work to repair and maintain all structural concrete components such as walls, columns, stairs and suspended slabs. Joint repairs also form part of this specification. This specification does not include work related to metalwork and paintwork that are specified elsewhere.

1.3.2. GENERAL STANDARD SPECIFICATIONS

The latest edition, including all amendments up to date of tender of the following specifications, publications and codes of practice shall be read in conjunction with this specification and shall be deemed to form part thereof:

1.3.2.1. SANS 1200 G: 1982 (2002-07-30) - Concrete (Structural)

1.3.2.2. SANS 1200 GA: 1982 (2002-07-30) - Concrete (Small works)

1.3.2.3. SANS 1200 GB: 1984 (2002-07-30) - Concrete (Ordinary buildings)

1.3.2.4. SANS 1200 GE: 1984 (2002-07-30) - Precast Concrete (Structural)

1.3.2.5. SANS 1200 GF: 1984 (2002-07-30) - Pre-stressed concrete

1.3.2.6. SANS 10100-1:2000 - Structural use of concrete

1.3.2.7. SANS 110:2011 - Sealing compounds for the building industry, two component Polysulphide base

1.3.2.8. SANS 1077:2009 (2009-08-14) - Sealing compound for the building and construction industry, two-component, polyurethane- base

1.3.2.9. SANS 1305:2009 - Sealing compounds for the building industry, one component

Joint materials manufacturer's specifications (they shall take precedence over others).

Concrete repair materials manufacturers specification (they shall take precedence over others)

1.3.3. Concrete repair

All existing structural concrete to be inspected to determine the extent of damage and repair work required. All remedial concrete work to be classified into the following categories:

1.3.3.1. Surface Concrete Repair: Cosmetic repair of concrete surfaces where no reinforcing is exposed, where cover to reinforcement is not a problem (non-aggressive environment) and for non-structural repairs.

1.3.3.2. Mild to Moderate Concrete Repair: When the reinforcing is exposed, and the extent thereof is small compared to the size of the element under consideration.

1.3.3.3. Severe Concrete Repair: Where the front of the reinforcing is exposed in large areas or reinforcing is exposed totally. Generally, when the defective areas have adverse structural implications.

Any structural concrete elements that are damaged to such an extent that they cannot be classified under severe concrete repair, will be treated on merit. Detailed instructions will be issued during repair/maintenance for the rehabilitation of such structural concrete elements.

1.3.4. Concrete repair Procedure

The following procedure, or similar approved by the Contract Manager to be used:

1.3.4.1. Remove all loose and defective material and clean around affected area to expose aggregate.

1.3.4.2. Saw-cut 10mm vertically around edges of repair area and break out concrete within to avoid tapered feathering.

1.3.4.3. Wet area well, approximately 30 minutes before commencement of repair.

1.3.4.4. Apply an approved shrinkage compensated cementitious repair mortar in strict accordance with the manufacturer's specifications.

1.3.4.5. The repaired surface to be cured by covering with plastic sheeting and keeping wet for 48 hours or as otherwise specified.

1.3.5. Mild to Moderate Concrete repair Procedure

The following procedure, or similar approved by the Contract Manager to be used:

1.3.5.1. Remove all loose and defective material and break out to a minimum depth of 10mm.

1.3.5.2. Saw-cut 10mm vertically around edges of repair area and break out concrete within, to avoid tapered feathering.

1.3.5.3. Ensure that concrete is free from laitance, oil, grease etc. and is sound, firm and clean.

1.3.5.4. Exposed reinforcing to be wire brushed clean, free of all rust, and then coated with an approved single component epoxy zinc primer.

1.3.5.5. The concrete to be thoroughly wetted and kept wet for a minimum of 12 hours before applying remedial product, loose standing water to be removed prior to application of repair mortar.

1.3.5.6. Apply an approved shrinkage compensated cementitious repair mortar in strict accordance with the manufacturer's specifications.

1.3.5.7. The repaired surface to be cured by covering with plastic sheeting and keeping wet for 48 hours or as otherwise specified.

1.3.6. Severe Concrete repair procedure

The following procedure or similar approved by the Contract Manager to be used:

1.3.6.1. Propping of structure may be necessary during repair period.

1.3.6.2. Chop around defective area removing all loose and suspect material taking care not to damage the existing reinforcing.

1.3.6.3. Exposed reinforcing to be wire brushed clean, free of all rust, and then coated with an approved single component epoxy zinc primer.

1.3.6.4. The damaged area to be chopped rectangular to expose the sound aggregate and feathered edges to be saw-cut vertically and broken out to a minimum depth of 10mm.

1.3.6.5. Ensure that the cavity is clean, dry and free of any debris.

1.3.6.6. Apply an approved epoxy resin repair compound strictly in accordance with the manufacturer's specifications.

1.3.7. Concrete cracks

All existing concrete to be inspected to determine the extent and damage due to cracking of concrete. The cause of cracking is to be established to determine the correct remedial action to be taken. The Contract Manager will determine the extent of repair work required, which will in most cases, require individual specifications to suit concrete crack repair procedure (Generally used where cracking could adversely affect the structure).

The following procedure, or similar approved by the Contract Manager to be used:

1.3.7.1. The surface over the entire length of the crack should be wire brushed to remove laitance or any other deleterious materials from the concrete.

1.3.7.2. If the surface of the concrete is unsound, chase a vee cut into the crack.

1.3.7.3. All debris to be removed.

1.3.7.4. Drill holes into the crack. The size, depth and centres etc., as specified for the crack injection product to be used. Blow out holes free of drill dust.

1.3.7.5. Install injection nipples into the holes as specified. Allow for air release holes.

1.3.7.6. Seal the face/s with an approved epoxy.

1.3.7.7. Pump in approved epoxy liquid to suit crack size/width.

1.3.7.8. The above repair system to be done strictly in accordance with the manufacturers specifications and requirements, and must be carried out by approved specialists; or

1.3.7.9. Suitably trained persons.

1.3.8. Expansion joints

Existing horizontal and vertical expansion joints to be inspected to determine the extent of damage to the joints. The existing expansion joints and other building elements shall be protected from damage during the progress of any repair work of expansion joints and on completion shall be cleaned and handed over in a perfect condition. Only skilled workers

experienced in the preparation for and application of the remedial products shall carry out the work.

The extent of the expansion joint remedial work to be determined by CSIR.

1.3.9. Expansion joint remedial procedure

The following procedure to be used for remedial work to expansion joints. CSIR to confirm the remedial procedure required for each application and all workmanship is subject to his approval.

1.3.9.1. Remove all damaged sealant from expansion joint.

1.3.9.2. Joint former/filler to be inspected and if in poor condition, must be removed.

1.3.9.3. Remove all loose materials mechanically to ensure a sound, clean and dry concrete surface.

1.3.9.4. Where required, the sides of the concrete joint to be cut smooth and straight with an angle grinder or diamond saw.

1.3.9.5. Install a non-bituminous, non-extruding resilient joint filler where existing joint former/filler was removed.

1.3.9.6. Install a closed cell resilient foam cord or release film or bond breaking tape before applying sealant.

1.3.9.7. A primer coat to be applied to all surfaces, brushed well into the faces of the joint.

1.3.9.8. Install a single component fast curing polyurethane joint sealer strictly according to the manufacturer's specifications.

1.3.9.9. All materials to be submitted for approval prior to installation.

1.4 FITTINGS CONTENTS

1.4.1. SCOPE

Fittings shall mean the work to be carried out to repair and maintain materials and components related to cupboards, shelving, signage and counters.

1.4.2. GENERAL STANDARD SPECIFICATIONS

The latest edition, including all amendments up to date of tender of the following specifications, publications and codes of practice shall be read in conjunction with this specification and shall be deemed to form part thereof:

1.4.2.1. SANS 929:2008 - Plywood and composite board

1.4.2.2. SANS 1099:2008 - Hardwood furniture timber

1.4.2.3. SANS 1783-1:1997 (SABS 1783-1) - Softwood timber for industrial use

1.4.2.4. SANS 1385:2010 - Kitchen cupboards of steel, composite board and timber

1.4.3. Built-in cupboards

The CSIR shall inspect all cupboards for defects and shall establish which components are to be replaced or repaired. Reasons for replacement will include, but not be limited to:

1.4.3.1. Severely chipped or damaged block board;

1.4.3.2. Severely chipped or damaged decorative laminates;

1.4.3.3. Inadequacy of design, e.g. strength of hinges, failure of door furniture, etc.

1.4.3.4. Corroded steel elements.

Fixing of defects will include repairing or replacing damaged, corroded and worn-out fittings, e.g. door handles knobs and hinges, door catches and holders, door locks, cupboard door vents, drawer slide rails, drawer handles, knobs and locks. Moving parts shall be serviced by cleaning, oiling, tightening loose screws, reinstating missing screws or aluminium pop rivets, etc.

1.4.4. Kitchen cupboards

Kitchen cupboards shall be inspected for defects. Defects will include repairing or replacing damaged, corroded and worn-out fittings, e.g. door handles knobs and hinges, door catches and holders, door locks, cupboard door vents, drawer slide rails, drawer handles, knobs and locks. Moving parts shall be serviced by cleaning, oiling, tightening loose screws, reinstating missing screws or aluminium pop rivets, etc. Where the baked enamel of steel cupboards is scratched and worn off, the steel surface shall be sanded and painted with an approved gloss epoxy paint to match the existing colour. Severely corroded or damaged steel cupboards shall be replaced with approved new steel cupboards complying with SANS 1385:2010.

Damaged kitchen cupboards manufactured from composite board with laminated plastic covering shall be repaired where possible by gluing loose laminated plastic covering or replacing components with new similar matching finished elements.

Damaged kitchen cupboards manufactured from timber shall be repaired by replacing cracked and broken timber components. Painted surfaces shall be varnished with water-resistant varnish (with matching stain) or painted with approved polyurethane paint.

All cupboards shall be properly screwed and fixed to walls and floors with suitable corrosion resistant screws and plastic plugs, washers, etc.

Worktops and sinks against walls shall be sealed with an approved white one-part polyurethane sealant. The sealant shall be applied strictly according to the manufacturer’s

specifications. Old worn-out and damaged sealant shall also be replaced. Drop-in sink bowls shall also be sealed with this approved polyurethane sealant. Where the possibility exists, that water can penetrate composite board, these joints in the worktops shall also be sealed.

1.4.5. Shelving

The stability of shelves must be checked to determine the occurrence of sagging. Where required, provide adequate support for the specific application, e.g. steel tubing struts, additional timber bearers, steel brackets, etc.

Broken timber shelving shall be replaced with approved wrought hardwood or solid laminated pine varnished or painted to specification. Composite board will not be permitted. Shelves shall be in single lengths. Heads of nails and brass-countersunk screws in exposed faces of joinery shall be sunk and pelleted.

1.5 **GENERAL**

1.5.1. GENERAL DESCRIPTION

Each building with its finishes and furnishings may require work that may include any one or more of the following activities: repair, servicing, testing and maintenance during the term of the Contract.

1.5.1.1. FEATURES REQUIRING SPECIAL ATTENTION

1.5.1.1.1. Repairs

The Contractor shall have sufficient staff, equipment and materials to attend to various repairs simultaneously.

1.5.1.1.2. Breakdown Repairs

Breakdown repairs refer to repairing defects (including malfunctions) which are carried out on an ad- hoc basis if and when a defect occurs.

1.5.1.1.3. Replacement of items

Where it is necessary to replace any existing item with a new item under this Contract, the new item shall be of at least the same quality as the existing item. The CSIR shall have the right to reject the item if it is of inferior quality.

1.5.1.1.4. Site to be kept clean

During progress of the works and upon completion thereof, the Site of the Works shall be kept and left in a clean and orderly condition. The Contractor shall store materials and equipment for which he/she is responsible in an orderly and safe manner and shall keep the site free from debris and obstructions inter alia in compliance with Construction Regulations, 2014, as promulgated in Government Gazette No: 37307 and Regulation

Gazette No: 10113 of 07 February 2014, in the Occupational Health and Safety Act, 1993 (Act 85 of 1993) (OHS), as amended.

All redundant materials, rubbish and waste arising from the work must be regularly removed from the Site at the Contractor's cost and the Site and buildings left clean and tidy.

1.5.1.1.5. SANS specifications and codes of practice

All reference in this document to South African National Standards (SANS) specifications and codes of practice, or any other standard specifications or codes of practice, including National Building Regulations and Standards Act (Act 103 of 1973) (NBRs), and Regulations as amended, shall be deemed references to the latest issues of such specifications and codes.

1.5.1.1.6. Materials

The Contractor shall attach to his/her accounts original supplier's tax invoices for new parts, components and materials to be used or that were used for repair work requiring non-scheduled items. The full description similar to that required to order an item from a supplier, i.e. make: model, serial number, size, capacity, etc. shall be listed on the account.

1.5.1.1.7. The Contract Manager reserves the right to:

1.5.1.1.7.1. Supply to the Contractor new parts, components and materials required to undertake repairs, or

1.5.1.1.7.2. If the price submitted by the Contractor is considered to be unacceptably high, obtain quotations for such new parts, components and materials from other independent sources, and after making reasonable allowance for Contractor's mark-up, adjust the Contractor's price accordingly.

The above applies to new parts, components and materials that are to be used for both maintenance and repair.

Unless stated otherwise in writing by the CSIR, all proprietary materials are to be used, mixed, applied, fixed, etc., strictly in accordance with the manufacturer's recommendations.

1.5.1.1.8. Protection of furniture and equipment

Most of the work to be done inside buildings and residential accommodation will be carried out where there is furniture and other equipment.

The Contractor shall be responsible for moving the furniture and equipment in order to provide working space for his/her personnel. The movement of furniture and equipment shall be kept to the very minimum and the Contractor shall be solely responsible for any damage to furniture or equipment arising from its removal and/or replacement.

1.5.1.1.9. Quality Control

The Contractor shall at all times ensure that his/her work complies with Specifications. The onus to produce work that conforms in quality and accuracy of detail to the requirements of the Specifications and Drawings rests with the Contractor, and the Contractor shall, at his/her own expense, institute a quality-control system and provide experienced Contract Managers, foremen, materials technicians, other technicians and technical staff, together with all transport, instruments and equipment to ensure adequate supervision and positive control of the Works at all times.

The cost of supervision and process control, including testing carded out by the Contractor, will be deemed included in the rates tendered for the related items of work.

The Contractor's attention is drawn to the provisions of the various Specifications regarding the implementation of a quality assurance system and the minimum frequency of checking required. The Contractor shall, at his/her own discretion, increase this frequency where necessary to ensure adequate control.

1.5.2. When a Purchase Order (PO) is issued to an appointed contractor, he/she shall commence with the task within 48 hours, failing which the PO will be revoked and issued to another appointed contractor

1.5.3. The CSIR will enter into a five (5) year service level agreement with the successful supplier(s).

1.5.4. At contracting, the successful supplier(s) will be required to submit a safety file that meets all minimum requirements as per the CSIR contractor management procedure and applicable standards. It will be responsibility of the supplier(s) to ensure that safety files are kept on site and are up to date for audit purposes.

1.5.5. The successful supplier(s) will be expected to have a public liability cover of R 2mil before sign off on the contract.

1.5.6. The successful supplier(s) will be expected to have a valid Letter of Good Standing from the Compensation Fund or any other private insurer.

1.5.7. The CSIR will issue orders as and when the need arises, during the five (5) year period.

1.5.8. **PURCO SA Service Fee**

The Service Provider must provide for a 2% service fee calculated on the total value of each invoice issued by the Service Provider for or otherwise relating to supply of goods and/ or performance of the Services to CSIR (including any additional/ ad hoc goods supplied or services rendered), payable to PURCO SA on submission of the relevant invoice to CSIR.

The selected Service Provider is required to send a copy of the monthly invoice and statement where applicable to both PURCO SA and CSIR Upon receipt of the monthly sales report from the Service Provider, PURCO SA shall invoice the Service Provider a minimum of 2% service

fee based on the Rand value of the total transaction fees which is payable to PURCO SA within 30 days of the invoice date.

EVALUATION CRITERIA

The CSIR has set minimum standards that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-Qualification and Elimination Criteria (Phase 1)	**Technical Evaluation Criteria (Phase 2)**
Only bidders that comply with ALL the criteria set on **Phase 1** below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a minimum threshold of **50 points** on each of the individual criteria, and a minimum threshold of **70 points out** of 100 points overall. Only bidder (s) who meet and/or exceed the minimum threshold points on **Phase 2** and are ten (10) highest scoring on technical/functionality evaluation would form part of the EOI panel.

1.6 **Pre-Qualification and Elimination Criteria (Phase 1)**

(a) Pre-Qualification Criteria

Only the following enterprises will be considered for this tender:

1. All Exempted Micro Enterprises (EMEs) with a B-BBEE status of level 1 to 2 and
2. Qualifying Small Enterprises (QSEs) that are B-BBEE Level 1 to 2.

NB: A certified copy of a valid B-BBEE Certificate or a valid sworn affidavit must be submitted to be considered for this tender

(b) Elimination Criteria

Expression of Interest proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted to incorrect submission platform;
- Non-submission of valid letter of Good Standing for COIDA relevant to the Scope of Work;
- Non-submission of proof of public liability cover of a minimum of R1 Million;
- Non-submission of proof of CIDB 1GB or 2GB (General Building) grading;
- Bidder who did not complete SBD 1; and
- Bidder who did not complete and sign the “Declaration by Tenderers”.

1.7 **Technical Evaluation Criteria (Phase 2)**

Only Expression of Interest proposals that have met the Pre-Qualification and Elimination Criteria will be evaluated for technical/functionality. Technical/Functionality will be evaluated as follows:

I. Functional Evaluation – Expression of Interest Proposals will be evaluated out of 100 points and are required to achieve a minimum threshold of **50 points** on each of the individual criteria, and a minimum threshold of **70 points** overall.

Phase 2: Technical evaluation criteria

No		ELEMENT	WEIGHT
1	**Number of years rendering general Building Maintenance Services**.	• The service provider must have a minimum of two (2) years in building maintenance. • The bidder must provide a clearly detailed profile, which includes a value proposition, stipulating the number of years rendering similar services and reflecting the required scope of works (Painting, Flooring, Concrete Repairs and Restoration Carpentry and Joinery). • The profile must not be longer than 10 pages.	10
2	**Client References**	A minimum of four (4) contactable references letters reflecting the required scope of works, one (1) for each category (Painting, Flooring, Concrete Repairs and Restoration, and Carpentry and Joinery) The references letters must have the following details: 1. The reference letter must be in official company letterhead; 2. The Reference letter must indicate the description of the services and date of the service provided, and value of the transaction or contract. 3. The reference letter must have email address and telephone number. 4. The Reference must be dated and signed. 5. There must be work done on each category (Painting, Flooring, Concrete Repairs and Restoration, and Carpentry and Joinery)	15

3	**Capacity**	• CVs of all the service provider's trades persons relevant to the scope below, also indicate whether they are permanent or temporary or contracted
		• Scope of Works:
		  • Painting
		  • Flooring
		  • Concrete Repairs and Restoration
		  • Carpentry and Joinery
			15

4	**Foreman/ Supervisor**	• Foreman/Supervisor must have at least a qualification of a diploma (NQF Level 6) in relevant building environment profession (Construction Management or Engineering or Quantity Surveying or Architecture or Project Management)	15
5	**Work Methodology**	• Methodology and approach for the proposed required solution. This must include the actual process on how the general building maintenance, repairs, rehabilitation and minor refurbishment is done.	15
6	**Quality plan**	• Quality plan including an example of the quality metrices on how to do quality checks	10
7	**Contingency / emergency standby plan**	• Plan to address the emergency, for example, if the work has to be done on weekends, working overtime, providing extra resources,	10
8	**Safety plan (NB: This does not refer to a safety file**	• Plan done according to the CSIR's guidelines. • NB1: The safety plan must not be longer than 10 pages	10
TOTAL (%)			**100**

Expression of Interest proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70 %** and less than **50 %** on any of the individual criteria will not be considered for appointment onto the panel and will not be registered on the CSIR's supplier database.