



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



REQUEST FOR BID PROPOSAL NUMBER: KZNCETC 06/2020

**TERMS OF REFERENCE FOR THE APPOINTING SERVICE PROVIDER FOR THE
PROVISION OF PLUMBING, BASIC ELECTRICITY AND MAINTENANCE
SERVICES.**

Issued and prepared by

Kwa Zulu Natal Community Education and Training

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BACKGROUND

- 1.1 The CET came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the CET Colleges, resorting under the Department of Higher Education and Training (DHET). The mandate of the college is to provide quality and relevant education and training programmes for youth and adults to improve their livelihoods. The College, through the Community Learning Centres, offer programmes that will ensure that learners attain skills that will enable them to either find employment or establish their own enterprises.

- 1.2 The College is situated in KwaZulu-Natal Province, South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management of the college consists of the Principal and Deputy Principals. The CET College operates in accordance with the requirements, rules and regulations laid down in the following documents:
 - 1.2.1 The Continuing Education and Training Act, Act 16 of 2006; and
 - 1.2.2 National Norms and Standards for Funding Community Education and Training Colleges.

2. PURPOSE AND OBJECTIVE OF THE PROJECT

The purpose of this document is to invite proposals from service providers who can provide plumbing, basic electricity, and maintenance services for Kwazulu-Natal Community Education College.

The Kwa Zulu Natal Community Education and Training College would like to appoint a competent service provider for the provision of plumbing, basic electricity, and maintenance services for the period of 24 months

3. SPECIFICATION

The Kwa Zulu National invites all interested Service Providers to submit bids for the provision of plumbing, basic electricity and maintenance services around the following districts as follows : Amajuba, Harry Gwala, iLembe, King Cetshwayo, Ugu, uMgungundlovu, uMkhanyakude, Umzinyathi,Uthukela, eThekwini (Pinetown and Umlazi), Zululand and Central Officer at 17 Kosi Place, Springfield, Umngeni Business Park.

Kwazulu-Natal College requires a suitably qualified, experienced plumber, basic electricity, and maintenance service provider to service on all plumbing, basic electricity, and maintenance needs. The service provider or company will comply with all relevant government regulations as well as Kwa Zulu Natal CET College terms and conditions including the service level agreement.

4. DURATION

The contract will be valid after awarding to the service provider with service level agreement for period of 24 months.

5. THE SCOPE OF WORK

The Service Provider is expected to provide maintenance, repair, and installation of all plumbing systems

5.1. Risk Areas

- a) Installation of copper, poly pipes, sewage pipes, toilet pans, toilet sinks, toilet basins, toilet taps, pressure valves, drainage systems, repair and installation of geyser, installation of water meters.
- b) Drawing and planning of water and drainpipes as and when needed.
- c) And any other plumbing work arising.

- d) Repair all electrical items as required

5.2 Response to call outs

- The service provider will at all time respond to all plumbing, basic electricity and maintenance call outs as requested by the client. The service provider will respond to emergency call outs/technical problems reported to them with reasonable period (24 hours) unless they are major technical problems. Ad hoc call outs for midday – response must be the same day and repairs must be within 6 hours. Ad hoc call outs after midday – response must be within 24 hours.

5.3 The response must indicate the following

- Call out fee
- Call out fee following hours worked.
- Annual Increase

5.4 Operating hours

The service provider will be required to provide services as per the request of the client during and out of working hours. The service provider will be required to provide services 365 days a year (Including holidays) for 24 hours a day when necessary.

5.5 Mandatory requirements of the service provider

Note to the Prospective service provider or Bidders: Compulsory submissions in disqualification (Failure to submit any of the following will result in disqualification)

- a) A current copy of the current CSD (Central Supplier Database) registration report.
- b) A valid letter of good standing with COIDA is required.
- c) Proof of Public Liability Insurance or proof of application. If you have submitted proof of application the bidder will be required to submit proof of insurance before appointment. If the proof cannot be presented within 10 days of request, the second recommended bidder will be appointed.

- d) Fully completed **SBD 1; SBD 4; SBD 6.1; SBD 8; SBD 9**. The standard bidding forms (Included in the bid documentation) must be completed and submitted with the proposal.
- e) All bids submitted should remain valid for the period of 90 days after bid closing date.
- f) Valid SARS pin number confirmation certificate to be included
- g) Municipal clearance certificate certifying that no municipal rate and service charges are owed by the bidder and any of its directors to College or any other municipality where the bidder's business operation located, are in arrears for more than 3 months
- h) Certified copy of BBBEE certificate issued by Verification Agency by SANAS or Sworn Affidavit in relation to the BBBEE status of the company
- i) Copies of ID Documents and all submitted certificate must be certified with certification not older than 3 months
- j) Company Registration Form (CIPRO /CIPC)
- k) Bidders received after the published closing date will be not be considered and will not be opened
- l) Bidders are required to submit the CV of the project manager who will deal with the College.
- m) Company profile with traceable references
- n) Certificate of Compliance (C.O.C) for plumbing, electricity and maintenance by SANS standards and certified by South African Qualification Authority (SAQA).
- o) Proof of CIBD grading 1 or higher (OS and EB)

Failure to supply all required and supplementary information will result in the tender being deemed non-responsive and therefore, the tender will be not considered for award.

6. VALIDITY PERIOD REQUIREMENT

The contract period is 24 months contract, subject to the above quarterly performance regime and general condition of contract (Including Special Condition of Contract) There will be a review every 6 months from commencement of contract.

7. SPECIAL CONDITION OF PLUMBING

- No information concerning the tender or award of the tender may be made available by the tenderer other parties without prior consultation and written from the College.
- College reserves a right to terminate the appointment or any part thereof; at any stage of completion should a College decide to not proceed with project / tender process.

8. COMPLIANCE REPORTS AND MEETINGS

Both the service provider with KZN CETC will draw up a service level agreement (SLA) for monitoring and compliance. The SLA will be monitored through compliance meetings which will be held monthly. The service provider will also meet the designated KZN CETC representative as and when it deems necessary.

9. OPERATING HOURS

The service provider will be required to provide services 365 days a year (including weekends and public holidays) 8 hours a day over a two-year period.

10. GENERAL INFORMATION

The service provider must ensure that its staff members comply with the rules, regulations by-laws of the site, which will be covered during the induction.

- To verify any information supplied in quotation documents.
- Not to appoint any service provider.
- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To have the final say in the appointment and this will be binding.
- To disqualify a quotation or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred?

- To disqualify potential service providers who may attempt to bribe or influence any person employed by KZN CETC during the cause of this quotation.

11. EVALUATION CRITERIA

Proposal must be placed in the sealed envelope and clearly marked – “Tender proposal – The Provision of Insurance services” and placed in the tender box Kwa Zulu- Natal Community Education and Training College central office at located at first floor, 17 Kosi Place Springfield, Umngeni Business Park not longer than 11 am on closing date.

In accordance with the National Treasury Instruction Note on the amended guidelines in respect of Bids that include functionality as a criterion for evaluation (issued 3 September 2010) the bids will be **evaluated in two stages**:

The first stage will evaluate functionality:

Note only minimum of more than 70-points scoring proposal will proceed to the stage 2 evaluation. Any proposal scored 70 points and below will be non-responsive.

FUNCTIONALITY CRITERIA	POINTS
<p>a) Experience/track record: This refers to the experience of the Bidder to undertake the scope of the work involved on the bid.</p> <ul style="list-style-type: none"> The bidder is required to provide details of previously undertaken work related to maintenance of all plumbing and basic electricity services. <p>A brief description of the scope and scale of current and past projects undertaken, including three traceable references with client headers.</p> <p>b) Proof of certificate of compliance for plumbing, electricity, and maintenance certificates compliance with SANS certified by SAQA.</p>	<p>(25)</p> <p>(25)</p>

c) Team capacity: The Bidder should demonstrate the capacity of his/her team by providing key plumbing, electricity and maintenance qualifications and experience. (Please provide a short CV reflecting the above for qualifications of qualified worker)	(20)
d) Allocation of resources; equipment's/resources to carry out the work required. Please provide equipment that the company has.	(20)
e) Technical merit of the proposal: Completeness/level of detail of proposal	(5)
f) Copy of water and lights statement showing the companies office municipality or locality not older than (3) three months (must be attached)	(5)
TOTAL	(100)

Second stage:

Preferential Point System, Price and BBBEE Points.

Phase One of Evaluation – Price and Preferential Point	
BBBEE score	20
Price	80
Total	100

For any enquiries regarding this tender, please contact through email SCM@KZN.CETC.edu.za or 031 350 4366 during the office hour

7:30 am – 16:15 pm

Closing date: 15 January 2021 before 11: 30 am

KWA ZULU –NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE

17 KOSI PLACE SPRINGFIELD

UMNGENI BUSINESS PARK

DURBAN

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