



BID NOTICE 44/2019-2020
BID FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER
TO REPAIR AND MAINTAIN THE AIRCONDITIONERS FOR SENQU LOCAL MUNICIPALITY PROPERTIES
FOR A PERIOD OF 3 YEARS (36 MONTHS)

Senqu Municipality hereby invites bids from all prospective, accredited and qualifying bidders for the hereunder bid:

Bid Number	Bid Name	Closing Date and Time	Evaluation criteria
44/2020	BID FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO REPAIR AND MAINTAIN THE AIRCONDITIONERS FOR SENQU LOCAL MUNICIPALITY PROPERTIES FOR A PERIOD OF 3 YEARS (36 MONTHS)	Date: 7 August 2020 Time: 12:00 noon (Telkom time)	80/20

The minimum specifications are detailed in the bid document on the website <http://www.senqu.gov.za>. Completed tender documents must be **pur boun and INTACT**, sealed in an envelope endorsed with the **Bid Description Name: "Bid for the Appointment of a Suitable Service Provider to Repair and Maintain the Air-Conditioners for Senqu Municipality properties for a period of 3 years (36 months) – NOTICE No: 44/2020"** and must be deposited in the Tender/Bid Box at the Senqu Municipal Offices, Lady Grey not later than **12:00 noon on the 7 August 2020** when bids will be opened in public.

Enquiries should be addresses to **Ms M Ramarou** at 083 783 0924 or ramaroum@senqu.gov.za

Senqu Municipality Supply Chain Management Policy as well as the following conditions shall apply:

- Canvassing of municipal staff or councillors will automatically disqualify any bidder.
- The bid must be bound with own documents and all SCM documents and bid advertisement. Bid documents must remain **INTACT**. Bids may only be submitted on the bid documentation provided by the Municipality.
- The bid must be bound with the bidding checklist as the first page of the document with the completed page numbers.

COMPULSARY DOCUMENTS (failure to submit any of the following will result in disqualification)

- Service Providers' full name, identification number or company or other registration number
- Valid SARS pin number confirmation certificate.
- Prices must be valid for a minimum period of 90 days and include VAT.
- The municipal rates and taxes or municipal charges owed by the preferred bidder or any of its directors, to the municipality or municipal entity, or to any other municipality or its entity, must not be in arrears for more than three months. Proof must be submitted in the form of a recent municipal account or letter from the Ward Councillor when the bidder operates and resides in an area where there are no municipal services.
- The following Municipal Bid Documents are compulsory documents and must be included in the tender document and signed: They are available on the municipal website www.senqu.gov.za.
 - Advertisement (This document)
 - Specifications (Terms of reference)
 - MBD 1 (Invitation to bid)
 - MBD 3.1 (Pricing schedule)
 - MBD 4 (Declaration of Interest)
 - MBD 6.1 (Preference points claim form)
 - MBD 8 (Declaration of Bidder's past supply chain management practices)
 - MBD 9 (Certificate of independent bid determination)

Failure to complete all supplementary information and the RETURNABLE SCHEDULES including requested MBD Forms not completed in full and not signed will result in the tender being disqualified.

SUPPLEMENTARY INFORMATION

- The successful bidder will be required to register on the Senqu Municipality data base.
- The Senqu Municipality does not bind itself to accept the lowest or any other bid and reserves the right to accept the whole or part of any bid.
- No emailed or faxed documents will be accepted.
- It is the responsibility of the Bidder to ensure that bids sent via courier are placed in the Tender/Bid Box at the advertised date and time.
- The successful bidder will be requested in certain circumstances to enter into a Service Level Agreement.
- Bids which are late, incomplete, unsigned will not be accepted for evaluation
- All disputes, objections, complaints and queries will be settled as per paragraph 56 of the Senqu Municipality Supply Chain Management Policy through mutual consultation, mediation (with or without legal representation) or when unsuccessful through a South African court of law.
- CSD Certificate
- Submission of an original/certified copy of a B-BBEE issued by a SANAS accredited Verification Agent. EMEs may submit an original SWORN Affidavit.

M.M. Yawa

Municipal Manager
17 July 2020



SPECIFICATION: BID NO: 44/2020
BID FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER
TO REPAIR AND MAINTAIN THE AIRCONDITIONERS FOR SENQU LOCAL MUNICIPALITY PROPERTIES
FOR A PERIOD OF 3 YEARS (36 MONTHS)

PURPOSE:

The purpose of this bid is the appointment of a suitable and accredited service provider to repair, maintain and replace when necessary the air conditioners of properties belonging to Senqu Local Municipality for a period of 3 years (36 months).

1. SCOPE OF WORK

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

- 1.1 Maintenance of air condition units
- 1.2 Provide repair services when required.
- 1.3 Refilling of refrigerant gas.
- 1.4 Recommend on required repairs after maintenance / inspection.
- 1.5 Inspecting of air conditioners on request.
- 1.6 Response to call outs on emergency air conditioner failure.

1.7 Annual Major Services shall include but not limited to the following:

(Please clearly state any additional routine work you consider necessary over and above the ones listed below).

- Clean Evaporators
- Clean condenser with SABS approved chemical that will help in prevention of corrosion as well.
- Check condenser fan
- Check evaporator fan
- Check for noise and vibration
- Test for oil and refrigerant leaks
- Check and register compressor suction and discharge pressure when necessary
- Check and note amperages of the compressor and fan motor
- Check corrosion and rust and treat if required with SABS approved products and report the condition of the casing
- Check paint and repaint if required
- Check brackets and tighten loose nuts
- Check motor bearings
- Check thermostats operations and PC Boards
- Check gas and re-gas if necessary

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- Check electrical related faults
- Check loose wiring and all exposed wires
- Check condensate drainage
- Check remote control and replace batteries if required
- Check and note HP and LP settings and adjust if necessary
- Measure temperature differences, indoor and outdoor.
- Replace the filter as and when necessary.

1.8 Minor Services shall include but not limited to the following:

(Please clearly state any additional routine work you consider necessary over and above the ones listed below).

- Clean filters, seals and driers
- Clean Evaporators
- Check condenser fan
- Check Evaporators fan
- Check for noise and vibration
- Test for oil and refrigerant leaks
- Check brackets and tighten loose nuts
- Check condensate drainage
- Check remote control and replace batteries if required
- Check and note HP and LP settings and adjust if necessary
- Measure temperature differences, indoor and outdoor

2. PROJECT TIME FRAME

The contract is for a period of three (3) years (that will start on the date of signature of the SLA) but can be terminated when there is proof of underperformance or substandard performance.

3. SITE LOCATION

The air conditioners are located in Senqu Municipality as follows:

SITE	Number of Aircons
Lady Grey main offices	75
Lady Grey old age offices	15
Lady Grey Technical Services building	13
Lady Grey Fleetbay office	01
Sterkspruit Admin office	07
Barkly East Admin offices	03
Barkly East Traffic Department	04
Total Aircons	118

4. REPAIR & MAINTENANCE

4.1 Aircon Parts Replacement & Maintenance by size

	YEAR 1	YEAR 2	YEAR 3
1x Air Conditioner Size 9000 BTU			
Installation of the new unit inclusive of labour and all costs	R	R	R
Compressor Cost	R	R	R
Fan Motor Indoor	R	R	R
Fan Motor Outdoor	R	R	R
PC Board	R	R	R
Maximum Cost other parts	R	R	R
Add: 2x Minor Services (as specified under 1.8 above) 4 Months apart each year	R	R	R
Add: 1x Annual Major Services (as specified under 1.7 above).	R	R	R
TOTAL	R	R	R

1x Air Conditioner Size 12000 BTU			
Installation of the new unit inclusive of labour and all costs	R	R	R
Compressor Cost	R	R	R
Fan Motor Indoor	R	R	R
Fan Motor Outdoor	R	R	R
PC Board	R	R	R
Maximum Cost other parts	R	R	R
Add: 2x Minor Services (as specified under 1.8 above) 4 Months apart each year	R	R	R
Add: 1x Annual Major Services (as specified under 1.7 above).	R	R	R
TOTAL	R	R	R

1x Air Conditioner Size 18000 BTU			
Installation of the new unit inclusive of labour and all costs	R	R	R
Compressor cost	R	R	R
Fan Motor Indoor	R	R	R
Fan Motor Outdoor	R	R	R
PC Board	R	R	R
Maximum Cost other parts	R	R	R
Add: 2x Minor Services (as specified under 1.8 above) 4 Months apart each year	R	R	R

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Add: 1x Annual Major Services (as specified under 1.7 above).	R	R	R
TOTAL	R	R	R

1x Air conditioner size 24000 BTU			
Installation of the new unit inclusive of labour and all costs	R	R	R
Compressor Cost	R	R	R
Fan Motor Indoor	R	R	R
Fan Motor Outdoor	R	R	R
PC Board	R	R	R
Maximum Cost other parts	R	R	R
Add: 2x Minor Services (as specified under 1.8 above) 4 Months apart each year	R	R	R
Add: 1x Annual Major Services (as specified under 1.7 above).	R	R	R
TOTAL	R	R	R

Total Cost: 9000BTU, 12000BTU, 18000BTU, 24000BTU Aircon Repair and Maintenance by size	R	R	R
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3.2 Fixed Costs

	YEAR 1	YEAR 2	YEAR 3
Add: Call Out Fee	R	R	R
Add: Labour Rate per Hour	R	R	R
Add: Travel Cost per Km	R	R	R
Add: Universal Remote Control	R	R	R
Add: Re-gassing per KG	R	R	R

SubTotal: REPAIRS AND MAINTENANCE AIRCONDITIONERS (3.1 & 3.2)	R	R	R
VAT @ 15%	R	R	R
GRAND TOTAL	R	R	R

Prices for year two (2) and year 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 per unit is for each item, but the municipality will determine the quantity of units to be purchased.

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FUNCTIONALITY

The minimum points required for the bidder to be considered is 70 points.

CRITERIA	SUB CRITERIA	MAX POINTS	SCORE
Expertise and Client Rating: A company with an experience in Electrical Services having dealt with Air Conditioning. letters as proof.	Air-Conditioning Trade Certificate =20 Company registration of air-conditioning = 20	40	
Company experience Attach the reference.	Attach the reference. Three letters and above =15 Five and above = 30	30	
Project Leader: CV of an experienced project leader (staff member) with expertise in air conditioners equipment. Attach the qualification certificate with an accredited institution.	No CV with attachments = 0 One (1) staff member CV with qualification certificate as proof =15 two (2) staff members CV with qualification Certificate as proof = 30	30	
Total		100	