

## REVISED SCOPE OF WORK & TECHNICAL CRITERIA

For the calibration of metrology items for the Specialised Testing and Sustainable Energy Research (STSER) laboratories at different sites (Rosherville, Rotek, Witbank, Bloemfontein, Klerksdorp, Brackenfell, Port Elizabeth, Pietermaritzburg and Seshego) on an as and when required basis for a period of 5 years.

### SCOPE OF WORK AND TECHNICAL EVALUATION

A Term Service contract – Long Term contract is required. The following tasks will be done as part of the contract:

#### 1. Scope of work/supply

Calibration of metrology items for the STSER laboratories at different sites (Rosherville, Rotek, Witbank, Bloemfontein, Klerksdorp, Brackenfell, Port Elizabeth, Pietermaritzburg and Seshego) on an as and when required basis for a period of 5 year.

1.1 Supplier to provide yearly calibration of the following items for a period of 5 years.

Summary of items to be calibrated		
Items	Quantity	Frequency
Mass Balances	44	Yearly
Thermometer	48	Yearly
Thermohydrometers	24	Yearly
Mass Pieces	83	Yearly
Feeler Gauges	13	Yearly
Furnaces	13	Yearly
Autoclave	6	Yearly
Humidity	2	Yearly
Top pan Balance	8	Yearly
Digestor	10	Yearly
Incubator	12	Yearly
Ovens	8	Yearly
Pipettes	11	Yearly
Stopwatches	8	Yearly
Bio flow	3	Yearly
Laminar flow	2	Yearly

NB: This contract will not be limited to the list above, new items will be calibrated via this contract.

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### 1.1.1. Requirements:

- a. Supplier to provide calibration certificates and stickers that will indicate next date of calibration.
- b. Supplier must respond to calibration request within 48hrs of purchase order being issued.
- c. Calibration certificate must contain minimum information as follows:
  - ✓ Name of the requester,
  - ✓ unique number for the certificate,
  - ✓ address of requester and supplier,
  - ✓ supplier company name,
  - ✓ accreditation number (if accredited),
  - ✓ Serial number of instrument being calibrated,
  - ✓ Summary of status,
  - ✓ Results,
  - ✓ Uncertainty of measurements,
  - ✓ Environmental conditions at the time of calibration,
  - ✓ Date calibrated,
  - ✓ Name and signature of the technician calibrated the instrument
- d. Supplier to provide proof that the instrument used to calibrate SI Analytical equipment is calibrated and calibration is traceable to NIST.
- e. The supplier must be accredited according to ISO 17025 any other equivalent standard, if not for some of the item the supplier, the following **documents as per SANAS TR 25 section 3.3 in house calibration must be provided:**
  - ✓ A documented and validated calibrated procedure or method;
  - ✓ A calibration certificate or report, or some other suitable method of recording the calibration and measurement data;
  - ✓ Appropriate educational and training records to demonstrate the competence of the personnel performing the calibration;
  - ✓ Copies of certificates and reports to demonstrate traceability to the SI system of units or RMs;
  - ✓ All reference standards and measuring instruments shall be calibrated at appropriate intervals, the facility shall have and apply a documented procedure for establishing these calibration intervals;
  - ✓ A documented procedure for the estimation of the measurement uncertainty, which shall be applied for at least each type of calibration. The uncertainty of measurement shall be taken into account when making a statement of compliance;
  - ✓ Records to demonstrate the assurance of the calibration results i.e. participation in Inter-Laboratory Comparisons or Proficiency Testing;
  - ✓ Documented requirements for environmental conditions, and records where applicable; and
  - ✓ Evidence of internal audits of all activities that could influence the quality of calibration results.

### 1.1.2 Supplier to provide

- A report as to the condition of the equipment and advice.
- All measuring instruments to be calibrated according to the specification and requirements as specified in the request form.

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1.2 The supplier must be able to conduct calibration to all the laboratories stipulated below.

**Table 1.2: Instruments Site location and contact details**

Item No.	Site	Address	Contact no	Contact name
1.	Rosherville	B Block ERIC, Lower Germiston Road, Rosherville	011 629 5711 011 629 5292 011 629 5660 011 629 5244	Hlengiwe Nzima Mashudu Ndwambi Ntantu Masimula Phumzile Mabidi
2.	Rosherville	C Block ERIC, Lower Germiston Road, Rosherville	011 629 5360	Annalie Lombard
3.	Bloemfontein	Loco Street, East End, Bloemfontein,	051 404 5140	Marthinus Lombaard
4.	Klerksdorp	Goue Avenue, Townlands, Klerksdorp	018 464 6674	Nomahamba Mahlangu
5.	Witbank	Oil Lab, Building 79, Electric Workshop, Eskom Park	011 693 2240	Gcina Franck Kaba
6.	Seshego	55 Moletsi str, Seshego Industrial, Polokwane	015 299 0235	Themba Maseko
7.	Brackenfell	Eskom Road, Brackenfell	021 980 3342	Gerhard Laubscher
8.	Port Elizabeth	Spond Road, Struandale, Port Elizabeth	021 980 3342	Gerhard Laubscher

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8.	Pietermaritzburg	1 Portland Road, Mkondeni	033 395 3817	Patiswa Matshoba
9.	Rosherville Rotek	Lower Germiston Road, Rosherville	011 625 5521	Vusumuzi Sibeko

### 1.3 Supplier to provide

- Supplier to quote on travel and subsistence for each site where applicable for the period of five years.
- Stickers for all the instruments calibrated with the indication of the next calibration date.
- All measuring instruments to be calibrated according to the specification and requirements as specified on the attachment Items.

### State Other Requirements:

- Supplier will be paid once proof of work done is signed off by end user (supplier evaluation form/service note).
- Supplier must be on site for rendering services withing 5 working days after PO is issued
- Supplier to quote on travel and subsistence where applicable as per table 1.

### 1.4.1 Requirements:

- a. Supplier to provide a report after each service/maintenance/repair done in each laboratory.
- b. Service/maintenance/repair agent must respond to the request within 48hrs of purchase order being issued.
- c. Calibration certificate must contain minimum information as follows:
  - ✓ Name of the requester,
  - ✓ unique number for the certificate,
  - ✓ address of requester and supplier,
  - ✓ supplier company name,
  - ✓ accreditation number (if accredited),
  - ✓ Serial number of instrument being calibrated,
  - ✓ Summary of status,
  - ✓ Results,
  - ✓ Uncertainty of measurements,
  - ✓ Environmental conditions at the time of calibration,
  - ✓ Date calibrated,
  - ✓ Name and signature of the technician calibrated the instrument
- d. Supplier to provide proof that the instrument used to calibrate equipment is traceable to NIST.
- e. If the supplier is not accredited according to ISO 17025 or any other equivalent standard, the following **documents as per SANAS TR 25 section 3.3 in house calibration must be provided:**
  - ✓ A documented and validated calibrated procedure or method;
  - ✓ A calibration certificate or report, or some other suitable method of recording the calibration and measurement data;

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- ✓ Appropriate educational and training records to demonstrate the competence of the personnel performing the calibration;
- ✓ Copies of certificates and reports to demonstrate traceability to the SI system of units or RMs;
- ✓ All reference standards and measuring instruments shall be calibrated at appropriate intervals, the facility shall have and apply a documented procedure for establishing these calibration intervals.
- ✓ A documented procedure for the estimation of the measurement uncertainty, which shall be applied for at least each type of calibration. The uncertainty of measurement shall be taken into account when making a statement of compliance.
- ✓ Records to demonstrate the assurance of the calibration results i.e., participation in Inter-Laboratory Comparisons or Proficiency Testing;
- ✓ Documented requirements for environmental conditions, and records where applicable; and
- ✓ Evidence of internal audits of all activities that could influence the quality of calibration results.

### 1.5. Other requirements

#### 1.5.1. Supplier to include in the quotation:

- ✓ Labour rate per hour (certified technician)
- ✓ Travel rate per km
- ✓ Travel time per hour
- ✓ Delivery charge
- ✓ Call out charges

### 1.6. Mandatory requirements

- The supplier must be accredited according to ISO17025 standard or provide proof that the supplier does calibration according to SANAS TR26 requirements.

## 2. Technical Evaluation

Criteria that will be used to score each tender:	Proof to be submitted	Allocation	Scores	Max Score
Turnaround time - 48 hours	Commitment on company letterhead that the supplier will be able to provide service within 48 hours of purchase order being issued.	• <=48 hrs	15	15
		• > 48hrs	5	

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<b>Performing the services on all PS laboratories at:</b> Rosherville (Transformer Oil, Lube, PCB, Water, Micro, Coal and GCGC Laboratories) Bloemfontein, Brackenfell, Rotek, Klerksdorp. Pietermaritzburg, Rotek, Seshego and Witbank <b>(NB: it must be all sites)</b>	Commitment on company letterhead that the supplier will be able to provide service to all sites.	Rosherville and all branch laboratories	20	20
		Only Rosherville and Rotek	5	
<b>Competency:</b> Submit CV of the qualified technician	Supplier to submit CV and Metrology Certificate as metrologist	CV & Metrology certificate and competent with at least >3 years of experience as a Metrologist.	25	25
		Competent with 2 years' experience as a Metrologist.	15	
<b>Company Experience:</b> The supplier must have been in the business for more than 3 yrs.	Company profile	Company profile, > 3yrs in business	25	25
		Company profile, 1-3yrs in business.	15	
Supplier must have done similar work.	3 verifiable reference letters for similar work done previously.	<b>3 x verifiable references</b>	<b>15</b>	<b>15</b>
		<b>2 x completed verifiable references</b>	<b>5</b>	
<b>Total</b>				<b>100%</b>
		<b>Threshold</b>		<b>75%</b>

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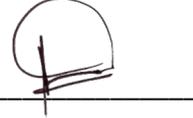
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**Compiled by:** Gcina Franck Kaba

**Approved by:** Zanele Khuzwayo

**Date:** 18 January 2024

Signature

A handwritten signature in black ink, consisting of a large circle followed by several horizontal strokes, positioned above a horizontal line.