

TENDER



SUBJECT	APPOINTMENT OF A CONTRACTOR FOR THE SUPPLY AND MAINTENANCE OF HIGH VOLTAGE (HV) MAINTENANCE SERVICES
BID NUMBER	SSA/26/2023-24
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SECTION A: GLOSSARY OF TERMS

In this Bid and in any other Project Documents (as defined below) which so provides, the following words and expressions shall have the meaning assigned to them below and cognate expressions shall have a corresponding meaning, unless inconsistent with the context:

Bid	A proposal submitted by a Bidder in response to this RF;
Bidder	A Pre-qualified Bidder who having received this RFP responds thereto by submitting a proposal to undertake the Project, or forms an intention to submit a proposal in response to this RFP
Briefing Note	Written notices issued by the SSA to disseminate further instructions, programme changes, information updates and clarifications in relation to the Project, each entitled “Briefing Note to the RFP”, and to be consecutively numbered and referenced to the Project
Compliant Bid	A Bid being in compliance with the Essential Minimum Requirements
Essential Minimum Requirements	The minimum requirements to be met in respect of each Compliant Bid, as set in paragraph 4.1 and as prescribed in the SBD forms
Evaluation Committee	A committee or committees constituted by the SSA for the purpose of evaluating the Bids
Facilities	The buildings and other facilities together with all supporting infrastructure, plant and equipment as required to enable the Private Party to exercise its rights and perform its obligations included in the Project Deliverables;
Infrastructure	The infrastructure includes various types of fencing and perimeter walls, bitumen and brick paved roads and parking areas, various soak away drains, bore-holes, open ditch channels, sewerage sumps, reservoirs, a complex electrical infrastructure and water reticulation and sewerage pipe system
Main Site	Means SSA Head Quarters, 1 Delmas Road, at Musanda building
National Treasury	The national treasury of South Africa as established under the provisions of section 5 of the PFMA as contemplated in section 7(2) and Schedule 1 of the Public Service Act, 1994
PFMA	The Public Finance Management Act No 1 of 1999
PPPFA	Preferential Procurement Policy Framework Act
Preferred Bidder	The Pre-qualified Bidder who, following evaluation of its proposal in response to the bid is selected by the SSA as the Client
Project	The General Maintenance programme
Project deliverables	The carrying out of the Works
Project Manager	Project Manager selected by the SSA for the specific project and introduced to manage the project
Remote or Satellite Site	Facility of the SSA outside the HQ main work area that may fall within the determined radius of scope or outside of such as additional works
Respondent	Each entity that wishes to be pre-qualified to bid to provide the Services (whether it is a single organization or a consortium)
Response	A response submitted by a respondent in response to this bid
Services/Operations	Operation and maintenance of the Facilities including the tenanting, repair, renewal or replacement thereof, the management and provision of the Operations/Services and the exercise and performance of all other rights and obligations of the Agreement from time to time
Small Enterprise	Means same as SMME below

SMME	Means any Enterprise, which satisfies any of the criteria listed in National Small Business Act, 1996 (Act No 102 of 1996) for small, micro and very small or medium enterprises, based on the economic sector in which the activities undertaken by such an enterprise in relation to the Project falls
South Africa	Means the Republic of South Africa, constituted in terms of the Constitution
Space	A space within any Facilities in respect of which the applicable Services is to be provided as per the Space Categories
Subcontractors	Means the counter parties of the contractors to the subcontracting including the construction/refurbishment subcontractor, and the operations subcontractor; and any sub-subcontractors for goods or services of whatever kind
Treasury Regulations	National Treasury Regulations as promulgated in terms of the PFMA
Working Hours	9 - 10 hours on each Business Day, being the hours between 7:30 to 17h00

SECTION B: TERMS OF REFERENCE

1. INVITATION

- 1.1 Professional companies or consortia with relevant skills, experience and empowerment profiles are invited to submit their bids to provide a complete High Voltage Maintenance and Supply Service, for the State Security Agency at a national basis.
- 1.2 The project shall be treated with strict confidentiality to prevent speculation and escalation of prices.
- 1.3 The project shall be referred to as “**APPOINTMENT OF A CONTRACTOR FOR THE SUPPLY AND MAINTENANCE OF HIGH VOLTAGE MAINTENANCE SERVICES**”

2. PURPOSE

- 2.1 To invite eligible bidders for the appointment of a High Voltage Maintenance and Supply Service Provider for a complete Preventative Maintenances, Repair, Replacement and Installation Service for a period of Sixty (60) months; to ensure that all High Voltage Installations at all SSA sites perform at their optimum level to ensure business continuity. Given the specialist nature of this service a single preferred service provider will be appointed.

3. INTRODUCTION AND BACKGROUND

3.1 Overview

- 3.1.1 The State Security Agency (SSA) requires a complete service for scheduled preventative maintenance, repairs, replacement and installation of High Voltage (HV) Power Supply installations at their Head Office and Mahikeng Offices.
- 3.1.2 The state Security Agency (SSA) requires a generator services with a national foot print for the following areas:
- (a) The High voltage range, for the purpose of this tender, will be deemed to be above one thousand (1 000) volt but specifically for the **11 000** volt infrastructure and will include alternating current (with operating frequency of 50 hertz) and direct current applications as well as all instrumentation required in such installations, irrespective of the voltage and frequency at which such instrumentation operates.
 - (b) The service provider must however be competent and able to render an HV service in a safe manner in all areas where LV is also present, typically inside substations and at mini-substations.
 - (c) Gauteng Six (6) dedicated HV/Substations, ten (11) HV distribution/Mini-substations, one (2) Ring Main T3 and HV Vacuum Circuit Breakers (Refer - detailed infrastructure breakdown Section G).
 - (d) Mahikeng two (2) dedicated HV/substations, six (7) HV distribution/Mini – substations, 3.8km overhead lines and HV Vacuum Circuit Breakers (Refer - detailed infrastructure breakdown Section G).
(This may change due to design re-configuration and new installations there must be a fixed service rate for such.
- 3.1.3 High Voltage maintenance contractor is required to provide both scheduled maintenance and ensure repair services twenty-four (24) hours per day, seven (7) days per week and three hundred sixty-five (365) days per year during:

- (a) All planned and scheduled works will take place during normal working hours;
- (b) Overtime hours are referred to as after hours (after normal working hours), public holidays and weekends during which call outs and emergency call outs may occur;
- (c) The Service Provider shall maintain a continuous telephone service where s/he can be reached at any time including Saturday, Sundays and Public Holidays.

3.1.4 Overtime hours are referred to as after hours (after normal working hours), public holidays and weekends during which call outs and emergency call outs may occur.

3.1.5 The Service Provider shall maintain a continuous telephone service where s/he can be reached at any time including Saturday, Sundays and Public Holidays.

3.2 Site Information

3.2.1 The works will be primarily at the SSA HQ site (Musanda), located at Delmas Road, Pretoria and Mahikeng complex in the North West Province.

3.2.2 The remote sites comprise of the following types of SSA properties, in Gauteng and other Provinces.

- (a) Residential accommodation.
- (b) Accommodation on small holdings.
- (c) Provincial Office buildings.

3.2.3 For pricing the fixed work radius is 100 km from the main HQ site, additional travel will only be paid after such.
(The preferred service provider should consider facilitating localised sub-contractors' service for sites beyond the 100km radius).

3.3 Access to Site

3.3.1 Access is restricted to the area(s) under the service providers control unless alternatively arranged. Access to the site is as per the Access and Control Procedure and Service Provider and their employees and sub-contractors must familiarize themselves with these.

3.3.2 The respective sites can only be entered through a dedicated security gate. All vehicles and personnel shall be searched when entering and leaving the site.

3.3.3 The Service Provider shall supply the SSA with the names and copies of the identification documents of all site staff who will be issued with access cards, at no cost to the Service Provider, for the 1st card issued per person.

3.3.4 All staff working on the contract shall obtain, at the SSA's cost, all security clearances required.

3.3.5 All the material and tools of the Service Provider shall be declared at the security gate when entering the site.

3.3.6 Laptop computers, cellular phones and cameras will only be allowed on site with prior approval and must be a motivated requirement for maintenance or specific maintenance projects.

3.3.7 The SSA reserves the right to request the removal of any employee of the Service Provider and the replacement cost will be for Service Provider.

3.3.8 Access to facilities and local and remote sites will be subject to restrictions at certain times depending on special events and core business activities of the SSA

3.4 Condition Audit

3.4.1 All HV infrastructure have service records for the past 9 years and are maintained and serviced in accordance with industrial standards.

Location	Items	Condition	Major Works Needed
Musanda and Mahikeng	Switches	All substation switches have replaced with AG vacuum breakers. Relays and switches tested 2023.	None
	Substations	Oil and Doble tests indicate that all is in good condition. Tested 2023	None
	Mini Substations	Oil and Doble tests indicate that all is in good condition. Oil changed on switches 2023	None

4. MANDATORY REQUIREMENTS

4.1 Professional Requirements

4.1.1 To ensure standards of delivery all tenders must comply with the following criteria:

- (a) Minimum CIDB rating: Grade 3EP/ 3EB or combination.
- (b) Proof of registration with professional body/bodies e.g. South African Institute of Electrical Engineers SAIEF, ECSA registration Electrical Contractors Board.
- (c) Proof of applicable membership of related technical governing bodies.
- (d) Proof of membership of applicable Institutes, compulsory or voluntary membership.

4.2 Compliance

4.2.1 The bidders should comply with the following minimum statutory requirements:

- (a) Occupational, Health and Safety Act and Regulations.
- (b) The Occupational Health and Safety Act, 1993.
- (c) National Environmental Management Act, 1998.
- (d) Management System standards, ISO 9001, ISO 14001 standards, and proof of such certification should be provided.
- (e) Occupational Health and Safety Management standard (ISO 18001 / OHSAS 18001), etc.

5. SERVICE PROVISION APPROACH

5.1 The service provision approach is as follows:

5.1.1 Regular Operating Hours with is Monday to Friday from 7:30 to 17:00:00, with the exception of:

- (a) Essential functions and emergencies must be provided on a 24 hour / 7 days per week basis including state holidays, or as maybe required;
- (b) Instances of Service provision where the contractors may deem it practical to provide the Services outside of the Working Hours;
- (c) The response time to an emergency call out shall be a maximum of 4 hours.

5.1.2 If the Service Provider does not meet this requirement, the SSA will, at its discretion, be allowed to engage the services of others to make the necessary repairs. The cost of such work shall be deducted from the fees payable to the Service Provider.

5.2 Service level requirements as per responsiveness to works requests will be measured as per table below:

Performance Measurement Criteria			<u>Platinum</u>	<u>Gold</u>	<u>Silver</u>	<u>Bronze</u>	<u>Minimum</u>	
SERVICE LEVEL REQUIREMENTS(SLR)	Emergencies hours response time at local site	Working Hours	<15min	<30min	<1hrs	<1.5hrs	<2hrs	
	Emergencies hours response time at remote sites	Working Hours	2hrs	3hrs	4hrs	24hrs	48hrs	
	Job cards	Working Hours	3hrs	4hrs	5hrs	12hrs	24hrs	
	Works completed must be invoiced within 30 day	Days	30 Days					
	Quotations within 48 hrs for minor works		2hrs	3hrs	4hrs	24hrs	48hrs	
	Quotations within 7 days for major works All		4hrs	48hrs	4	5	7	
Acceptable Performance (AP)*			95%	85%	65%	50%	Acceptable	

6. DESCRIPTION OF WORKS

The Service Provider shall have the capability to carry out all maintenance requirements namely preventative, corrective and developmental to ensure an optimal operational and safety compliant electrical support infrastructure for an uninterrupted service delivery for business continuity.

6.1 Requirements for description of works

The service providers shall:

6.1.1 Notify the SSA of any discrepancies before the commencement of maintenance works be required to supply all labour, material, equipment, loose tools and transport for the duration of the contract period and for the completion of projects unless alternatively requested in the additional services section.

6.1.2 Supply an inventory list of all equipment, plant and machinery kept on site.

6.1.3 Provide storage of any material from inception until the completion of the contract.

6.1.4 Be required to cart away waste and surplus material unless otherwise specified by the SSA, which must also be disposed of in compliance with Municipal by Laws and Environmental Regulations.

6.1.5 Provide specified and approved materials by the SSA for proposed "Works".

- 6.1.6 Calibrate to meet the manufacturer's recommended performance standards required to complete and endorse required forms, e.g. Payment Certificates will be assessed on actual works completed via the SSA's Assessment form.
- 6.1.7 Ensure the latest revisions of all applicable standards and regulations.
- 6.1.8 Have clear and de-establish total site on completion of proposed works.
- 6.1.9 Constantly liaise with SSA to ensure that all problematic areas and potential problematic areas are reported timeously to ensure proactive response, in particular structural and infrastructure problems, hazards and safety issues, reliability of equipment, availability of spares. Compile an OHS file and keep it up to date, with routine audit discussions with the OHS coordinator (or the OHS representative) of the Organisation.
- 6.1.10 Ensure that all replacement parts provided are new and from the same manufacturer as the original part(s) or an equivalent that meets or exceeds OEM (Original Equipment Manufacturer) standards.
- 6.1.11 Not provide any equivalent part(s) where its use will void any warranty of the equipment being serviced.
- 6.1.12 Ensure that any equivalent parts provided shall be approved by designated project manager.
- 6.1.13 That all replacement parts shall have a minimum of a one (1) year warranty.
- 6.1.14 Leave all serviced equipment and the service area safe, clean and ready for use.
- 6.1.15 Warranty all repairs for 60 days.
- 6.2 Other Conditions**
- 6.2.1 The service providers are expected to take consideration and cognisance of the following constraints:
 - 6.2.1.1 Except for site management and specialised labour such as operators for plant and equipment, service providers are encouraged to use 'local' labour for all manual tasks, where feasible.
 - 6.2.1.2 The onus is on the contractor's to manage all contracts and sub-contractor's contract documentation, labour force and all works activities, vehicles and transport associated with operations on SSA sites.
 - 6.2.1.3 Ensure that reasonable environmental concerns of the SSA, residents and others are respected.
 - 6.2.1.4 The HT rooms are to be kept in a neat, tidy and safe condition at all times and each room register completed on entry and exit during the respective visits.
 - 6.2.1.5 Liaise directly with the SSA should it be envisaged that office staff or tenants may be inconvenienced for whatever reason, during maintenance activities.
 - 6.2.1.6 Provide the SSA periodically (as per request from the SSA) with a written record, in schedule form, reflecting the number and description of tradesman and labour employed by him any other sub-contractors which may have been utilised.

- 6.2.1.7 Immediately notify the SSA in writing of possible scope changes and or variations on site.
- 6.2.1.8 The SSA's representative will perform random quality control checks, inspection of the works, also ensuring compliance with Health and Safety standards.
- 6.2.1.9 All obstacles on site and problems encountered that could impact on time, quality, efficient and effective service delivery or costs must be reported to the SSA in writing.
- 6.2.1.10 Required to work in conjunction with other contractors and service providers on site, viz., Building maintenance, Air-conditioning maintenance, Electrical maintenance, Civil works, Special Events, etc.
- 6.2.1.11 Provide Compliance Certificates on the completion of the works where required or applicable.
- 6.2.1.12 Ensure that all sub-contractors obtain access to the relevant SSA properties and premises, subject to full compliance with the applicable policies, directives (security clearance and vetting).
- 6.2.1.13 Will be liable for any breakages or damage caused in the execution of works by them.
- 6.2.1.14 All excess material provided for the works will remain the property of the SSA unless specified otherwise.
- 6.2.1.15 The bidder must note that the location of the main site is not adjacent to a route supported by public transport. Transport of employees and subcontractors to site must be arranged by the Service Provider; is a requirement.
- 6.2.1.16 The Service Provider must ensure that comprehensive insurance is subscribed to and remains in place for the duration of the contract. Proof to be provided to SSA.

7. SCOPE OF WORKS

The service provider shall have the capability to carry out all maintenance requirements namely preventative, corrective and developmental to ensure an optimal operational and safety compliant electrical support infrastructure for an uninterrupted service delivery for business continuity.

For the purpose of this contract and costing thereof, three (3) services types are required:

- 7.1 Preventative Maintenance
 - 7.1.1 Preventative maintenance set service frequency at acceptable industrial standards, taking the necessary precautions and actions to prevent accidents or equipment failures from occurring before they happen.
 - 7.1.2 Preventative maintenance is scheduled in time-based maintenance, and prescriptive maintenance.
 - 7.1.3 The scope of works for the time-based preventative maintenance plan includes:
 - 7.1.3.1 ***Routine monthly testing and maintenance***
 - Visual inspections (switchgear, transformers, mini substations) and maintenance actions.

7.1.3.2 **Annual major service and maintenance actions**

- Inspection, testing of protection systems.

7.1.3.3 **Three yearly service**

- Inspection, testing of switches, transformers and protection systems, replacing of oil in isolators.

7.2 Corrective Maintenance

7.2.1 Corrective maintenance tasks includes rectifying and repair faulty systems and equipment's, to restore systems that have been broken down, benefits of reducing emergency maintenance orders, increase safety of employees, extend services interruptions, extend asset lifetime, optimizing resource planning and decreases downtime.

7.2.2 Corrective maintenance is scheduled in run to failure and condition-based maintenance.

7.2.3 The scope of works for the corrective maintenance plan includes:

7.2.3.1 **Repairs**

- Service of equipment or systems to make it work
- Replace equipment or system

7.2.3.2 **Refurbishment**

- Making good of equipment or systems

7.2.3.3 **Upgrades**

- Replacement of old technology to comply with currents standards

7.2.4 Repair services will be on an as-and-when needed basis and shall be available on a twenty-four hour basis.

7.3 Replacement and New Requirements

7.3.1 Covers all planned replacements and/ or new HT repair works on a quotation basis.

7.3.2 **Capital Project Work** refers to any work to be executed of which the nature falls outside the normal maintenance of the existing generator installations i.e. replacement of obsolete control circuitry or the acquisition and installation of new equipment in accordance with approved tender rates.

8. SPECIFICATIONS

8.1 Preliminaries and Generals

- (a) For preambles refers "Model Preambles for Trades (2008 Edition)" and applicable supplementary preambles as specified in the Trades. The said Model and Supplementary Preambles apply to all work described in this document.
- (b) Contractors are there for referred to these documents for the full meaning and intention of all descriptions as no claims of any kind whatsoever will be entertained in this regard.
- (c) The contractor shall carry out the whole of the works with as little mess and noise as possible and with a minimum of disturbance to adjoining premises and their tenants. He shall provide proper protection and provide, erect and remove when directed, any

temporary tarpaulins that may be necessary during the progress of the works, all to the satisfaction of the project manager. All undue noise is to be prevented and should the use of jack hammers, vibrators or similar plant be considered necessary by the Contractor, then prior permission must be obtained from the project manager. Except where necessary for building operations, workmen must not enter the existing occupied buildings.

- (d) Water supply pipes and other piping that may be encountered and found necessary to disconnect or cut, shall be effectually stopped off or grubbed up and removed, and any new connections that may be necessary shall be made with proper fittings, to the satisfaction of the project manager.
- (e) Making good of finishes shall include making good of the brick and concrete surfaces onto which the new finishes are applied, where necessary.
- (f) The contractor will be required to take all dimensions affecting the existing buildings on the site and he will be held solely responsible for the accuracy of all such dimensions where used in the manufacture of new items (doors, windows, fittings, etc.).
- (g) Old materials from alterations, accept where described to be re-used or handed over, become the property of the contractor who must allow credit for some in the final Summary.
- (h) None of the old materials are to use for new work except where specifically described as being set aside for re-use.
- (i) Provide all necessary protection, hoarding, etc. to ensure stability of all structures during alteration works. Any damage to the structures as well as the remaining portions of the building and the rectification there of will be for the contractor's account.

Note: All alterations and removal of existing work should be approved by the Architect before any work can be carried out by the appointed contractor or sub-contractor.

8.1.1 Equipment, Materials and Consumables

All necessary human resource capacity, equipment and materials for the successful execution of the above to be provided for by the Service Provider (minimum requirements stipulated but not limited too and must be determined by delivery requirements) inter alia:

8.1.1.1 *Fleet requirements*

- The service provider to have reliable and appropriate transport and *systems*. (*Refer to other conditions as pertains to staff transport*)

8.1.1.2 *Plant and Equipment*

- The service provider shall have access to:
 - (a) Specialized rigging equipment;
 - (b) Portable generator;
 - (c) Specialized PPE (ventilation machine, gas monitor, etc.);
 - (d) Transport (complete with on board crane) for heavy equipment;
 - (e) Specialized test equipment for full load tests.

8.1.1.3 *Tools*

- The service provider shall have:
 - (a) Maintenance items for all scope of work
 - (b) General tools
 - (c) Tool boxes
 - (d) Electrical and electronic test equipment (including battery test units)
 - (e) Specialized measurement devices

8.1.2 Staff requirements

8.1.2.1 The Service Provider shall make provision in their tender price for the required specialist capability to provide first-line maintenance on all equipment and systems under this contract. Given the security requirements for staffing the allocated staff should be of a dedicated nature.

8.1.2.2 Proof of the Accredited and Artisan personnel's qualification needs to be submitted with the first invoice.

8.1.2.3 Given the security requirements for staffing the allocated staff should be of a dedicated nature.

8.1.3 OHS

8.1.3.1 Personal Protective Equipment (PPE)

8.1.3.1.1 The contractor shall provide and maintain the appropriate personal protective equipment to all employees with the construction period.

8.1.3.1.2 The contractor shall at all times ensure that all maintenance staff are clothed in suitable work uniforms complete with an identification bib (with the name of the company printed thereon) with the necessary personal protective clothing and equipment based on their risk assessments.

8.1.3.1.3 All personal protective equipment shall be of safe and construction for the works to be performed.

8.1.3.1.4 This shall include, but not be limited to:

- (a) Eye and face protection
- (b) Fall protection
- (c) Foot protection
- (d) Hand protection
- (e) Head gear or protection
- (f) Hearing protection
- (g) Respiratory protection
- (h) Protective clothing
- (i) Protection against radiant energy
- (j) Laser protection

8.1.3.1.5 The Service Provider is responsible (and must make provision) for all expenditure with respect to safety measures according to the requirements of the Occupational Health and Safety Act.

8.1.3.2 Medicals

8.1.3.2.1 The contractor shall carried out medical check-up on employees for those involved in the following operations:

- (a) Tower crane operations
- (b) Confines spaces
- (c) Tunnelling operations
- (d) Any other activities as specified by Safety officers

8.1.4 Meetings

8.1.4.1 The Service Provider shall make provision in his tender price for 10 hours per month for the attendance of management and safety meetings which may from time to time be called by the SSA, Suppliers, Local Authorities and others.

8.1.5 SSA's Administrative Requirements

8.1.5.1 The Service Provider and his staff shall comply with all administrative requirements that may from time to time be in force at the works.

8.1.5.2 These shall include but not limited to:

- (a) Timesheets;
- (b) Expenses claims;
- (c) Access to Site.

8.1.6 Reporting Structure

8.1.6.1 The Service Provider and his staff shall report to a Supervisor / Maintenance Representative so appointed by the SSA.

8.1.6.2 Any communication with the SSA and other service providers shall be through or authorised by the Supervisor.

8.1.6.3 Employment of labour.

8.1.6.4 The Service Provider shall strictly adhere to all the labour laws and regulations that are applicable to permanent staff and casual labour.

8.1.7 Safety and Security

8.1.7.1 The safety and security of the employees shall remain the responsibility of the Service Provider.

8.1.7.2 The Service Provider shall be responsible for the safeguarding and security of his equipment on site.

8.1.8 Site Establishment

8.1.8.1 Limited storage facilities will made available at the main site, including ablution facilities / access to ablution facilities.

8.1.8.2 Water and electricity will be provided by the SSA at no cost to the Service Provider, subject to being available at fixed points of consumption as part of the infrastructure at the SSA site.

8.1.8.3 Technical information on electrical infrastructure will be provided to the Service Provider.

8.1.8.4 Service Provider must provide their own communication facilities, which includes:

- (a) Personal computer(s);
- (b) Cellular telephone/s;
- (c) PPE;
- (d) Office consumables (*Note: These must be declared to security and registered for use on site failure to ensure such may result in the confiscation of such as a security breach.*)

8.2 High Voltage Works

8.2.1 High voltage Supplies

The specification includes maintenance of High Voltage apparatus that provides power to the LV infrastructure. The detailed specifications as attached in **Section C**.

Detailed specifications of services required:

8.2.1.1 Annual services

- 8.2.1.1.1 *Check overload current settings and align adjustment to ensure protection of downstream equipment*
- 8.2.1.1.2 *Confirm that all installations are compliant to most recently published SANS codes and wiring regulations*
- 8.2.1.1.3 *Evaluate condition of HT installations in total*
- 8.2.1.1.4 *Evaluate condition of overhead lines in total*
- 8.2.1.1.5 *Evaluate condition of all control gear and safety devices*
- 8.2.1.1.6 *Evaluate condition of all transformers*
- 8.2.1.1.7 *Confirm that supply has sufficient spare capacity to accommodate peak demand*
- 8.2.1.1.8 *Ensure PCB test results of the oil are available for each transformer*
- 8.2.1.1.9 *Yearly oil sample tests per transformer. Conduct the ff. tests: Di-Electric Strength /Acidity / Moisture / Dissolved Gas Analysis / Furanics*

8.2.1.2 Three yearly Service

- 8.2.1.2.1 *Evaluate condition of HT installations in total*
- 8.2.1.2.2 *Evaluate condition of all mini substations mechanically and electrically*
- 8.2.1.2.3 *Service mini substation mechanical links and ensure all links are lubricated and operate properly*
- 8.2.1.2.4 *Check condition of earthing*
- 8.2.1.2.5 *Evaluate condition of overhead lines in total*
- 8.2.1.2.6 *Evaluate condition of all control gear and safety devices*
- 8.2.1.2.7 *Evaluate condition of all transformers*
- 8.2.1.2.8 *Confirm that supply has sufficient spare capacity to accommodate peak demand*
- 8.2.1.2.9 *Ensure PCB test results of the oil are available for each transformer*
- 8.2.1.2.10 *Yearly oil sample tests per transformer. Conduct the ff. tests: Di-Electric Strength /Acidity / Moisture / Dissolved Gas Analysis / Furanics*
- 8.2.1.2.11 *Perform following maintenance tests and procedures on transformers: Complete cleaning, Visual inspection, Insulation power factor, Ratio test, Insulation resistance, Core ground test, Torque test hardware*
- 8.2.1.2.12 *Replace oil in Isolators*
- 8.2.1.2.13 *Various tests on transformers (Doble)*

8.2.1.3 Monthly Maintenance Inspections

- 8.2.1.3.1 *Cleaning of rooms where HV equipment are installed*
- 8.2.1.3.2 *Cleaning of mini-substation HV section*
- 8.2.1.3.3 *Check for traces of rodents and insects (in particular termites) and check that poison is in place*
- 8.2.1.3.4 *Inspect & vacuum clean inside of all equipment as necessary*
- 8.2.1.3.5 *Check status of alarm systems*
- 8.2.1.3.6 *Check load currents , voltages and record readings*
- 8.2.1.3.7 *Check general condition of bus-bars and connections, where accessible / visible without shutdown*
- 8.2.1.3.8 *Check presence and condition of essential signage and circuit breaker identification labels and rating*
- 8.2.1.3.9 *Check overhead lines, in particular condition of isolators, fuses and earthing*
- 8.2.1.3.10 *Confirm presence of first aid box in substation*

- 8.2.1.3.11 *Record fire extinguishers present and expiry date of most recent test*
- 8.2.1.3.12 *Check presence of legends / identification labels / schematics*
- 8.2.1.3.13 *Check general condition of transformer and in particular oil level and dehydrator condition*

9. WORKS STANDARDS

- 9.1 Works standards detailing materials and workmanship, Interchange ability of materials, Rectification of faults, Testing, Laws, Regulations and Specifications, General SABS Specifications for electrical installations, Supervision, Maintenance and Operation Manuals, Maintenance of Stock, Equipment Catalogues, Design and Shop Drawings, Warranties and Guarantees, Management Reports, and Hand Over (at end of Contract)

10. SUMMARY OF SERVICES REQUIRED

- 10.1 The service contract will include but not be limited to the following areas of work: The HV Routine report on HV installations regarding condition and spare capacity available per substation, mini-substation and building main supply.
 - 10.1.1 Routine servicing of all HV reticulation equipment as per minimum standards.
 - 10.1.2 Routine paintwork (Mini subs, distribution boards, controller boxes, electrical equipment enclosures).
 - 10.1.3 Routine testing of protection equipment at each installation.
 - 10.1.4 Annual condition audit and report on main electrical distribution points.
 - 10.1.5 Breakdown repairs, locally and at the specified remote site.
 - 10.1.6 Repairs, refurbishment and replacement of electrical installation cabinets in HV rooms.
 - 10.1.7 Cabling, switch and controller servicing with respect to all installations.
 - 10.1.8 Interfacing with existing and new Building Management Systems (BMS) and Programmable Logic Controller (PLC) equipment.
 - 10.1.9 Interfacing with automated fire suppression / detection equipment (service and maintain interlock units, as and when required, where applicable).
 - 10.1.10 Signage (replacement, update, as and when required).
 - 10.1.11 Electrical Certificates of Compliance (COC's) for all emergency power installations (new, upgrades, refurbished, alterations, etc.).
 - 10.1.12 Routine checking of status of lightning protection devices and replacement thereof when required.
 - 10.1.13 Ad hoc requirements.
 - 10.1.14 Cable faults identification and repairs.
 - 10.1.15 Earthing tests.
 - 10.1.16 All new design works must be signed off and certified by a Professionally Registered Engineer within their specialist areas/ discipline.

11. WORKS PROGRAMMES

11.1 Initiation of Service

- 11.1.1 Complete an equipment survey using existing machinery records and a plant walkthrough.
- 11.1.2 Identify critical and non-critical equipment for the facility.
- 11.1.3 Conduct a needs assessment for all equipment /involved.
- 11.1.4 Determine immediate repairs required prior to the start of the Preventative Maintenance program.

11.2 Work Schedules

- 11.2.1 A project timeline schedule shall be developed for the maintenance under consideration. The timeline must take into consideration all time consuming activities including but not limited to:
- (a) The start and completion dates for each of the activities.
 - (b) The order and timing of operations which the Service Provider plans to provide the works.
 - (c) The Service Provider shall within the stipulated timeframe as specified in the activity schedule, produce a high level programme for each of the key activities identified.
 - (d) The Service Provider shall prioritise all downtime work to ensure that interruption to critical services is kept to a minimum.
- 11.2.2 Design a program that meets the Original Equipment Manufacturers' (OEM's) recommendations for maintenance.
- 11.2.3 Strict adherence to the programme will be monitored, no service payments will be made where there is no record and proof of works as outlined by schedule.

12. PRICING, WORKS ORDERS AND PAYMENTS

12.1 Submission of Bid Costs

- 12.1.1 Bidders are required to submit their bids on the pricing schedules as provided in **Section E**.
- 12.1.2 All rates must be inclusive of providing site management/supervision, tools, travel, materials, profit attendance and labour.
- 12.1.3 The contract amount for Preventative Scheduled Maintenance will be based on a monthly service fee.

12.2 Bills of Quantities

- 12.2.1 This is a bill of quantities document detailing the terms and conditions of the construction or repair contract and itemizes all work to enable a contractor to price the work for which he or she is bidding. The Bill of Quantities consist of:
- (a) **Elemental Bill Of Quantities** - prepared in elemental format rather than the traditional trade order sequence
 - (b) **Provisional Bill Of Quantities**

12.3 Pricing Model and contract type

12.3.1 Firm Fixed Rate (FFR) Contracts

- 12.3.1.1 Provides services for a specific rate not subject to any adjustment on the basis of the contractor's incurred costs and it imposes minimum administrative burden. The contractor assumes the risk of increase performance costs.

12.3.2 Time and Materials Contracts

- 12.3.2.1 Where project scope not clear, or has not been defined the Time and Material Contracts will be used. The contractor must establish an agreed hourly or daily rate that could arise in the

construction process. The costs must be classified as direct, indirect, mark-up, and overhead. Acquires services on the basis of:

- (a) Direct labour hours at specified fixed hourly rates that include wages, overhead, general expenses, and profit.
- (b) Actual cost for materials including:
 - Direct Materials;
 - Subcontracts for supplies and incidental services for which there is not a labour category specified in the contract;
 - Other direct costs (travel, computer usage etc.);
 - Applicable indirect costs. Material handling costs shall include only costs clearly excluded from the labour-hour rate.

12.3.2.2 Service Providers must provide proof of registration with designated OEM/and/or approved equipment distributors for both procurement and supply of units and spare parts. Non submission will result in tender disqualification.

12.3.2.3 Where the Agency can obtain materials of same specification and warranties at rate lower than stated in LV unit rate cost or provided by quotation the contractor will be required to utilize such. (This will also apply to Unit Rates and spare parts and materials where the client believes a rate is not competitive).

12.3.2.4 The contract amount for preventative scheduled maintenance will be on a monthly basis as per required schedules.

12.3.3 **Rates only type of contracts**

12.3.3.1 This type of contract, the bills of Materials for Corrective Maintenance and Repairs will be on an ad hoc quotation basis for all spares/materials and as per agreed OEM and/or approved equipment distributors to be provided twice annually allowing for adjustments.

12.3.3.2 In the case of PC Items , or where an item has been negated the Client will require a quotation/or as may be agreed Supplier Rates and may request up to three suppliers for proof of the material cost, and a sum not exceeding 12% will be allowed as a add on.

12.3.3.3 Call outs are for unquoted emergency works either during normal or after hours. These rates are not relevant for quotations and planned works. Fees will be calculated in line with Board Notice 138 of 2015, guideline for Services and Processes for Estimating fees for fees for persons registered in terms of the Engineering Professional Act (ECSA).

12.3.4 **Provincial Sums**

12.3.4.1 Containing provisional quantities and issued to tenderers on the basis that the bill's quantities will be re-measured during construction where they differ from the actual quantity. Used where the drawings and specification cannot be finalised prior to calling tenders. It has the advantage of reducing the documentation period and allows the Contractor to commence work earlier

12.4 **Approval and Payment of Works**

12.4.1 The Service Provider has the responsibility to take all measurements for quotation purposes which are to be verified by the SSA.

12.4.2 All works are subject to re-measurement on completion and amendments made according to the results.

- 12.4.3 The work will be performed only after the approval from an authorized SSA representative and shall be billed according to the prices submitted on the bid proposal form or as per the distributor rates.
- 12.4.4 Effort and productivity will be assessed on completion of works where activities such as labour and scope were not determined. Variable items of such will be re-assessed on completion of works and the quotations amended accordingly.
- 12.4.5 All invoices must be attached to a statement; failure to submit will delay payment.
- 12.4.6 Payment for services provided by the contractors shall be processed within 30 days of the receipt date (as received and stamped by Client) of a detailed invoice and statement.

13. EVALUATION AND SELECTION CRITERIA

SSA has set minimum standards (gates) 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 Criteria (Gate 0)	Technical Evaluation Criteria (Gate 1)	Price and B-BBEE Evaluation (Gate 2)
Bidders must submit all documents as outlined in essential requirements as indicated in the table below. Only bidders that comply with ALL these criteria will proceed to STAGE 1.	Bidder(s) are required to achieve a minimum 60 points out of 100 points to proceed to PHASE 2 (Price and BEE).	Bidder(s) will be evaluated out of 100 points and PHASE 2 will only apply to bidder(s) who have met and exceeded the threshold of 60 points.

SSA reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder.

13.1 Bid Selection

- 13.1.1 Whilst SSA wishes to achieve affordability, creativity, innovation and adherence to the terms of reference will weigh heavily in the selection of the finalists. It is intended that the successful service provider will have made substantial input into the proposed concept/s of service delivery:
 - (a) Is an established recognized provider of professional services
 - (b) Is able to offer in-house support capacity
 - (c) Demonstrate experience/capability of working with multiple
- 13.1.2 As a minimum requirement, the Bidder must submit a Compliant Bid which meets the Essential Minimum Requirements as listed in SBD forms.
- 13.1.3 Bidders should submit their bids before the closing date as advertised.
- 13.1.4 The bid’s key evaluation criteria will include verification of capability to successfully implement the UPS project/works as prescribed in the scope of works.
- 13.1.5 The prospective bidder who achieves the highest total points and pass the SSA’s security clearance will be recommended by the Bid Evaluation Committee as the preferred service provider.

13.1.6 SSA reserves the right to reject any bids that does not comply with minimum requirements.

13.1.7 The decision of the SSA will be final.

13.2 Evaluation Criteria

13.2.1 Proposal will be evaluated in terms of the State Security Agency’s Procurement Policy, which conforms to the PPPFA provisions.

13.2.2 The bid’s key evaluation criteria will include verification of capability to successfully implement the Low Voltage maintenance services as prescribed in the scope of works.

13.2.3 The prospective bidder who achieves the highest total points, will be subjected to the SSA security clearance process.

13.3 Scoring Model

13.3.1 The bids will be evaluated based on points systems for the price, preference for functionality on the 80/20 scoring model (80 points for the Price and 20 points for preference/B-BBEE). The following are the maximum number of points that can be awarded for each category, and the threshold score for each category are as listed in the table below:

Item	Stages	Category	Maximum points	Threshold score
1	Stage 1	Pre-Evaluation – Essential Requirements		
2	Stage 2	Technical/Functional Proposal	100	60
3	Stage 3	Price	80	-
4	Stage 4	BBBEE	20	-

13.4 Bid Evaluation process

13.4.1 Stage 1: Pre-qualification criteria – Essential Requirements/or Administrative criteria

13.4.1.1 To be considered responsive, bids must satisfy responsive criteria as set in the SDB forms attached failure which may result in the proposals being disqualified.

13.4.1.2 Without limiting the generality of the State Security Agency’s other critical requirements for this bids, bidder (s) must submit the documents listed in Table 1 below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders’ responses, will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

13.4.1.3 To be considered responsive, bids must satisfy responsive criteria as set in the SDB forms attached failure which may result in the proposals being disqualified. Bids that do not comply with the mandatory requirements will not be considered for Phase 2 evaluation.

13.4.1.4 SSA reserves the right to reject any bids that does not comply with minimum requirements.

13.4.1.5 Documents that must be submitted for Pre-qualification (Administrative criteria) are indicated in the table below.

ESSENTIAL REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO x	Comments
1	Invitation to Bid – SBD 1			Complete and sign the supplied document In the event the bidder fails to submit the completed documents at the time of submitting the proposal, a bidder will be requested to submit the document within 3 days from the date of the request, failure to submit the documents will disqualify the bidder.
2	Schedule A – General Conditions of Contract			
3	Schedule B - Original and valid Tax Clearance Certificate as stipulated (SBD 2)			Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status. (Refer Section 4.1.4). Proof of Registration on the Central Supplier Database (Refer Section 4.1.5). Vendor number. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.
4	Schedule C - Pricing Schedules (SBD3.1)			
5	Declaration of interest – SDB 4 also submit mandatory documents			Complete and sign the supplied document. In the event the bidder fails to submit the completed documents at the time of submitting the proposal, a /bidder will be requested to submit the documents within 3 days from the date of the request, failure to submit the documents will disqualify the bidder.
6	Schedule E: Declaration of Bidder's Past Supply Chain Management Practices – SBD 8 In case of a/joint Venture arrangement, all Bidder(s) members must also submit all the mandatory documents			Complete and sign the supplied documents. In the event the bidder fails to submit the completed documents at the time of submitting the proposal, a /bidder will be requested to submit the documents within 3 days from the date of the request, failure to submit the documents will disqualify the bidder.
7	Schedule F - Certificate of Bid Determination (SBD 9)			Certificate of Bid Determination (SBD 9).
8	Schedule G -Schedule - Qualifications and Experience			Qualifications and membership. Proof of registration with professional body/bodies e.g. Electrical Contractors Board. Proof of applicable membership of related technical governing bodies. Proof of membership of applicable Institutes, compulsory or voluntary membership.
9	Schedule H - Organizational Type			Organizational Type.
10	Schedule I – Organisational Structure			Organisational Structure.

ESSENTIAL REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO x	Comments
11	Schedule J - Details of Bidder's nearest office (Schedule J)			Details of Bidder's nearest office.
12	Schedule K – Financial Particulars latest audited financial statements			Proof of financial resources from recognized financial institution and/or latest audited financial statements signed.
13	Schedule L – Preferential Claim form (SBD 6.1) B-BBEE Certificate			Preferential Claim form (SBD 6.1) B-BBEE Certificate.
14	Schedule M – Security Clearance Requirements (SBD0)			Security Clearance Requirements (SBD0).
15	Registration on Central Supplier Database (CSD) In case of a/joint Venture arrangement, all Bidder(s) members must also submit all the mandatory documents			The Company must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to Submit proof of registration.
16	CIDB Registration			Minimum CIDB Grading 5 EB/ 5EP or combination.
17	On CDS In case of Joint Venture arrangement, all Bidder(s)/members must also submit tax compliance status			In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CDS verification outcome will take precedence. In the event the bidder is not tax compliant at the time of submission of the proposal, the bidder will be notified in writing of their non-compliance status and will be given 7 working days to submit a proof from SARS of their tax compliance status. The bidder will be disqualified should they fail to provide written proof of their tax compliance status after 7 days of notification.
18	Pricing Schedule			Complete and sign the supplied document.

13.4.2 Stage 2: Technical/Functionality

13.5 Bid Evaluation process

13.5.1 Stage 1: Pre-Evaluation

To be considered responsive, bids must satisfy responsive criteria as set in the SDB forms attached failure which may result in the proposals being disqualified.

13.5.2 Stage 2: Technical /Functionality

- (a) The Technical Proposals received will be evaluated the Functional / Technical threshold Score will be 100 points and only those bids that subsequently achieve the technical threshold score of 60 points or more will be short listed.
- (b) The Functional/Technical information must be consolidated into a report format.
- (c) Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.

- (d) Presentations: Prior to the award of the contract, the SSA reserves the right to invite shortlisted and or potential travel management companies to make presentations and to view the service offered. Information provided during the presentations may be used for evaluation purposes
- (e) As part of due diligence, SSA may conduct a site visit at a client establishment
- (f) The technical proposals will consist of the following area: -

Technical / Functionality		
Evaluation area	Evaluation criteria	Total Scores
Overall integrated Project solution, Project management and technical competency	<ul style="list-style-type: none"> • Company profile • Professional structure / team to complete the project • Relevant COMPANY experience in project of similar nature Completed projects of similar nature 	30
Technical skills and Capabilities	<ul style="list-style-type: none"> • Manageability of operational risk register • Resources and Equipment • Reliable project plan with life cycle approach 	30
Operations and maintenance Plan	<ul style="list-style-type: none"> • Services of operational and maintenance quality management systems or plans • Services of operational and maintenance management plans and reliability of operating and maintenance procedures and manuals with a well-defined variety of services of certain magnitude • Maintenance work approach 	20
Compliance regulations and standards	<ul style="list-style-type: none"> • Quality of assurance method proposed • Health and Safety Promotion and Legislative Compliance 	20

The following score sheet and criteria shall apply for scoring by the evaluation committee members in scoring compliant/qualifying bids meeting the minimum technical / functional requirements.

No.	Stage 2: Technical/Functionality		
Unit	Description	Scoring	Item Weight
1.	OVERALL INTEGRATED PROJECT SOLUTION, PROJECT MANAGEMENT AND TECHNICAL COMPETENCY		30
1.1	Company Profile with proof of established company and experience on HV maintenance		
	<i>No Company Profile</i>	10	0
	<i>Basic, Company Profile</i>		2
	<i>Company Profile with Staff compliment</i>		4
	<i>Company Profile with Staff or functional authority organisational structure</i>		6
	<i>Company Profile with Staff or functional authority organisational structure, committee structures and Project Integrated structure</i>		8
	<i>Comprehensive Company Profile, Staff or functional authority organisational structure (Organigram)</i>		10
1.2	Professional structure / team to complete the project		
	<ul style="list-style-type: none"> Management qualifications - Skills and personnel available for HV maintenance and minor engineering works. Qualifications of personnel must be applicable to the relevant field of expertize required to render the services set of in the terms of reference. 		
	<i>No submission</i>	10	0
	<i>Qualified Artisans with relevant experience</i>		2
	<i>Tertiary Diploma with relevant experience</i>		4
	<i>Tertiary Degree with relevant experience</i>		6
	<i>Tertiary Degree with relevant experience and registered at the professional body corporation</i>		8
	<i>Tertiary Honours and/or Masters with relevant experience and registered at the professional body corporation</i>		10
1.3	Relevant COMPANY experience in project of similar nature - Track record & Relevant experience		
	<ul style="list-style-type: none"> Number of years active in maintenance, experience gained in this field, to whom services were provided, and record of services rendered, indicating types, variety, and quantity, complete with references. The prospective bidder must indicate what the magnitude of services were, where it was rendered and what challenges were effectively dealt with, in particular when time constraints were to be adhered to. 		
	<i>No Experience</i>	5	0
	<i>1 – 2 years' relevant experience</i>		1
	<i>3 – 4 years' relevant experience</i>		2
	<i>5 – 6 years' relevant experience</i>		3
	<i>7 – 8 years' relevant experience</i>		4
	<i>>9 years' relevant experience</i>		5
1.4	Completed projects of similar nature		
	<ul style="list-style-type: none"> Special skills & Specialist maintenance projects completed - Level of skills regarding specialist designs, development and implementation completed with respect to HV arrays and redundancy installation. Knowledge and understanding of specific requirements in maintaining and managing HV equipment with the aim of "green conscious environment". OEM certified agreement with manufacturer. OEM level Preventative Maintenance (scheduled programme). Corrective Maintenance with OEM / approved spare parts. The prospective bidder must also clearly illustrate strategy followed when dealing with special needs of a SSA and the implementation environmentally friendly solutions to obtain optimum solutions during service delivery. 		
	<i>No project</i>	5	0
	<i>1 Projects</i>		1
	<i>2 – 4 Projects</i>		2

No.	Stage 2: Technical/Functionality		
Unit	Description	Scoring	Item Weight
	<i>5 – 7 Projects</i>		3
	<i>8 – 10 Projects</i>		4
	<i>>11 Projects</i>		5
2.	TECHNICAL SKILLS AND CAPABILITIES		30
2.1	Manageability of operational risk register (Not OHS related risk)		
	<i>No operational risks identified</i>		0
	<i>Basic operational Risk Register</i>		2
	<i>Risk register with impacts</i>	10	4
	<i>Risk register with impacts risk ranks</i>		6
	<i>Risk register with impacts risk, ranks and mitigation factors</i>		8
	<i>Risk register with impacts risk, ranks and mitigation factors and overall risk levels</i>		10
2.2	Resources and Equipment		
	<ul style="list-style-type: none"> Support capacity in terms of personnel and equipment available for HV maintenance as well as emergency call-outs. The prospective bidder must indicate what resources are and will be available to render the services as described in the tender and how additional resources will be acquired when needed. 		
	<i>No submission</i>	10	0
	<i>1 artisan and operator</i>		2
	<i>2 - 3 artisan, tools and operators</i>		4
	<i>4 - 5 artisan, tools, Machinery and operators</i>		6
	<i>6 – 9 artisan tools, Machinery, plant and operators</i>		8
	<i>9 + artisan tools, Machinery, plant and operators</i>		10
2.3	Reliable project plan with life cycle approach		
	<ul style="list-style-type: none"> Need to indicate that there is understanding of how a project is working and all the phases in such a project. Use any project as an example. Show the different cycles in the project. 		
	<i>No Project life cycle Approach</i>	10	0
	<i>Project plan with phase</i>		2
	<i>Project plan with phase, deliverables</i>		4
	<i>Project plan with phase, deliverables and time frames</i>		6
	<i>Project plan with Linear, Incremental, Iterative, Adaptive and Extreme project life cycle approach</i>		8
	<i>Life cycle Approach with Linear, Incremental, Iterative, Adaptive and Extreme project life cycle approach plus</i>		10
3.	OPERATIONS AND MAINTENANCE PLAN		20
3.1	Services of operational and maintenance quality management systems or plans		
	<ul style="list-style-type: none"> Magnitude of previous maintenance contracts - Financial backing and capacity to handle HV maintenance projects and specialist projects of varying magnitude The prospective bidder must indicate the magnitude of previous contracts and projects during past years and how these contracts and projects were financed, also explaining how the financial aspects of the abovementioned tender will be managed. (Provide prove for the last 5 years illustrating/break down/annum) 		
	<i>No prove submitted</i>	10	0
	<i>1 – 2 million Annually</i>		2
	<i>2, 1 – 3 million Annually</i>		4
	<i>3, 1 – 4 million Annually</i>		6
	<i>4, 1 – 5 million Annually</i>		8
	<i>>5, 1 million Annually</i>		10

No.	Stage 2: Technical/Functionality			
Unit	Description	Scoring	Item Weight	
3.2	Services of operational and maintenance management plans and reliability of operating and maintenance procedures and manuals with a well-defined variety of services of certain magnitude			
	<i>No maintenance management plans</i>	5	0	
	<i>Very basic maintenance</i>		1	
	<i>Very basic maintenance and operational plan</i>		2	
	<i>Workable maintenance and operational plan and is likely to result in quality work</i>		3	
	<i>Comprehensive maintenance and operational plan and is most likely to result in quality work</i>		4	
	<i>Comprehensive maintenance and operational plan and standard operational procedures</i>		5	
3.3	Maintenance work approach / Maintenance plan			
	<ul style="list-style-type: none"> Use any type of scenario or equipment, relevant to the tender, to indicate the understanding of a maintenance plan and it cycles. 	5		
	<i>No Attachment</i>			0
	<i>Evidence that demonstrates a basic plan</i>			1
	<i>Evidence that demonstrates partial or weak understanding and practice of Life Cycle Maintenance.</i>			2
	<i>Evidence that demonstrates an adequate understanding and related practice of Life Cycle Maintenance.</i>			3
	<i>Comprehensive evidence that demonstrates a good understanding and related practice of Life Cycle Maintenance.</i>			4
	<i>Comprehensive evidence that demonstrates an excellent understanding and practice of Life Cycle Maintenance. The evidence is given that a Life Cycle Maintenance Plan exists in writing for a particular asset over its lifetime and evidence is submitted that this plan is being implemented and managed or how it will be implemented.</i>	5		
4.	COMPLIANCE REGULATIONS AND STANDARDS		20	
4.1	Quality Management Plan (QMP)			
	<ul style="list-style-type: none"> Submit quality management plan that describe how quality will be managed through the lifecycle of the project. The QMP must determine quality policies and procedures associated with refurbishment project (deliverables and process) and defines responsibilities In summary, the plan should include effective Quality Control Plan, quality management system, quality policy, Quality standards and regulations, SANS 9000 / ISO 9001, SANS 14000 / ISO 14000 and tools and techniques 	10		
	<i>No Quality of assurance method proposed</i>			0
	<i>Very basic Quality Management plan</i>			2
	<i>Workable Quality Management plan and is likely to result in quality work</i>			4
	<i>Comprehensive Quality Management plan and is most likely to result in quality work</i>			6
	<i>Comprehensive Quality Management plan and policies that are SANS 9000 / ISO 9001 certified</i>			8
	<i>Comprehensive Quality Management plan and policies that are SANS 9000 / ISO 9001 certified and Environmental Management plan and policies that are SANS 14000 / ISO 14000 certified</i>	10		
4.2	Health and Safety Promotion and Legislative Compliance			
	<ul style="list-style-type: none"> Level of skills regarding maintaining a safe and healthy work environment whilst addressing the needs of the SSA. Knowledge and understanding of OHS act, with the H&S file illustrating how the service provider will implement safety and preventative measures to control risks anticipated maintenance activities and projects. 			

No.	Stage 2: Technical/Functionality		
Unit	Description	Scoring	Item Weight
	<ul style="list-style-type: none"> The H&S file will be therefor be evaluated to determine the service providers' understanding of risks in the work place and how to control such risks. The H&S file must clearly illustrate how risks encountered during execution of the variety of SSA's requests will be minimized and totally eliminated, where possible. The H&S file must illustrate the prospective bidder's understanding of the risks that are present (and which may be anticipated) in the maintenance environment and how risks encountered during execution of the variety of SSA's requests will be minimized and totally eliminated, where possible Minimum requirements to obtain score at "acceptable level" will be indication and illustration of ability to meet all requirements set out in the checklist in the OHS section, measured against the norms of the industry regarding acceptable H&S plans. 		
	<i>No Health and Safety plan</i>	10	0
	<i>Very basic health and safety plan</i>		2
	<i>Very basic health and safety plan that addresses some of the issues.</i>		4
	<i>Reasonable health and safety plan that addresses most of the issues.</i>		6
	<i>Comprehensive health and safety plan that addresses most of the issues.</i>		8
	<i>Comprehensive health and safety plan that addresses all the issues in a most compressive manner and is OHSAS 18001 certified</i>		10

13.5.3 Stage 3: Price Evaluation (80 Points)

Only Bidders that have met the 60-point threshold in Gate 1 will be evaluated in Gate 2 for price and BBBEE. Price and BBBEE will be evaluated as follows:

- In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:
 - The bid price (maximum 80 points)
 - B-BBEE status level of contributor (maximum 20 points)

The following formula will be used to calculate the points for price:

Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	80

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

13.5.4 Stage 4 – BBBEE Evaluation (20 Points)

13.5.4.1 BBBEE Points allocation

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- B-BBEE Certificate

Multi-disciplinary practice, Joint Ventures and Consortiums

- Multi-disciplinary practice, joint venture or consortium, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- Multi-disciplinary practice, joint venture or consortium will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. SSA will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

Stage 3 (80 + 20 = 100 points)

- The Price and BBBEE points will be consolidated.
- A bidder will not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has capability and ability to execute the sub-contract.
- A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

14. CONTRACT PRICE ADJUSTMENT

14.1 A fixed yearly inflation adjustment tariff will be based on CPI and will be applied annually.

- 14.2 Contract price adjustments will be done annually on the anniversary of the contract start date.
- 14.3 The price adjustment will be based on the Consumer Price Index Headline Inflation.

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Table E – all items

15. DISCOUNTS

- 15.1 Unconditional discounts will be taken into account for evaluation process; and
- 15.2 Conditional discounts will not be taken into account for evaluation purposes but will be implemented when payments are made

16. CONTRACT AND SERVICE LEVEL AGREEMENT

- 16.1 Any award made to a bidder(s) under this bid is conditional, amongst others, upon:
- a) The bidder(s) accepting the terms and conditions contained in the New Engineering Contract (NEC) of Contract as the minimum terms and conditions upon which SSA is prepared to enter into a contract with the successful Bidder(s).
 - b) The bidder submitting the NEC Contract to SSA together with its bid, duly signed by an authorised representative of the bidder.
- 16.2 Upon award SSA and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by SSA, more or less in the format of the draft Service Level Indicators included in this tender pack.
- 16.3 SSA reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.
- 16.4 Bidder(s) are requested to:
- a) Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
 - b) Explain each comment and/or amendment; and
 - c) Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.
- 16.5 SSA reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to SSA or pose a risk to the organisation.

17. SPECIAL CONDITIONS OF THIS BID

- 17.1 SSA reserves the right:
- 17.1.1 To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).
 - 17.1.2 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).

- 17.1.3 To accept part of a tender rather than the whole tender.
- 17.1.4 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 17.1.5 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 17.1.6 To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 17.1.7 Award to multiple bidders based either on size or geographic considerations.

18 SSA REQUIRES BIDDER(S) TO DECLARE

- 18.1 In the Bidder's Technical response, bidder(s) are required to declare the following:
- Confirm that the bidder(s) is to: –
 - Act honestly, fairly, and with due skill, care and diligence, in the interests of SSA;
 - Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
 - Act with circumspection and treat SSA fairly in a situation of conflicting interests;
 - Comply with all applicable statutory or common law requirements applicable to the conduct of business;
 - Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with SSA;
 - Avoidance of fraudulent and misleading advertising, canvassing and marketing;
 - To conduct their business activities with transparency and consistently uphold the interests and needs of SSA as a client before any other consideration; and
 - To ensure that any information acquired by the bidder(s) from SSA will not be used or disclosed unless the written consent of the client has been obtained to do so.

19 CONFLICT OF INTEREST, CORRUPTION AND FRAUD

- 19.1 SSA reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of SSA or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")
- Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
 - Seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity.

- 19.2 In order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity:
- Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of SSA's officers, directors, employees, advisors or other representatives;
 - Makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
 - Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity.

- 19.3 Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity.

20 MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- 20.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that SSA relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

- 20.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by SSA against the bidder notwithstanding the conclusion of the Service Level Agreement between SSA and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

21 PREPARATION COSTS

- 21.1 The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing SSA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

22 INDEMNITY

- 22.1 If a bidder breaches the conditions of this bid and, as a result of that breach, SSA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds SSA harmless from any and all such costs which [SSA] may incur and for any damages or losses SSA may suffer.

23 PRECEDENCE

- 23.1 This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

24 LIMITATION OF LIABILITY

24.1 A bidder participates in this bid process entirely at its own risk and cost. SSA shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

25 TAX COMPLIANCE

25.1 No tender shall be awarded to a bidder who is not tax compliant. SSA reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to SSA, or whose verification against the Central Supplier Database (CSD) proves non-compliant. SSA further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

26 TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

26.1 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. SSA reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

27 GOVERNING LAW

27.1 South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

28 RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

28.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that SSA allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and SSA will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

29 CONFIDENTIALITY

29.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with SSA's examination and evaluation of a Tender.

29.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by SSA remain proprietary to SSA and must be promptly returned to SSA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

29.3 Throughout this bid process and thereafter, bidder(s) must secure SSA's written approval prior to the release of any information that pertains to:

- (i) The potential work or activities to which this bid relates; or
- (ii) The process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

30 SSA PROPRIETARY INFORMATION

30.1 Bidder will on their bid cover letter make declaration that they did not have access to any SSA proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

31 AVAILABILITY OF FUNDS

31.1 Should funds no longer be available to pay for the execution of the responsibilities of this bid, the SSA may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

32 AWARD OF CONTRACT

32.1 In the event that two or more bids have scored the total points, the successful bid will be the ones scored the highest points for B-BBEE.

32.2 If two or more bids have equal points, including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality, if functionality is part of evaluation process.

32.3 If two or more bids are still equal in all respects, then the award will be decided by drawing of lots.

32.4 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

32.5 The State Security Agency reserves the right to arrange contracts with more than one contractor for the same item.

33 FRONTING

33.1 The State Security Agency, as part of government institution supports the spirit of broad based black economic empowerment and recognises that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution

and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the National Treasury condemn any form of fronting.

- 33.2 The State Security Agency, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years

SECTION C: WORKS STANDARD

1. STANDARDS

1.1 Materials and workmanship

1.1.1 All materials and equipment supplied and installed under this contract shall be new, undamaged and of the best quality available and shall comply to manufacture specification with part numbers and descriptions.

1.1.2 The workmanship shall be of high quality to the satisfaction of the SSA. All inferior work, on indication by the SSA, shall immediately be rectified by and at the expense of the Service Provider.

1.1.3 All equipment and materials shall be rated for both the normal and extreme climatic and site conditions.

1.1.4 Warranties and guarantee of works are applicable for all services rendered

1.2 Interchange ability of materials

1.2.1 Faulty equipment shall be replaced with equipment of same make and model.

1.2.2 Where a replacement product is to be used, the Service Provider must prove that the original equipment / part

- (a) Is obsolete,
- (b) Has been superseded, or
- (c) The alternative product is more cost-effective

1.3 Rectification of faults and unsatisfactory works

1.3.1 The maximum response time for the routine rectification of faults shall be 6 hours.

1.3.2 A maximum of 12 hours is allowed to effect repairs or rectification of unsatisfactory work

1.3.3 In the event of proof that the Service Provider failed to attend to the fault/works as requested, a negligence default will be recorded against the Service Provider.

1.3.4 The occurrence of such defaults must not exceed three events in a month otherwise SSA will have the right to review the contract.

1.4 Tests

The Service Provider shall be responsible for the testing and commissioning of all equipment installed by him under this contract.

1.5 Laws, Regulations and Specifications

1.5.1 The Service Provider shall ensure that the installation and workmanship complies in full and at all times with the requirements of:

- (a) The Occupational Health and Safety Act (October No 85 of 1993)
- (b) Relevant regulations and specifications

1.6 Supervision

1.6.1 All the work to be carried out is to be of a high standard and shall be carried out under the supervision of skilled and competent representatives of the Service Provider, who in turn shall be able and authorised to receive and carry out instructions.

1.6.2 All electrical artisans employed on the contract shall be in possession of a Wireman's Certificate of Registration or be qualified artisans as defined under the Act. Apprentices may be used but they shall work under the direct supervision of a qualified person as described above.

1.7 Maintenance and operation manuals

The Service Provider shall collect and keep complete, comprehensive and up-to-date records of technical specification, operating manuals and manuals of all installed equipment. This must be handed over to the SSA on termination of contract or end of contract period

1.8 Maintenance of Stock

1.8.1 The Service Provider shall supply and manage emergency and back-up stock for all equipment maintained under this contract.

1.8.2 Back-up stock will be stored at the Service Provider or his supplier's works and under control of the Service Provider and/or his suppliers. The SSA reserves the right to inspect stock levels of the back-up stock at any time during normal working hours.

1.8.3 The Service Provider shall submit together with the tender priced list the detail of equipment and quantities of recommended emergency stock items.

1.8.4 In addition the Service Provider shall submit a list of back-up stock kept by him or his suppliers in South Africa. Not all equipment supplied under this contract need to be in emergency stock. However, all equipment supplied under this contract shall be kept in back-up stock.

1.9 Equipment Catalogues

1.9.1 The Service Provider shall include in his tender price for the collation of two sets of catalogues, technical data sheet, operation and maintenance catalogues of all equipment supplied under this contract.

1.9.2 The price shall include for updating of the catalogues on an on-going basis.

1.10 Design and Shop Drawings

1.10.1 The Service Provider will be issued with a set of “as-built” and shop drawings of systems/equipment under this contract. He shall, within a period agreed to with the SSA, conduct a physical and electrical audit of these systems /equipment to verify the accuracy of the drawings. All deviation shall be marked (by hand) on the drawing and these shall become the new record drawings.

1.10.2 The Service Provider shall submit the updated drawings and to the SSA, who may with the assistance of the Service Provider, call for quotations from third parties to reproduce same in electronic formats.

1.10.3 The Service Provider shall on an on-going basis update design and shop drawings by recording any changes to the installation during the currency of the Contract.

1.11 Warranties and Guarantees

1.11.1 The Service Provider shall identify all equipment under warranties and guarantees and familiarise himself with the conditions and scope of the warranties/guarantees and ensure that:

- (a) Conditions of warranties/guarantees are complied with in full
- (b) Keep copies of warranties and guarantees
- (c) Repair all applicable equipment in terms of the warranties and guarantees
- (d) Inform the SSA of the expiry date and where applicable advise the SSA of benefits of extending warranties/guarantees

1.12 Management Reports

The Service Provider shall include in his tender price for the compilation of detailed management reports as part of the contract, as might be called for by the SSA from time to time.

1.13 Hand Over (at end of Contract)

1.13.1 The Contractor shall include in his tender price for the handover of the works at the end of the contract to the SSA.

1.13.2 The hand over shall be fully comprehensive but not be limited to the following items:

- (a) Complete set of maintenance and operation manuals
- (b) Updated set of as built drawings

SECTION D: INFRASTRUCTURE

No	Des- cription	KVA	Make/Model - TRF	Make/ Model - RMU	Age TRF	Age RMU	Oil Qty TRF	Oil Qty RMU
MUSANDA								
1	Tranf	1125	FREE STATE TRF		2017		873	
2	Tranf	1125	FREE STATE TRF		2017		873	
3	Tranf	1125	FREE STATE TRF		2017		873	
4	Tranf	500	FREE STATE TRF		2017		873	
5	Tranf	500	FREE STATE TRF		2017		873	
6	Tranf	800	FREE STATE TRF		2017		1008	
7	Tranf	800	GEC		1985		720	
8	Tranf	1000	ABB		1995		774	
9	Tranf	1000	ABB		1995		774	
10	Tranf	1000	ABB		1995		774	
11	Tranf	1000	ABB		1995		774	
12	Tranf	800	GEC		1978		668	
14	Tranf	500	ABB		1994		439	
15	Tranf	1250	ALSTOM		2011		815	
16	Tranf	1250	ABB		1996		899	
17	Mini Sub	800	Hawker Siddley	Hawker Siddley - NX3F	2006	2006	720	140
18	Mini Sub	315	Hawker Siddley	Hawker Siddley - Tiger	1987		390	140
19	Mini Sub	315	ACJVR Enterprises	GEC - T3OF	2003	1979	428	260
20	Mini Sub	200	ABB	ABB - Tricon 2RF	1994	1994	306	102
21	Mini Sub	200	ABB	ABB - Tricon 2RF	1994	1994	306	102
22	Mini Sub	500	Hawker Siddley	Hawker Siddley - Tiger	1998	1998	477	140
23	Mini Sub	315	ABB	ABB - Tricon 2RF	1994	1994	365	102
24	Mini Sub	500	Alstom	Schneider Electric - RM6	2008		743	1.465
25	Mini Sub	315	ABB	ABB - Tricon 2RF	1996	1994	365	102
26	Mini Sub	315	Hawker Siddley	Hawker Siddley - Tiger	1987	1987	390	140
27	Mini Sub	500	NEI	GEC - K3AF	1997	1997	670	140
28	T-Switch	12		Alstom - K3AF		1987		260
29	T-Switch	12		GEC - T3OF		1987		260

MAFIKENG								
30	Tranf	800	HAWKER SIDDLEY		1993		1200	
31	Pole Tranf	200	Alstom		2005		217	
32	Mini Sub	315	GEC	GEC - T3OF	1985	1985	335	260
33	Mini Sub	315	GEC	GEC - T3OF	1985	1985	686	260
34	Mini Sub	315	GEC	GEC - T3OF	1985	1985	535	260
35	Mini Sub	315	GEC	GEC - T3OF	1985	1985	535	260
36	Mini Sub	315	ELECTRO INDUCTIVE	LUCY	1985	2005	630	210
37	Mini Sub	315	WEGEZI	GEC	2012	2005	630	210
38	Mini Sub	500	HAWKER SIDDLEY	ABB - TIGER	1993	2005	477	140

SECTION E: MAINTENANCE REQUIREMENTS

Provide the following service for the High Voltage Maintenance listed.

E1: SCOPE OF SERVICES		
E1.1 Provide the following service for the High voltage Electrical Reticulation		
E1.1.1 Routine Monthly Service		
Item	Description	Comments
1	Cleaning of rooms where HT equipment are installed.	Report problem areas
2	Cleaning of mini-substation HT section	Report problem areas
3	Check for traces of rodents and insects (in particular termites) and check that poison is in place.	Record and report problem areas
4	Inspect & vacuum clean inside of all equipment as necessary.	Report problem areas
5	Check status of alarm systems	Report and rectify problems
6	Check load currents , voltages and record readings	Report serious load imbalance problems
7	Check general condition of bus-bars and connections, where accessible / visible without shutdown	Report and rectify problems
8	Check presence and condition of essential signage and circuit breaker identification labels and rating	Replace if not in acceptable condition
9	Check overhead lines, in particular condition of isolators, fuses and earthing	Report to client and arrange for rectification
10	Confirm presence of first aid box in substation	Report to client if no first aid box in substation
11	Record fire extinguishers present and expiry date of most recent test	Report to client if validity of test has expired (see SANS code, 1 year validity of test)
12	Check presence of legends / identification labels / schematics	Report and rectify if missing / incomplete
13	Check general condition of transformer and in particular oil level and dehydrator condition	Report and rectify problems
E1.1.2 Annual Services of High Voltage Installations		
1	Check overload current settings and align adjustment to ensure protection of downstream equipment	Adjust as required
2	Confirm that all installations are compliant to most recently published SANS codes and wiring regulations	Advise client regarding deviations
3	Evaluate condition of HT installations in total	Advise client regarding proposed upgrades
4	Evaluate condition of overhead lines in total	Advise client regarding proposed upgrades
5	Evaluate condition of all control gear and safety devices	Advise client regarding proposed upgrades
6	Evaluate condition of all transformers	Advise client regarding proposed upgrades
7	Confirm that supply has sufficient spare capacity to accommodate peak demand.	Advise client regarding status

Item	Description	Comments
8	Ensure PCB test results of the oil are available for each transformer	Advise client regarding status
9	Yearly oil sample test per transformer Conduct the ff. tests: Di-Electric Strength /Acidity / Moisture / Dissolved Gas Analysis / Furanics	Advise client regarding status
E1.1.3	Three yearly Service of High Voltage Installations	
1	Evaluate condition of HT installations in total	Advise client regarding proposed upgrades
2	Evaluate condition of all mini substations mechanically and electrically	Rectify problems and arrange for downtime for major rectification
3	Service mini substation mechanical links and ensure all links are lubricated and operate properly	Rectify problems and arrange for downtime for major rectification
4	Check condition of earthing	Rectify problems and arrange for downtime for major rectification
5	Evaluate condition of overhead lines in total	Advise client regarding proposed upgrades
6	Evaluate condition of all control gear and safety devices	Advise client regarding proposed upgrades
7	Evaluate condition of all transformers	Advise client regarding proposed upgrades
8	Confirm that supply has sufficient spare capacity to accommodate peak demand.	Advise client regarding status
9	Ensure PCB test results of the oil are available for each transformer	Advise client regarding status
10	Yearly oil sample test per transformer Conduct the ff. tests: Di-Electric Strength /Acidity / Moisture / Dissolved Gas Analysis / Furanics	Advise client regarding status
11	Perform following maintenance tests and procedures on transformers: Complete cleaning, Visual inspection, Insulation power factor, Ratio test, Insulation resistance, Core ground test, Torque test hardware.	Advise client regarding status

E1.2 High Voltage Preventative Maintenance (Servicing Frequency)							
Item	Activity Description	Daily	Monthly	Quarterly	Semester	Annually	Remarks
1	Requests for service from client	Yes	Yes	Yes	Yes	Yes	Same day response / Whenever problem is reported
2	Routine inspections of substations		Yes			Yes	Record all results
3	Routine inspections of mini substations		Yes			Yes	Record all results
4	Routine inspections of control gear and protective devices		Yes			Yes	Record all results
5	Routine inspections of overhead line condition		Yes			Yes	Record all results
6	Condition audit of infrastructure					Yes	Age analysis
7	Load analysis					Yes	kVA, PF and kW
8	Logbook report		Yes	Yes	Yes	Yes	During each visit

E1.3 Basic Component and Installations (Check List)			
Item	Description	Activity	Action
1	Main switchgear at primary distribution points	Check condition, noise Check legend and labelling	Clean equipment and components Attend to minor problems and report major problems
2	Substations and Mini Substations Internal Distribution section	Operate main circuit breaker manually Do basic check of condition of bus bars, bracing & feeder connections Check operation of trip mechanisms Check legend and labelling Check lock mechanisms and locks on panels and doors	Arrange for downtime as may be required Ensure switches operate normally
3	Safety systems Protection systems and control gear	Test and check operation and compliance to standards as well as condition	Attend to minor problems Report major problems to relevant technical personnel Adjust as may be necessary Replace protection system components if failure is detected, per manufacturers' specifications
4	Earthing	Test / measure and check compliance to standards as well as condition Rectification by competent personnel	Attend to minor problems Report major problems to relevant technical personnel
5	Safety systems : Trip current on main switchgear	Measure load and check settings and test, if required	Report major problems to relevant technical personnel Adjust as may be necessary
6	Safety systems : Interlock systems	Check condition and operation and test, if required	Report major problems to relevant technical personnel Rectify as deemed necessary
7	General enclosure condition	Inspect cabinets for early warning symptoms of rust Inspect and record extent of worn and deteriorated parts of the total installation Clean with compressed air or suitable cleaning agent Check condition, legend, labelling, mechanical operation of enclosure doors, waterproof seals, lock mechanisms and locks	Attend to minor problems Report major problems to relevant technical personnel Paint with suitable enamel paint if rusted
8	Environmental and varmint problems	Do a general inspection of all electrical connections and harnesses and condition of plant room, substation, etc	Ensure preventative measures are in place to address problems Report damaged caused by varmints to relevant technical personnel

Item	Description	Activity	Action
9	Voltage and current meters (and energy consumption devices, if fitted)	Check operation	Ensure readings are within limits of supply and equipment rating Record detail in logbook Replace faulty metering units
10	Reporting	Complete inspection reports Compile condition reports Indicate expected remaining life span	Return Inspection Form to Facilities Office 8
11	As-built information and Operating and Maintenance Manuals	Obtain all available and required information for the compilation, reproduction, update and revision where required of "As Built Documentation" and Operating and Maintenance	Hand over information to the Client
12	Pressure test on cables, following repairs	All tests done by accredited person / sub-contractor and report generated	Hand over results to the Client Report to indicate rectification required

E1.4	Checklists for Maintenance Repair Work and Measurement
E1.4.1	Safety
Item	Description
1	De-energize equipment to be worked on.
2	Carry out system switching and isolation of equipment
3	At point of isolation, rack out and tag, or lock off and tag switches or breakers. Place tag and safety lock at points of isolation
4	Discharge equipment to be worked on and place safety grounds to protect personnel.
5	<p>On completion of the Work and prior to return of system to normal, remove safety grounds and signify:</p> <ul style="list-style-type: none"> • that equipment is in a safe condition to energize, and, • Client personnel have been informed that equipment must be considered energized
E1.4.2	Power Transformers, Liquid Filled
1	Strictly adhere to required procedures for system switching operations. Switching, de-energizing and energizing shall be performed by authorized personnel only
2	Completely isolate transformers to be tested and inspected, from sources of power
3	<p>Perform following maintenance tests and procedures on transformers:</p> <ul style="list-style-type: none"> • Complete cleaning. • Visual inspection. • Insulation power factor. • Ratio test. • Insulation resistance. • Dielectric strength of liquid. • Dissolved gas analysis. • Moisture content. • Core ground test. • Torque test hardware.
4	<p>Visual Inspection and Data Verification:</p> <ul style="list-style-type: none"> • Record nameplate data and check for agreement with application and specification. • Verify terminal identification (H1, H2, H3, H0 - X1, X2, X3, X0). • Check bushings and insulators for chips, cracks and leaks. • Check tank and cooling fans for leaks or damage • Check tap changer for connection and proper movement. • Inspect gaskets and fittings for leakage. • Check operation of temperature, pressure and alarm devices • Check liquid level. • Note liquid temperature and show readings corrected to 20°C. • Where transformer contains PCB's, handle liquid and waste containers in accordance with hazardous waste requirements
5	<p>Insulation Power Factor:</p> <ul style="list-style-type: none"> • Check insulation power factor, using capacitance bridge instrument, of the following: <ul style="list-style-type: none"> (a) Primary/Secondary and Ground. (b) Secondary/Primary and Ground. • Record capacitance values, dissipation factor and insulation power factor. Compare field test results to manufacturer's factory test results and to previous maintenance test results.

Item	Description
6	<p style="text-align: center;">Ratio Test:</p> <ul style="list-style-type: none"> • Carry out ratio test of windings in tap positions to ensure accuracy to within 0.001%. Compare test data to factory test results and to previous maintenance test results.
7	<p style="text-align: center;">Insulation Resistance:</p> <ul style="list-style-type: none"> • Using 1000V megger or equivalent measure resistance between: <ul style="list-style-type: none"> (c) Primary and Secondary. (d) Primary/Secondary and Ground. (e) Secondary/Primary and Ground. • Compare test results to factory test data and to previous maintenance test results.
8	Take one (1) syringe sample of transformer oil for dissolved gas analysis.
9	For each liquid filled transformer, provide one (1) test sheet summarizing and commenting on chemical and gas test results. Compare results with previous tests
10	<p style="text-align: center;">Dielectric Strength and Chemical Tests:</p> <ul style="list-style-type: none"> • Take two bottled samples of transformer liquid. Use one sample for dielectric strength tests in accordance with ASTM-D-877-67. • Use second coolant sample for chemical analysis to determine moisture (water) in parts per million (ppm), and neutralization number in (mg KOH)/gm • Compare test results to previous test data (if available), and comment on changes.
E1.4.3	Maintenance Of Switchgear Enclosures
1	Strictly adhere to required procedures for system switching operations. Switching, de-energizing and energizing shall be performed by authorized personnel only
2	Completely isolate switchgear enclosure to be tested and inspected from sources of power.
3	Install temporary grounding leads for safety.
4	Remove necessary access and cover plates.
5	Fill out inspection test form. Record data in reference to equipment.
6	<p style="text-align: center;">Mechanical Inspection:</p> <ul style="list-style-type: none"> • Check mechanical operation of devices. • Check physical appearance of doors, devices, equipment and lubricate in accordance with manufacturer's instructions. • Check condition of contacts. • Check disconnects, starters, and circuit breakers in accordance with inspection and test reports and procedures. • Check condition of bussing for signs of overheating, moisture or other contamination, for proper torque, and for clearance to ground. • Inspect insulators and insulating surfaces for cleanliness, cracks, chips, tracking. • Report discovered unsafe conditions. • Remove draw out breakers and check draw out equipment. • Check cable and wiring condition, appearance, and terminations. Perform electrical tests as required. • Inspect for proper grounding of equipment. • Perform breaker and switch inspection and tests.
7	<p style="text-align: center;">Cleaning:</p> <ul style="list-style-type: none"> • Check for accumulations of dirt especially on insulating surfaces and clean interiors of compartments thoroughly using a vacuum or blower. • Remove filings caused by burnishing of contacts. • Do not file contacts. Minor pitting or discoloration is acceptable. • Report evidence of severe arcing or burning of contacts. • Degrease contacts with suitable cleaners.

Item	Description
8	<p>Electrical Testing:</p> <ul style="list-style-type: none"> • Check electrical operation of pilot devices, switches, meters, relays, auxiliary contacts, annunciator devices, flags, interlocks, cell switches, cubicle lighting. Visually inspect arrestors, C/Ts and P/Ts for signs of damage. Record data on test report form. • Megger test insulators to ground. • Megger test bussing phase to ground, and phase to phase, using a 1000 volt megger. • DC hipot phases to others and to ground using step voltage method as specified for cables with withstand levels held for not less than one minute. Record decay curve, current versus time to completion of test, and indicate withstand level. • Maximum DC hipot test levels shall be as follows: <ul style="list-style-type: none"> ➔ 25kV class 50kV DC ➔ 15kV class 28.5kV DC ➔ 5kV class 9kV DC • Test contact resistance across bolted sections of buss bars. Record results and compare test values to previous acceptance and maintenance results and comment on trends observed.
9	At completion of inspection and test, remove temporary grounds, restore equipment to serviceable condition and re-commission equipment
10	Compare test results to previous maintenance test results.
E1.4.4	Maintenance Of High Voltage Air/Oil Circuit Breakers
1	Strictly adhere to required procedures for system switching operations. Switching, de-energizing and energizing shall be performed by authorized personnel only.
2	Completely isolate circuit breakers to be worked on from power sources.
3	Install temporary grounds.
4	Remove circuit breaker from cubicle unless bolted type
5	Record manufacturer, serial number, type and function of breaker, reading of operations counter, date of inspection, and signature of person responsible for inspection on report sheet.
6	<p>Mechanical Inspection: Inspect for:</p> <ul style="list-style-type: none"> • Accumulations of dirt, especially on insulating surfaces. • Condition of primary contact clusters. • Condition of control wiring plug-in contacts. • Condition of moving and fixed main contacts, excessive heating or arcing. • Condition of arcing contacts. • Cracks or indications of tracking on insulators. • Tracking or mechanical damage to interphase barriers. • Flaking or chipping of arc chutes. • Broken, damaged or missing springs on operating mechanism. • Damage to or excessive wear on operating linkage, ensure all clevis pins are securely retained in position. • Correct alignment of operating mechanism and contacts. • Evidence of corrosion and rusting of metals, and deterioration of painted surfaces. • Oil breakers only: <ul style="list-style-type: none"> • Refer to manufacturer's maintenance manual for special tools that may be required to check oil breaker contacts. • Check oil holding tanks in accordance with manufacturer's instructions. • Check for proper oil level and condition of level gauge.

Item	Description
7	<p>Cleaning:</p> <ul style="list-style-type: none"> • Remove accumulations of dirt from insides of cubicles with vacuum cleaner and/or blower. • Clean insulating surfaces using brush or wiping with lint free cloth.
8	Check fixing bolts of hardware and breaker components for tightness.
9	'Dress' pitting on contact surfaces, using a burnishing tool. 'Dress' major arcing on contacts to smooth condition. Remove filings before switchgear is re-energized. Report unsafe conditions resulting from severe arcing or burning of contacts
10	On completion of foregoing tasks, lightly lubricate bearing points in operating linkage with manufacturer's specified lubricant. Operate breaker several times to ensure smoothness of mechanical operation.
11	Check potential and current transformer cable connections for tightness
12	Replace inspection lamp where fitted.
13	On first inspection, record data to auxiliary equipment, i.e. primary fuses, potential transformer, potential fuses, and current transformers. Record serial numbers, catalogue numbers, sizes, ratios.
14	<p>Electrical Maintenance Tests:</p> <p>General:</p> <ul style="list-style-type: none"> • Test contact resistance across closed line-load contacts, and line and load circuit breaker plug-in clusters. Record results. Clean contacts using appropriate tools to get lowest contact resistance reading possible. • Test insulation resistance for all phases to others and to ground. • Test electrical function in accordance with breaker manufacturer's instructions and drawings. <p>Air Breakers:</p> <ul style="list-style-type: none"> • Prior to hipot test being carried out, ensure surrounding primary connections to main equipment are properly grounded and isolated. • DC hipot test at test levels indicated for switchgear enclosure. <p>Oil Breakers:</p> <ul style="list-style-type: none"> • Do not perform DC hipot tests on oil circuit breakers. • Dielectric (hipot) test on insulating oil per ASTM D877. Compare dielectric strength test results to previous test data where applicable, and comment on changes.
15	On completion of inspection and test, remove temporary grounds. Restore equipment to serviceable condition
E1.4.5	Fused or Unfused LB and NLB Disconnect Switchgear
1	Strictly adhere to required procedures for system switching operations. Switching, de-energizing and energizing shall be performed by authorized personnel only.
2	Completely isolate switchgear to be worked on from power sources.
3	Remove access covers and plates
4	Test and discharge equipment to be worked on
5	Install temporary safety grounds
6	Report manufacturer, serial number, type, function of switchgear assembly, date of inspection, and signature of person responsible for inspection.

Item	Description
7	<p>Mechanical Inspection: inspect for:</p> <ul style="list-style-type: none"> • Accumulations of dirt, especially on insulating surfaces. • Condition of moving and fixed contact, excessive heating or arcing. • Cracks, or tracking on insulators. • Tracking or mechanical damage to interphase barriers. • Chipping or flaking of arc chutes or arc shields. • Fixing bolts being fully tightened where bolted-on shields are fitted. • Overheating or arcing on fuses and fuse holders. • Correct fuse clip tension. • Broken, missing or damaged springs on operating mechanism. • Damage to or excessive wear on operating linkage. Check that all clevis pins are securely retained in position. • Correct alignment of contact blades and operating linkage. • Corrosion and rusting of metals, deterioration of painted surfaces. • Proper operation of key interlock or other mechanical interlock (if applicable). • Evidence of corona deterioration.
8	<p>Cleaning:</p> <ul style="list-style-type: none"> • Remove accumulations of dirt from insides of switchgear cubicles using vacuum cleaner and/or blower. • Clean insulating surfaces using brush or wiping with lint free cloth. • Do not file contacts. Minor pitting or discoloration is acceptable. • Report evidence of severe arcing or burning of contacts. • Degrease contacts with suitable cleaners
9	Check that connections, including current limiting fuses, are secure. Torque to manufacturer's requirement.
10	<p>Electrical Maintenance Tests:</p> <ul style="list-style-type: none"> • Test insulation resistance for all phases to others and to ground. • Test contact resistance across switch blade contact surfaces. • Test electrical charging mechanism of switch if applicable. • Test electrical interlocks for proper function. • DC hipot test phases to the others and to ground using step method to levels specified for switchgear. • Operate blown fuse trip devices if applicable.
11	After testing is completed, remove temporary grounds and restore equipment to serviceable condition.
E1.4.6	Maintenance of Protection Relays
1	Strictly adhere to required procedures for system switching operations. Switching, de-energizing and energizing shall be performed by authorized personnel only
2	Completely isolate protective relays to be tested and inspected from sources of power.
3	Set and test protective relays to "as found" settings or to new settings provided by Client prior to maintenance commissioning
4	Use manufacturer's instructions for information concerning connections, adjustments, repairs, timing, and data for specific relay

Item	Description
5	<p>Mechanical Inspection of Induction Disc Relays:</p> <ul style="list-style-type: none"> • Carefully remove cover from relay case. Inspect cover gasket. Check glass for tightness and cracks. • Short-circuit current transformer secondary by careful removal of relay test plug or operation of appropriate current blocks. • Ensure disc has proper clearance and freedom of movement between magnet poles. • Check connections and taps for tightness. • Manually operate disc to check for freedom of movement. Allow spring to return disc to check proper operation. • Check mechanical operation of targets. • Check relay coils for signs of overheating and brittle insulation.
6	<p>Cleaning:</p> <ul style="list-style-type: none"> • Clean glass inside and out. • Clean relay compartments as required. Clean relay plug in contacts, if applicable, using proper tools. • Remove dust and foreign materials from interior of relay using small brush or low pressure (7 lbs / 3kg) blower of nitrogen. • Remove rust or metal particles from disc or magnet poles with magnet cleaner or brush. • Inspect for signs of carbon, moisture and corrosion. • Clean pitted or burned relay contacts with burnishing tool or non-residue contact cleaner.
7	<p>Electrical Testing: Tests for typical over current relays include:</p> <ul style="list-style-type: none"> • Zero check. • Induction disc pickup. • Time-current characteristics. • Target and seal-in operation. • Instantaneous pickup. • Check C/T and P/T ratios and compare to coordination data. • Proof test each relay in its control circuit by simulated trip tests to ensure total and proper operation of breaker and relay trip circuit by injection of the relay circuit to test the trip operation.
8	<p>Solid State Relays:</p> <ul style="list-style-type: none"> • Inspect and test in accordance with manufacturer's most recent installation and maintenance brochure. • Perform tests using manufacturers relay test unit as applicable, with corresponding test instructions. • If the manufacturer's tester is not available, use a relay tester unit approved by relay manufacturer, with proper test data and test accessories. • Proof test each relay in its control circuit by simulated trip tests to ensure total and proper operation of breaker and relay trip circuit by injection of relay circuit to test trip operation. • Check C/T and P/T ratios and compare to coordination date.
9	<p>At completion of inspection and test, restore equipment to serviceable condition and recommission equipment. Compare test results to previous maintenance test results</p>

E1.4.7 Maintenance of Overhead Radial Power Lines	
Item	Description
1	Strictly adhere to required procedures for system switching operations. Switching, de-energizing and energizing shall be performed by authorized personnel only.
2	Completely isolate overhead radial power lines to be tested and inspected from sources of power.
3	Install temporary grounding leads for safety.
4	Inspect insulators and insulating surfaces for cleanliness, cracks, chips, tracking, and clean insulators thoroughly
5	Check cable connections to insulators and check cable sag between poles. Report discovered unsafe conditions
6	Visually check wooden poles and sound test with 18 oz / 1kg wooden mallet
7	Visually inspect metal line structures for rust, deterioration, metal fatigue, and report discovered unsafe conditions
8	Inspect cross arms, bolts, rack assemblies, guys, guy wires, and dead ends. Report discovered unsafe conditions
9	Visually inspect grounding connections.
10	On completion of inspection, remove temporary grounding, restore equipment to serviceable condition.
E1.4.8 Surge Arrestors	
1	Strictly adhere to required procedures for system switching operations. Switching, de-energizing and energizing shall be performed by authorized personnel only
2	Completely isolate surge arrestors to be tested and inspected from sources of power
3	Install temporary grounding leads for safety
4	Inspect surge arrestors for cleanliness, cracks, chips, tracking and clean thoroughly
5	Perform insulation power factor test. Record results
6	Perform grounding continuity test to ground grid system, record results
7	On completion of inspection and testing, remove temporary grounds, restore equipment to serviceable condition

SECTION F: REGULATORY REQUIREMENTS

F1 - Title of Publication

- 1.1 Occupational Health and Safety Requirements of the SSA and all Normative references
- 1.2 SSA`s Policy and Procedures for the Co-Ordination and Implementation of Occupational Health and Safety Act (Act 85 of 1993) and Compensation for Occupational Injuries and Diseases Act of 1993
- 1.3 SABS 1200 AA – General (Small Works)
- 1.4 Access Control Procedures to SSA Premises
- 1.5 PPPFA Act number 5 of 2000
- 1.6 PFMA Act
- 1.7 Security Officers Act (Act 92 of 1987), and the Security Officers Amendment Act (Act 104 of 1997)
- 1.8 Employment Equity Act (Act 55 Of 1998)
- 1.9 Intelligence Services Act (Act 38 of 1994)
- 1.10 National Strategic Intelligence Act (Act 39 of 1994)
- 1.11 National Small Business Act (Act 102 of 1996)
- 1.12 Intelligence Services Control Act (Act 40 of 1994)
- 1.13 Protection of Information Act (Act 84 of 1984)
- 1.14 Auditor-General Act (Act 12 of 1995)
- 1.15 Income Tax Act (Act 58 of 1962)
- 1.16 Promotion of Equality and Prevention of Unfair Discrimination Act (Act 4 of 2000)
- 1.17 Labour Relation Act (Act 66 of 1995)
- 1.18 Skills Development Act (Act 97 of 1998)
- 1.19 Occupational Health and Safety Act (Act 85 of 1993)
- 1.20 Requirements of the Companies Act
- 1.21 General Procurement Guidelines (issued by the Minister of Finance)
- 1.22 National Treasury: Circular No. 6 of 2002: Preference Points Claim Form for Equity Ownership by Historically Disadvantaged Individuals (HDIs)
- 1.23 Government Procurement: General Conditions of Tender, Contract and Order
- 1.24 Security Service Trade Orders
- 1.25 White Paper on Transforming Public Service Delivery: Batho Pele-“People First”: 1997 September
- 1.26 Government Notice R1237, 1988 July 1
- 1.27 Government Gazette No 16085, 1998 November 23
- 1.28 SSA Procedure for the Identification of Risk Prior to the Commencement of Work
- 1.29 Construction Regulations 2014
- 1.30 National Building Regulations, SANS 10400
- 1.31 National Road Traffic Act 93 of 1996, and all amendments
- 1.32 General Safety Regulations 2003
- 1.33 Environmental Regulations for Workplaces 1987

F2 - Occupational Health and Safety (OHS) Refer to attached OHS Booklet – NOTE – The requirements outlined form part of the evaluation criteria Refer 13.5.2 (Point 4.2)

SECTION G: FUNCTIONAL / TECHNICAL PROPOSAL FORMAT



SUBJECT	APPOINTMENT OF A CONTRACTOR FOR THE SUPPLY AND MAINTENANCE OF MEDUIM VOLTAGE (HT) MAINTENANCE SERVICES
BID NUMBER	
DATE	SEPTEMBER 2023

1. INTRODUCTION

- 1.1 Summarize briefly your company details i.e. history, work experience and what benefits your organization can bring to SSA.
- 1.2 Understanding the Terms of Reference
- 1.3 Understanding of the prescribed terms of reference and provide any comments or suggestions on the Terms of Reference

2. PROPOSED TECHNICAL APPROACH

2.1 The Functionality and Technical Approach requires input on the following work streams:

- *Overall Integrated Project Solution, Project management and Technical Competency*
- *Technical skills and Capabilities*
- *Operations and maintenance Plan*
- *Compliance regulations and standards*

2.2 Overall Integrated Project Solution

Provide a comprehensive overview of your company profile, organizational structure, staff compliment, and specialist skills/trades and give examples of projects previously or currently managed.

2.2.1 Company Profile with proof of established company and experience on HT maintenance

2.2.1.1 Should include the following information but is not limited to:

- *Company Profile*
- *Company Details*
- *Functional Authority*
- *Company Management Team*
- *Company Staff Compliment*
- *Project Management Structure*

2.2.2 Professional structure / team to complete the HT services contracts of this magnitude

2.2.2.1 Should include qualifications in the following areas:

- *Artisan qualifications,*
- *Tertiary qualifications,*
- *Registration with relevant professional bodies,*
- *Project Management*

2.2.3 Relevant years' experience and track record in Projects of a Similar Nature, not limited to:

2.2.3.1 Provide information detailing experience, services rendered, magnitude of projects managed and references thereof.

- *Number of year's active, experience gained in this field, to whom services were provided, and record of services rendered, indicating types, variety, and quantity, complete with references.*
- *Magnitude of services rendered, challenges were effectively dealt with, and in particular when time constraints were to be adhered to.*
- *Project list must include client name, contact period, nature of services, name and contact detail of the client, value of the contract and scope of work s*
- *Minimum requirements to obtain score at "acceptable level" will be confirmation of at least five (5) years of applicable experience in similar projects.*

2.2.4 Completed Projects of Similar Nature

2.2.4.1 Provide information of recent project completed detailing the specialist skills required, professionalism, knowledge and understanding of specific requirements, not limited to:

- *Provide a minimum of five (5) projects in the form of a project list in the past five (5) years' within the built environment.*
- *Project list must include client name, contact period, nature of services, name and contact details of the client, value of the contract and scope of works (domestic or international.)*

3. TECHNICAL SKILLS AND CAPABILITIES

3.1 Equipment

3.1.1 Provide must indicate what equipment's are and will be available to render the services and how additional resources will be acquired when needed.

3.1.2 This includes the following identified equipment's:

- *Light delivery vehicle,*
- *Various test equipment,*
- *Infra-red scanner,*
- *Crane truck,*
- *Oil purification equipment,*
- *Oil replacement equipment,*

3.2 Capacity

3.2.1 Indicate what capacity to be deployed (or reserved) to meet the expectations of the client and will be available to render the services as described in the tender e.g.:

- *General workers*
- *Artisans*
- *Supervisors*
- *Technical expertise*
- *Drivers*
- *Professional team*

3.3 Resource requirements and allocations per discipline

3.3.1 Specific Activities resource allocations per discipline during project stage (*Re-design and development, Project Documentation, Construction phase and Close-out*). Factors should include Planning and resource allocation items such as:

- *Understanding the terms of reference,*
- *Identifying, estimating resources required, and Activity Durations*
- *Project Schedule and Critical Path*
- *HR planning and resource management*
- *Leadership style*

4. OPERATIONAL AND MAINTENANCE PLAN

4.1 Project Plan

4.1.1 Provide project plan showing work breakdown structures, time frames and important milestones.

4.1.2 The works programme / terms or calendar should be reliable, indicate how the work will be managed, process and work flows; and how to deal with crisis management.

4.1.3 The following items must be evaluated:

- *Strategic relevance*
- *Quality of project design*
- *Nature of external context*
- *Effectiveness, which comprises an assessment of outputs deliverables, achievement of direct outcomes and the likelihood of impact*
- *Efficiency*
- *Sustainability*

4.2 General Risk Management

4.2.1 Provide Contingency Plan with Scenarios (triggers/escalations), time period when to invoke, Description of contingency arrangements to manage continuity of supply, actions and assumptions and costing

4.2.2 Provide a sample outlining approach to the development of a risk register highlighting risk identification, ranking and mitigation factors for both scheduled and planned projects and the management thereof.

4.2.3 Traverse through the following risk impacts:

- *List of identified risks*
- *Risk prioritise*
- *Action plan developed*
- *HR deployment plan*
- *Communication*

5. REGULATORY COMPLIANCE AND STANDARDS

5.1 Health and Safety Promotion and Legislative Compliance

5.1.1 The quality of the file required as per the OHS requirement will be scored accordingly.

5.1.2 Response should further address the following:

- *In terms of Construction Regulation 4(1)(a) of the Occupational Health and Safety Act, No. 85 of 1993, the service provider, is required to compile a health and safety specification with all health and safety requirements pertaining to the demolition works on a construction site, to ensure the health and safety of persons work ing, visiting, passing, staying and/or working close to the site.*
- *Health and safety plan that addresses the reasonable and foreseeable risks, exposures and aspects of Occupational Health and Safety*
- *Provide preliminary Health and safety file will be evaluated to determine the service providers' understanding of risks in the work place and how to control such risks. Clearly illustrate how risks encountered during execution of the variety of SSA's requests will be minimized and totally eliminate. illustrate the prospective bidder's understanding of the risks that are present (and which may be anticipated) in the demolition project*
- *Level of skills regarding maintaining a safe and healthy work environment*
- *Knowledge and understanding of OHS act, with the H&S file illustrating how the service provider will implement safety and preventative measures to control risks anticipated maintenance activities and projects.*

- *Minimum requirements to obtain score at “acceptable level” will be indication and illustration of ability to meet all requirements set out in the checklist in the OHS section, measured against the norms of the industry regarding acceptable*

5.2 Quality of assurance method proposed

5.2.1 Provide quality management plan in accordance with SANS 9000/ISO

5.2.2 The plan should include effective Quality Control Plan, quality management system, quality policy, Quality standards and regulations, SANS 9000 / ISO 9001, SANS 14000 / ISO 14000 and tools and techniques

SECTION H: SUMMARY

SECTION	DESCRIPTION
A	Glossary of Terms
B	Terms of Reference
C	Works Standard
D	Infrastructure
E	Maintenance Requirements
F	Regulatory Requirements
G	Functional / Technical Proposal Format
H	Summary