

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RELOCATE ASSETS, TO THE NEW BUILDING OF THE DEPARTMENT OF ENERGY

1. PURPOSE OF THE ASSIGNMENT

- 1.1 The purpose of the assignment is for the Department of Energy to appoint a Service Provider a) to conduct a survey the of the departmental assets in two different buildings which are located at Presidia Building; 255 Paul Kruger Street, Pretoria and Trevenna Building, 75 Corner Mentjies and Schoeman Streets, Pretoria CBD.
- 1.2 To disassemble and reassemble furniture from the above-mentioned premises to the new building at 192 Corner Visage and Paul Kruger Streets.
- 1.3 Render upholstery services on identified furniture and dividers to match the existing furniture in line with the corporate colours.

2. BACKGROUND

- 2.1 Department of Energy: Head Office will be relocating to the new building situated 192 Corner Visage and Paul Kruger Streets.
- 2.2 The department invites specialist service providers to come for site inspection to assess the existing department assets and submit bid proposals.
- 2.3 Some of the furniture and dividers in the open plan will require upholstery services to match corporate image of the Department.

3. SCOPE OF WORK AND DELIVERABLES

- 3.1 Service providers are invited to submit quotations for the execution of the following services:

3.1.1 Specialist Furniture Survey

- On site survey of the identified furniture and fittings , detailing the sizes and shapes for use by the space planner;
- Checking the physical condition of the goods, marking and matching components;
- Review the reparation requirements and providing a consolidated report;

- The work involves both locations and allows for a team of assessors based at both locations and providing the service within a week of approval.

3.1.2 Relocation of assets

- The services involves disassembly and reassembly of workstations for about 700 staff including Ministry and Executive furniture;
- Relocation of workstations from Presidia Building; 255 Paul Kruger Street, Pretoria and Trevenna Building, 75 Mentjies Street Conner Mentjies and Schoeman Streets, Pretoria from the factory to 192 Corner Visagie and Paul Kruger Streets.
- All assets relocated need to be carefully marked to ensure that the correct workstation is reassembled and tracked on the asset register.

3.1.3 Upholstery services

- The services involve covering of furniture with material that match the current furniture in line with the corporate colours of the department which will be presented during the briefing session.
- Detailed information and material samples will be provided during the briefing session.

3.1.4 The required services will be rendered at the following address:

**Presidia building, Unit 700 and 800
255 Paul Kruger Street; Pretoria**

**Department of Energy: New Building
195 Vissagie Street, Corner Vissagie and Paul Kruger Streets;
Pretoria**

3.1.5 A detailed floor plans will be circulated during site inspection.

4. DELIVERABLES

4.1 The successful bidder will be required to execute the work as stipulated in paragraph 3.1.1 to 3.1.3 above.

4.2 Selected service provider will be invited to make a presentation of their product and Project Execution Plan.

5. SECURITY BACKGROUND CHECKS

5.1 The Department reserves the right to conduct Security background checks in respect of the selected bidders, their Directors and staff. Appointment of the successful bidder will be done subject to positive background checks.

6. MAINTENANCE SERVICE LEVEL AGREEMENT

6.1 Service Level Agreement will be signed between the Department of Energy and the successful service provider for the relocation of assets.

7. AMENDMENT / TERMINATION OF THE CONTRACT

7.1 Any amendment / termination or waiving of the stipulations of the contract must occur in writing by mutual consent between the Department of Energy and the successful service provider.

8. COMPULSORY INFORMATION SESSION (This was changed to the 13th April due to the Easter Holidays as it would be unfair service providers)

A compulsory information session will be held on **13 April 2012** as follows:

8.1.1 Trevenna campus; 75 Corner Meintjies and Schoeman Street, Block 2A Pretoria at **10h00**.

8.1.2 Presidia Building; 255 Paul Kruger Streets; Pretoria at **11H30**

8.1.3 Department of Energy; New Building; 192 Corner Visagie and Paul Kruger Streets; Pretoria at **12H30**.

10. EVALUATION METHODOLOGY

10.1. Cost

10.1.1 The service provider will be requested to provide a quote regarding the work to be undertaken for this project. The total cost must be VAT inclusive and should be quoted in South African currency (i.e.rands).Detailed breakdown of the total bid must be attached.

10.2 Broad-Based Black Economic Empowerment (B-BBEE)

10.2.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points.

10.2.2 Bidders are required to submit original and valid B-BBEE status level Verification to substantiate their B-BBEE rating claims.

10.2.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

10.2.4 In a case of Exempted Micro Enterprise (EMEs), AO/AA must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

- Verification agencies accredited by SANAS; or
- Registered auditors approved by IRBA

11.2.5 The table below depicts the B-BBEE status level of contribution:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

11.3 Company Experience

11.3.1 Service providers should be furniture expert who have at least three (3) years experience in providing similar services and should provide proof accompanied by correspondence from referees indicating that such project was executed as well as their contactable references.

11.4 Project Plan

11.4.1 Project plan with intermediate and final outputs and identified timeframes/milestones.

11.4.2 Proposed Methodology.

11.4.3 Management of the project.

11.4.4 The successful service provider will be required to present their Project Execution Plan.

11.7 Commitment to deliver the required security system

11.7.1 The successful bidder must be able to commence with the execution of the required services within two (2) weeks from the date of awarding of the contract.

12. EVALUATION CRITERIA

12.1 Bids will be evaluated on 90/10 point system as outlined in the PPPFA of 2011.

12.2 The proposals will be evaluated in two phases:

Phase 1: Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points.

Criteria	Weights
Company Experience (at least three (3) years experience in providing similar services and should provide proof accompanied by correspondence from referees).	30
Availability of resources for execution of services in the prescribed framework. Samples of material to be used for upholstery must be included in the proposal.	20
Detailed Project/ Execution Plan and Management should be attached.	30
Contingency plan report in case of damages during relocation process which include insurance.	20
Total	100

For purpose of evaluating functionality, the following values will be applicable:

0=	Very Poor	Do not meet the requirements
1=	Poor	Will not be able to fulfil the requirements
2=	Average	Will partially fulfil the requirements
3=	Good	Will be able to fulfil the requirements
4=	Very Good	Will be able to fulfil better in terms of the requirements adequately
5=	Excellent	Will fulfil the requirements exceptionally

Phase 2:

Price	90
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B-BBEE compliance	10
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13. FORMAT AND SUBMISSION OF THE PROPOSAL

13.1 All the official forms (SBD) that are included in the bid document must be completed in all respects by bidders. Failure to comply will invalidate a bid.

13.2 Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

14. CLOSING DATE

14.1 Proposals must be submitted on **18 April 2012 at 11H00** at 70 Meintjies Street, Trevenna Office Campus, Building 2B, Ground floor, Sunnyside in the bid box **marked** Department of Energy. **No late bids will be accepted.**

15. ENQUIRIES

All general enquiries relating to bid documents should be directed to

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Technical enquiries can be directed to:

Mr F Potgieter: Cell: 0825004778 **or**

Ms S Nengwekhulu Tel No: (012) 444 4140 / 082 57 00882

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