



**ANNEXURE 1: BID SPECIFICATION: RFB 2775/2023: APPOINTMENT OF A SERVICE PROVIDER FOR MAINTENANCE SUPPORT OF HVAC SYSTEMS AND INFRASTRUCTURE AT THE SITA BLOEMFONTEIN DATA CENTRE**

**TECHNICAL, PRICING AND PREFERENCE POINTS REQUIREMENTS**

**Contents**

[ANNEX A: INTRODUCTION 3](#_Toc132965827)

[1 PURPOSE AND BACKGROUND 3](#_Toc132965828)

[1.1 PURPOSE 3](#_Toc132965829)

[1.2 BACKGROUND 3](#_Toc132965830)

[2 SCOPE OF BID 3](#_Toc132965831)

[2.1 SCOPE OF WORK 3](#_Toc132965832)

[2.2 DETAILS OF RELEVANT EQUIPMENT 4](#_Toc132965833)

[2.3 DELIVERY ADDRESS 4](#_Toc132965834)

[3 REQUIREMENTS 4](#_Toc132965835)

[3.1 SERVICE REQUIREMENTS 4](#_Toc132965836)

[4 BID EVALUATION STAGES 5](#_Toc132965837)

[ANNEX A.1: ADMINISTRATIVE PRE-QUALIFICATION 7](#_Toc132965838)

[5 ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS 7](#_Toc132965839)

[5.1 ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION 7](#_Toc132965840)

[5.2 ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS 7](#_Toc132965841)

[6 TECHNICAL MANDATORY REQUIREMENT 8](#_Toc132965842)

[6.1 INSTRUCTION AND EVALUATION CRITERIA 8](#_Toc132965843)

[6.2 TECHNICAL MANDATORY REQUIREMENTS 8](#_Toc132965844)

[6.3 DECLARATION OF COMPLIANCE 9](#_Toc132965845)

[ANNEX A.2: SPECIAL CONDITIONS OF CONTRACT (SCC) 10](#_Toc132965846)

[7 SPECIAL CONDITIONS OF CONTRACT 10](#_Toc132965847)

[7.1 INSTRUCTION 10](#_Toc132965848)

[7.2 SPECIAL CONDITIONS OF CONTRACT 10](#_Toc132965849)

[7.3 DECLARATION OF COMPLIANCE 23](#_Toc132965850)

[ANNEX A.5: TERMS AND DEFINITIONS 30](#_Toc132965851)

[10 ABBREVIATIONS 30](#_Toc132965852)

[ANNEX B: BIDDER SUBSTANTIATING EVIDENCE 31](#_Toc132965853)

[11 MANDATORY REQUIREMENT EVIDENCE 31](#_Toc132965854)

[11.1 SUPPLIER EXPERIENCE AND CAPABILITY REQUIREMENTS 31](#_Toc132965855)

[11.2 CIDB REGISTRATION REQUIREMENTS 31](#_Toc132965856)

[ANNEX C: CIDB REGISTRATION REQUIREMENT 32](#_Toc132965857)

1. INTRODUCTION

# PURPOSE AND BACKGROUND

## PURPOSE

The purpose of this RFB is to invite Suppliers (hereinafter referred to as “bidders”) to submit bids for the appointment of a specialist service provider to provide Heating Ventilation and Air Conditioning (HVAC) preventative maintenance services and corrective maintenance at the SITA Bloemfontein site for a period of 36 months with maximum 60-minutes incident response time.

## BACKGROUND

The current HVAC infrastructure at the SITA Bloemfontein site is rather New and requires frequent Maintenance and 24/7/365 support and callout attendance to site within a 60-minutes window.

# SCOPE OF BID

## SCOPE OF WORK

The high-level scope of work for sites allocated to the contractor under this contract comprises, (but is not limited to):

* 1. On-site **Disaster Recovery Support** with a maximum 60-minutes incident response time.
  2. On-site **Preventive/Routine/Scheduled maintenance**. This should be completed every second month.
  3. On-site **Corrective/Remedial maintenance**.

(The cost for this item is not deemed part of the Scheduled Maintenance rate. The cost for this item will be based on corrective maintenance labour unit ratesand cost-plus percentage mark-up on material.)

* 1. On-site **Call Outs**.

(The cost for this item is not deemed part of the Scheduled Maintenance rate. The cost for this item will be based on unit rates for call-out fee per incident as specified on **corrective maintenance labour unit rates.)**

* 1. On-site **Emergency Maintenance** followed by a Root Cause Analysis.

(The cost for this item is not deemed part of the Scheduled Maintenance rate. The cost for this item will be based on unit rates for call-out as per **2.1(d)** and on-site Corrective/Remedial maintenance as per **2.1(c)**.

* 1. Required service level: Availability 24/7/365 during the thirty-six (36) months contract period, with a maximum 60-minutes incident response time.
  2. Upon SITA’s request, the bidder must provide inspection, and quality assurance services on other SITA work performed on SITA systems that have impact to the equipment performance and services on this scope.
  3. Upon SITA’s request, provide services relating to the isolation and commissioning of HVAC systems specified in this scope.
  4. The services described under this scope will be required for a period of Thirty-Six Months. The service will be “**works order based**” for known corrective maintenance requirements, and be “**callout based**” (followed by a works order) for power incidents where immediate response is required.
  5. Scheduled, Ad Hoc, and real-time reporting. The cost for this item is deemed part of the Scheduled Maintenance rate.
  6. Capacity Management (cooling). The cost for this item is deemed part of the Scheduled Maintenance rate.
  7. Facility Infrastructure Asset Management and reporting. The cost for this item is deemed part of the Scheduled Maintenance rate

## DETAILS OF RELEVANT EQUIPMENT

Although the electrical plant for which support is required covers a wide span of HVAC devices and systems, the major plant components under this contract are detailed below.

Bidders should also note that SITA may upgrade the HVAC infrastructure, which means that the **type of units** and **quantities of the units** indicated below may change during the contract period.

1. DBU1   
   **Model**: AIAC-DF28X-EZRE-0
2. DBU2

**Model**: AIAC- DF28X-EZRE-0

1. DBU3

**Model:** Clivet-CE61 - AB42168D0083

## DELIVERY ADDRESS

|  |  |  |
| --- | --- | --- |
| **No** | **Site Name** | **Physical Address** |
| 1 | Bloemfontein Data and Switching Centre | Fidel Castro Building 55 Mariam Makeba Street |

# REQUIREMENTS

## SERVICE REQUIREMENTS

* 1. On-site **Disaster Recovery Support** with a maximum 60-minutes incident response time.
  2. On-site **Preventive/Routine/Scheduled maintenance**. Scheduled Maintenance will be fixed rate based for Specified Services requirement as detailed in section 5: Maintenance Requirements. This should be completed every second month.
  3. On-site **Corrective/Remedial maintenance**.

(The cost for this item is not deemed part of the Scheduled Maintenance rate. The cost for this item will be based on corrective maintenance labour unit ratesand cost-plus percentage mark-up on material.)

* 1. On-site **Call Outs**.

(The cost for this item is not deemed part of the Scheduled Maintenance rate. The cost for this item will be based on unit rates for call-out fee per incident as specified on **corrective maintenance labour unit rates.)**

* 1. On-site **Emergency Maintenance** followed by a Root Cause Analysis.

(The cost for this item is not deemed part of the Scheduled Maintenance rate. The cost for this item will be based on unit rates for call-out as per **2.1(d)** and on-site Corrective/Remedial maintenance as per **2.1(c)**.

* 1. Required service level: Availability 24/7/365 during the thirty-six (36) months contract period, with a maximum 60-minutes incident response time.
  2. Upon SITA’s request, the bidder must provide inspection, and quality assurance services on other SITA Mechanical contractors’ work performed for SITA. This must be done for systems that have impact to the equipment performance and services on this scope.
  3. Upon SITA’s request, provide services relating to the isolation and commissioning of HVAC systems specified in this scope.
  4. The services described under this scope will be required for a period of Thirty-Six months. The service will be “**works order based**” for known corrective maintenance requirements, and be “**callout based**” (followed by a works order) for power incidents where immediate response is required.

# BID EVALUATION STAGES

1. The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.
2. The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.

|  |  |  |
| --- | --- | --- |
| **Stage** | **Description** | **Applicable for this bid YES/NO** |
| Stage 1 | Administrative pre-qualification verification | YES |
| Stage 2A | Technical Mandatory requirement evaluation | YES |
| Stage 3 | Special Conditions of Contract verification | YES |
| Stage 4 | Cost / Preference points evaluation | YES |

* 1. ADMINISTRATIVE PRE-QUALIFICATION

# ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

## ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION

1. The bidder **must comply** with ALL of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.
2. If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if SITA is unable to verify whether the pre-qualification requirements are met, then SITA reserves the right to-
   1. Reject the bid and not evaluate it, or
   2. Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

## ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

1. **Submission of bid response**: The bidder has submitted a bid response documentation pack
   1. that was delivered at the correct physical or postal address and within the stipulated date and time as specified in the “Invitation to Bid” cover page, and;
   2. in the correct format as one original document, one copy and two copies on memory stick / USB.
2. **Attendance of briefing session**: A Compulsory Virtual Briefing session will be held. The bidder has to sign the briefing session attendance register using the same information (bidder company name, bidder representative person name and contact details) as submitted in the bidder’s response document.

**Note (1)** Bidder who wishes to attend the Compulsory Virtual Briefing Session needs to notify the responsible Specialist indicated in the Bid Document of attending the session.

**Note (2):** The link to the Compulsory Virtual Briefing Session will then be sent to the bidders who notified the responsible Specialist indicated in the Bid Document.

1. **Registered Supplier.** The bidder is, in terms of National Treasury Instruction Note 4A of 2016/17, registered as a Supplier on National Treasury Central Supplier Database (CSD).

# TECHNICAL MANDATORY REQUIREMENT

## INSTRUCTION AND EVALUATION CRITERIA

1. The bidder must comply with ALL the requirements as per section 6.2 below **by providing substantiating evidence** in the form of documentation or information, failing which it will be regarded as “NOT COMPLY”.
2. The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response as “NOT COMPLY”.
3. The bidder **must complete the declaration of compliance** as per section 6.3 below by marking with an “X” either “COMPLY”, or “NOT COMPLY” with ALL of the technical mandatory requirements, failing which it will be regarded as “NOT COMPLY”.
4. The bidder must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS in order for the bid to proceed to the next stage of the evaluation.
5. No URL references or links will be accepted as evidence.

## TECHNICAL MANDATORY REQUIREMENTS

| **TECHNICAL MANDATORY REQUIREMENTS** | **Substantiating evidence of compliance**  (used to evaluate bid) | **Evidence reference**  **(to be completed by bidder)** |
| --- | --- | --- |
| 1. **BIDDER EXPERIENCE AND CAPABILITY**   **The bidder must have executed HVAC Maintenance Support Contract at Data Centre or Equivalent High Availability Environment to one (1) customer in the last five (5) years.**  **Note:**  The only places that will be considered as High Availability Environment are Hospitals, Airports and Banks | Provide reference details to Annex B for one customer to whom HVAC Maintenance Support was executed for Data Centre or equivalent High Availability Environment (Hospital, Airport or Bank) in the last five (5) year.  **Note:**  SITA reserves the right to verify the information provided. | provide unique reference to locate substantiating evidence in the bid response – see Annex B, section 10.1 table 1> |
| 1. **CIDB REGISTATION REQUIREMENT**   **The bidder must be registered with Construction Industry Development Board (CIDB) with a minimum rating of 2ME PE or 3ME or Higher** | Attach to ANNEX B signed ANNEX D to confirm that the Bidder is registered and active with the Construction Industry Development Board (CIDB) with a minimum rating of **2ME PE or 3ME or Higher** | provide unique reference to locate substantiating evidence in the bid response – see Annex B, section 10.2 and Annex C> |
| 1. **HVAC TECHINICIAN QUALIFICATION**   **The minimum qualification should be a Refrigeration Mechanic (Industrial) with valid trade test certificate that is five (5) years old or longer.** | Attach to ANNEX B copy of valid Trade Test Certificate.  The minimum qualification should be a **Refrigeration Mechanic (Industrial)** that is five (5) years old or longer.  **Note:**  SITA reserves the right to verify the information provided. | provide unique reference to locate substantiating evidence in the bid response – see Annex B, section 10.3> |

## DECLARATION OF COMPLIANCE

|  | **Comply** | **Not Comply** |
| --- | --- | --- |
| The bidder declares by **indicating with an “X”** in either the “COMPLY” or “NOT COMPLY” column that –   * 1. The bid complies with each and every TECHNICAL MANDATORY REQUIREMENT as specified in SECTION 6.2 above; AND   2. Each and every requirement specification is substantiated by evidence as proof of compliance. |  |  |

* 1. SPECIAL CONDITIONS OF CONTRACT (SCC)

# SPECIAL CONDITIONS OF CONTRACT

## INSTRUCTION

1. The successful supplier will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful Supplier. However, SITA reserves the right to include or waive the condition in the signed contract.
2. SITA reserves the right to –
   1. Negotiate the conditions, or
   2. Automatically disqualify a bidder for not accepting these conditions.
   3. Award to multiple bidders.
3. In the event that the bidder qualifies the proposal with own conditions, and does not specifically withdraw such own conditions when called upon to do so, SITA will invoke the rights reserved in accordance with subsection 7.1(2) above.
4. The bidder must **complete the declaration of acceptance** as per section 7.3 below by marking with an **“X”** either “ACCEPT ALL” or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.

## SPECIAL CONDITIONS OF CONTRACT

1. **CONTRACTING CONDITIONS**
   1. **Formal Contract. The Supplier must enter into a formal written Contract (Agreement) with SITA.**
   2. **Right of Award.** SITA reserves the right to award the contract for required goods or services to multiple Suppliers.
   3. **Right to Audit. SITA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct a financial audit or probity to ascertain whether a qualifying bidder has the financial wherewithal or technical capability to provide the goods and services as required by this tender.**
2. **DELIVERY ADDRESS**

The supplier must deliver the required products or services at as indicated in Section 2.3, Delivery Address

1. **DELIVERY SCHEDULE**
   1. The scope of work (Section 2.1) and Section 3 (Requirements) will be over the period of 36 months.
   2. The Supplier is responsible to perform the work as outlined in the following Breakdown Structure (WBS):

| **WBS** | **Statement of Work** | **Delivery Timeframe** |
| --- | --- | --- |
|  | | |
|  | On-site **Disaster Recovery Support** with a maximum 60-minutes incident response time. | Over the duration of 36 months |
|  | On-site **Preventive/Routine/Scheduled maintenance**. |
|  | On-site **Corrective/Remedial maintenance**. |
|  | On-site **Call Outs**. |
|  | On-site **Emergency Maintenance** followed by a Root Cause Analysis. |
|  | Support and critical repairs (with a maximum 60-minutes incident response time) on HVAC Systems. |
|  | Planned, periodic maintenance services on the major components: |
|  | Required service level: Availability 24/7/365 during the thirty-six (36) months contract period, with a maximum 60-minutes incident response time. |
|  | Upon SITA’s request, provide services relating to the isolation and commissioning infrastructure specified in this scope. |
|  | The services described under this scope will be required for a period of thirty-six (36) months. The service will be “**works order based**” for known corrective maintenance requirements, and be “**callout based**” (followed by a works order) for power incidents where immediate response is required. |

1. **SERVICES AND PERFORMANCE METRICS**
   1. During Maintenance support period the Supplier is responsible to provide the following services as specified in the Service Breakdown Structure (SBS):

| **SBS** | **Service Element** | **Service Level** |
| --- | --- | --- |
|  | Emergency Contact during warranty and maintenance periods | 24h x 7days x 52weeks |
|  | Incident Response during warranty and maintenance periods | Maximum 60-minutes |

1. **MAINTENANCE REQUIREMENTS**

**The Supplier must for the duration of the contract ensure compliance with the projec****t**

* 1. **Routine Inspection and Maintenance**

1. Do visual and audible check for abnormalities, oil or water leaks, malfunction, etc.
2. Check abnormal temperature or vibration on bearings.
3. Check all belts and belt drives. Adjust as required.
4. Ensure that filters are clean and in good condition. Replace where necessary.
5. Ensure that the supply and return grilles are clean and in good condition and fully functional where integrated with BMS.
6. Record all supply and return air temp.
7. Ensure that all alarms are fully functional with the Environmental alarm system.
8. Ensure correct functionality and good condition of water controller and compare with BMS.
9. Check alarm history on Controller and record on field report.
10. Clean all the condenser and evaporator coils with water rand soap. High pressure water cleaning must be avoided.
11. Rectify alarm conditions and record. The alarm history must not be reset.
12. Record damages / malfunctions.
13. Make recommendations. Issue field report.
14. Ensure that the Water Tray and Drain is in good condition and functional. Clean drain, drain pan and traps.
15. Ensure fan motors are in good condition and record amps.
16. Ensure correct functionality and good condition of supply fan drums and controllers.
17. Ensure there’s no water leaks and rust. Treat rust where occurred.
18. Ensure there’s no abnormal vibration on the system.
19. Ensure correct functionality and good condition of electrical starters and supply power.
20. Controls – Check function / alarm history / settings and record data.
21. Check and inspect fan drive and holding down bolts.
22. Check operation of expansion valve.
23. Check refrigeration system sight glasses for moisture and refrigerant levels. Top-up refrigerant gas when required and cost included in the routine service.
24. Check and record compressor fill load operating amperages.
25. Filters – check condition and / or change / wash if necessary. Record filter sizes for replacement info.
26. Filters to be replaced annually.
27. Brush clean cooling coils for both indoor and outdoor units.
28. Operate all shut off valves.
29. Ensure all electrical starters and supply for heaters is functional and in good condition.
30. Ensure that heaters and pre-heaters are in good condition and fully operational.
31. Test for refrigerant leaks, repair, replace, and record leaked amount replacement.
32. Megger test electric heaters.
33. Megger test compressors and motors.
    1. **Service Pack Requirements.**
34. The cost of the Plant Inspection reports is deemed included in the service / inspection costs quoted.
35. Two service packs per equipment, per site to be provided. The service pack must conform to the following:
    * 1. The service pack hard copy information must be contained within a file, of which each page must be in a plastic pocket, to ensure longevity of the documentation.
      2. Upon SITA approval of the service pack contents, the one file must be inserted into the service folders on site, and the other file must be delivered to the SITA Centurion office for archiving.
      3. The files must be clearly marked with a printed front page indicating the Bloemfontein Site name
      4. An electronic copy must be made of the entire service pack for the relevant to the equipment serviced, and be stored on an USB storage device. One USB storage device may be provided containing the information.
      5. Should additional items be specified in this technical service requirements that does not appear on the given standard service sheet, it must be noted on a separate dated letterhead with associated test results.
36. **SERVICE LEVEL REQUIREMENTS, WARRANTIES, AND PENALTIES**

All Service Level time lines indicated below are relevant any time of day, any time of year, during the contract period.

The following SLA time windows are applicable to this contract:

* 1. The Change Control windows will be planned by both parties (SITA and the contractor) and practical timeslots (which must not exceed the specified maximum number of timeslots or the specified maximum duration of each timeslot) and dates be agreed to. The scope of work to be executed and completed for each of the Change Control windows will be agreed to by both SITA and the contractor. A penalty to the value will be applied per incident to the contractor should the contractor not implement the scoped work during the planned and approved Change window dates and timeslots, or should the contractor not be able to fully commission the electrical installation at the end of the planned and approved Change window dates and timeslots, or should the contractor not attend an arranged and notified (24 hours in advance) Change window.
  2. SITA will notify the contractor telephonically that a problem is experienced at (in scope) site, and that he needs to attend to site immediately. The contractor shall provide the number of his emergency contact details, or representative that needs to be contacted for this purpose. The contractor shall have a qualified technician on site within **60-minutes from** the first telephonic call/call attempt (unless SITA agrees to an alternative response time with the contractor during the call). Plant / Infrastructure repairs shall start within **60-minutes from** the first telephonic call/call attempt (unless SITA agrees to an alternative response time with the contractor during the call or on-site inspection). The **60-minutes** requirement will be heavily dependent on the severity of the incident. If the incident is less severe, SITA will settle for slightly longer response times. SITA will be the judge of the incident severity. Should the Support Contractor’s response time to site exceed the specified **60-minutes** (or alternative duration as agreed to by SITA) an equivalent penalty will be applied, per incident.
  3. Penalties shall be applied at SITA’s discretion, following the breach of a Service Level Agreement. The contractor shall have the opportunity to provide a report, within seven calendar days following the incident or SITA’s notice of penalty, indicating why the contractor deem the penalty not to be applied. SITA shall take this into consideration, but SITA’s decision shall be final and shall deduct penalty values from the monthly invoices for the relevant site(s).

1. **SUPPLIER PERFORMANCE REPORTING**
   1. **The Supplier will report on a monthly basis to SITA/Client during the duration of the maintenance contract at the SITA/Client on the progress of the preceding month.**
   2. **The Supplier is required to generate regular reports as outputs during the maintenance and support cycle within the following service levels (the report type will drive the service level agreement; definition of the content of each report type will be finalised at the time of concluding the contracted service level agreement).**
2. **CERTIFICATION, EXPERTISE AND QUALIFICATION**
3. The bidder must have executed HVAC Maintenance Support Contract at Data Centre or Equivalent High Availability Environment to one customer in the last 5 years.
4. The bidder or subcontractor must be registered with Construction Industry Development Board (**CIDB**) with a minimum rating of **2ME PE or 3ME or Higher**
5. The Bidder must provide a qualified HVAC Artisan (industrial refrigeration mechanic) with trade test certificate that is 5 years old, or longer.
6. The Supplier represents that,
   * 1. **it has the necessary expertise, skill, qualifications and ability to undertake the work required in terms of the Statement of Work or Service Definition, with the technical personnel qualified and;**
     2. **it is committed to provide the Products or Services; and**
     3. **perform all obligations detailed herein without any interruption to the Customer.**
7. The Supplier must provide the service in a good and workmanlike manner and in accordance with the practices and high professional standards used in well-managed operations performing services similar to the Services;
8. **The Supplier must perform the Services in the most cost-effective manner consistent with the level of quality and performance as defined in Statement of Work or Service Definition;**
9. **Original Equipment Manufacturer (OEM) work: The Supplier must ensure that preventative work or service on the Down blow system is performed according to OEM requirements. The bidder shall indicate the potential risks of following this servicing methodology.**
10. **Mechanical Work. The Supplier must ensure that Mechanical Work is performed as prescribed by the Occupation Health and Safety Act (Act 85 of 1993) as through the Pressure Equipment Regulations, requires a SAQCC Gas registered refrigerant gas practitioner for the installation, repair or modification and/or maintenance of a refrigeration system.**
11. **Electrical Work. The Supplier must ensure that Electrical Work is performed as prescribed by the Occupation Health and Safety Act (Act 85 of 1993 as amended), Electrical Regulations 2009, including,**
    * 1. The standard of work conforms to SABS SANS 10142-1: The code of practice for wiring of premises; and
      2. Any Electrical installation or alteration is certified after completion of work by means of a Certificate of Compliance.
12. **HVAC Technician. The Supplier must ensure that the technician is qualified and has experience with large HVAC equipment and systems. The minimum qualification should be a Refrigeration Mechanic (Industrial) with valid trade test certificate that is five (5) years old or longer.**
13. **LOGISTICAL CONDITIONS**
14. **Normal working hours**, 08h00 – 17h00.
15. Provision to be made for work which will be Saturday and Sunday.
16. All the work that require downtime of services or have potential to cause unplanned downtime will have to be approved before commencing. The approval will have to follow SITA change management process.
17. The scheduled work that does not require downtime, those can be completed during hours in 7(a) and 7(b).
18. In the event that SITA grants the Supplier permission to access SITA's Environment including hardware, software, internet facilities, data, telecommunication facilities and/or network facilities remotely, the Supplier must adhere to SITA's relevant policies and procedures (which policy and procedures are available to the Supplier on request) or in the absence of such policy and procedures, in terms of, best industry practice.
19. **Tools of Trade**. The Supplier must bring their necessary tools of trade in order for them to perform their duties adequately.
20. **On-site and Remote Support**. The Supplier must give off-site and remote support, and only when off-site support is not sufficient, then on-site support will be required upon approval by SITA representative.
21. **Support and Help Desk**. After hours helpdesk support is required for the period of the maintenance support.
22. **Emergency Maintenance & Call Outs:** The activity involved with restoring, repairing or replacing on a non-scheduled maintenance basis. This maintenance activity would be a result of a service affecting or possible service affecting defect resulting in the loss of operation or potential loss of operation of any part or component of the HVAC installation at Bloemfontein site.
23. Emergency Maintenance action shall be required at any time of the day or night including weekends and holidays. The Emergency maintenance response times shall meet or exceed the Service Level Agreements timelines set within this document.
24. During Emergency Maintenance action the Support contractor’s objective shall always be to prevent a site failure or service failure by any means possible.
25. SITA has no As Built records available of the existing HVAC installations or major HVAC plant components.
26. **SKILLS TRANSFER AND TRAINING**
    1. The Supplier must provide training on the proposed solution or product to technical staff and operator to enable SITA to operate and support the product or solution after implementation.
27. **REGULATORY, QUALITY AND STANDARDS**
    1. **The Supplier must for the duration of the contract ensure compliance with ISO/IEC General Quality Standards, and Protection of Personal Information Act (POPIA).**
    2. **The Supplier must for the duration of the contract ensure compliance with General Quality Standards, ISO 9001**
28. **PERSONNEL SECURITY CLEARANCE**
    1. **Company security screening: The supplier may be required to undergo a company security screening conducted by the State Security Agency (SSA). Should the SSA find the supplier not suitable after the conduct of the security screening, the business relationship will be terminated. The following documentation will be required for the company security screening process to be conducted:**
       1. **Copy of company registration documentation;**
       2. **Copy(ies) of identity documentation of Director(s), Member(s) or Trustee(s);**
       3. **Copy of valid tax clearance certificate.**
    2. **Security suitability check for individuals: SITA may, at its own discretion and in line with its policies and procedures, require employees of the supplier to be subjected to a security suitability check before commencement of a project or delivering of a service. The security suitability check is conducted by SITA in order to ensure that individuals meet the minimum security requirements and also to verify personal information. The supplier will be required to replace any employee(s) who is found to be not suitable after the conduct of the security screening. The following documentation will be required for the security suitability check:**
       * + 1. **Copy of identity document;**
       1. **Copy(ies) of qualification(s) if SITA requires verification thereof;**
       2. **Fingerprints – will be taken electronically;**
       3. **Signed consent form for the conduct of background checks.**
    3. **Security clearance: A security clearance, issued by either the SSA or Defence Intelligence (DI) is required if any employee of the supplier will have or may gain access to classified information throughout the duration of the project or in the process of delivering a service. The level of security clearance required – Confidential, Secret or Top Secret, will be determined at the sole discretion of SITA. The supplier will have to replace any employee who do not qualify for a security clearance or is found not suitable by the SSA or DI. The following documentation will be required for the security clearance process:**
       * + 1. **Completed Z204 or DD1057 security clearance application form;**
       1. **Fingerprints;**
       2. **Personal documentation of the applicant, including but not limited to, identity document, passport, marriage certificate (if applicable), divorce order (if applicable), qualifications, salary advice and bank statements.**
29. **CONFIDENTIALITY AND NON-DISCLOSURE CONDITIONS**
30. **The Supplier, including its management and staff, must before commencement of the Contract, sign a non-disclosure agreement regarding Confidential Information.**
31. Confidential Information means any information or data, irrespective of the form or medium in which it may be stored, which is not in the public domain and which becomes available or accessible to a Party as a consequence of this Contract, including information or data which is prohibited from disclosure by virtue of:
    * 1. the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000);
      2. being clearly marked "Confidential" and which is provided by one Party to another Party in terms of this Contract;
      3. being information or data, which one Party provides to another Party or to which a Party has access because of Services provided in terms of this Contract and in which a Party would have a reasonable expectation of confidentiality;
      4. being information provided by one Party to another Party in the course of contractual or other negotiations, which could reasonably be expected to prejudice the right of the non-disclosing Party;
      5. being information, the disclosure of which could reasonably be expected to endanger a life or physical security of a person;
      6. being technical, scientific, commercial, financial and market-related information, know-how and trade secrets of a Party;
      7. being financial, commercial, scientific or technical information, other than trade secrets, of a Party, the disclosure of which would be likely to cause harm to the commercial or financial interests of a non-disclosing Party; and
      8. being information supplied by a Party in confidence, the disclosure of which could reasonably be expected either to put the Party at a disadvantage in contractual or other negotiations or to prejudice the Party in commercial competition; or
      9. information the disclosure of which would be likely to prejudice or impair the safety and security of a building, structure or system, including, but not limited to, a computer or communication system; a means of transport; or any other property; or a person; methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme; the safety of the public or any part of the public; or the security of property; information the disclosure of which could reasonably be expected to cause prejudice to the defence of the Republic; security of the Republic; or international relations of the Republic; or plans, designs, drawings, functional and technical requirements and specifications of a Party, but must not include information which has been made automatically available, in terms of the Promotion of Access to Information Act, 2000; and information which a Party has a statutory or common law duty to disclose or in respect of which there is no reasonable expectation of privacy or confidentiality;
32. Notwithstanding the provisions of this Contract, no Party is entitled to disclose Confidential Information, except where required to do so in terms of a law, without the prior written consent of any other Party having an interest in the disclosure;
33. Where a Party discloses Confidential Information which materially damages or could materially damage another Party, the disclosing Party must submit all facts related to the disclosure in writing to the other Party, who must submit information related to such actual or potential material damage to be resolved as a dispute;
34. Parties may not, except to the extent that a Party is legally required to make a public statement, make any public statement or issue a press release which could affect another Party, without first submitting a written copy of the proposed public statement or press release to the other Party and obtaining the other Party's prior written approval.
35. **GUARANTEE AND WARRANTIES**

The Supplier warrants that:

1. The warranty of goods supplied under this contract remains valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier;
2. as at Commencement Date, it has the rights, title and interest in and to the Product or Services to deliver such Product or Services in terms of the Contract and that such rights are free from any encumbrances whatsoever;
3. the Product is in good working order, free from Defects in material and workmanship, and substantially conforms to the Specifications, for the duration of the Warranty period;
4. during the Warranty period any defective item or part component of the Product be repaired or replaced within 3 (three) days after receiving a written notice from SITA;
5. the Products is maintained during its Warranty Period at no expense to SITA;
6. the Product possesses all material functions and features required for SITA’s Operational Requirements;
7. the Product remains connected or Service is continued during the term of the Contract;
8. all third-party warranties that the Supplier receives in connection with the Products including the corresponding software and the benefits of all such warranties are ceded to SITA without reducing or limiting the Supplier’s obligations under the Contract;
9. no actions, suits, or proceedings, pending or threatened against it or any of its third-party suppliers or sub-contractors that have a material adverse effect on the Supplier’s ability to fulfil its obligations under the Contract exist;
10. SITA is notified immediately if it becomes aware of any action, suit, or proceeding, pending or threatened to have a material adverse effect on the Supplier’s ability to fulfil the obligations under the Contract;
11. any Product sold to SITA after the Commencement Date of the Contract remains free from any lien, pledge, encumbrance or security interest;
12. SITA’s use of the Product and Manuals supplied in connection with the Contract does not infringe any Intellectual Property Rights of any third party;
13. the information disclosed to SITA does not contain any trade secrets of any third party, unless disclosure is permitted by such third party;
14. it is financially capable of fulfilling all requirements of the Contract and that the Supplier is a validly organized entity that has the authority to enter into the Contract;
15. it is not prohibited by any loan, contract, financing arrangement, trade covenant, or similar restriction from entering into the Contract;
16. the prices, charges and fees to SITA as contained in the Contract are at least as favourable as those offered by the Supplier to any of its other customers that are of the same or similar standing and situation as SITA; and
17. any misrepresentation by the Supplier amounts to a breach of Contract.
18. **INTELLECTUAL PROPERTY RIGHTS**
19. SITA retains all Intellectual Property Rights in and to SITA's Intellectual Property. As of the Effective Date, the Supplier is granted a non-exclusive license, for the continued duration of this Contract, to perform any lawful act including the right to use, copy, maintain, modify, enhance and create derivative works of SITA's Intellectual Property for the sole purpose of providing the Products or Services to SITA pursuant to this Contract; provided that the Supplier must not be permitted to use SITA's Intellectual Property for the benefit of any entities other than SITA without the written consent of SITA, which consent may be withheld in SITA's sole and absolute discretion. Except as otherwise requested or approved by SITA, which approval is in SITA's sole and absolute discretion, the Supplier must cease all use of SITA's Intellectual Property, at of the earliest of:
    * 1. termination or expiration date of this Contract;
      2. the date of completion of the Services; and
      3. the date of rendering of the last of the Deliverables.
20. If so required by SITA, the Supplier must certify in writing to SITA that it has either returned all SITA Intellectual Property to SITA or destroyed or deleted all other SITA Intellectual Property in its possession or under its control.
21. SITA, at all times, owns all Intellectual Property Rights in and to all Bespoke Intellectual Property.

Save for the license granted in terms of this Contract, the Supplier retains all Intellectual Property Rights in and to the Supplier’s pre-existing Intellectual Property that is used or supplied in connection with the Products or Services.

1. **FIRE SUPPRESSION AND FIRE DETECTION SYSTEMS**
2. The contractor must take care during his operations not to activate and discharge the automatic fire suppression system. SITA will place the automatic fire suppression system into Manual mode during the contractor’s work on site, should he request SITA to do so. Should the contractor or his sub-contractor(s) manage to activate and discharge the automatic fire suppression system, the refill of the suppression gas / agent shall be for the contractor’s account.
3. The contractor must take care during his operations not to activate the fire detection system and cause an alarm on the fire panel. Should the contractor or his sub-contractor(s) manage to activate the fire detection system and in the process cause an alarm on the fire panel, the callout cost for the fire detection contractor to reset the panel shall be for the contractor’s account.
4. **OCCUPATIONAL HEALTH AND SAFETY**
   1. The contractor must provide within one month of contract commencement all his technical staff used on the SITA contract’s Occupational Health and Safety Training Certificates.
   2. The contractor must provide within one week of contract commencement the details of his occupational health and safety representative for this contract.
   3. The contractor must submit a Health and Safety plan to SITA covering the full scope of work under this document for approval within three weeks after signature of the contract. Any changes and or improvements as requested by SITA must be resubmitted within two weeks.
   4. The safety of SITA personnel and visitors to SITA premises must be placed first, at all times and great care must be taken not to damage any infrastructure or equipment.
   5. Provide SITA with the compliant safety file.
5. **GENERAL**
   1. The supplier will be bound by Government Procurement: General Conditions of Contract.
   2. (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the Supplier. However, SITA reserves the right to include or waive the condition in the signed contract.
   3. SITA reserves the right to:
      1. Negotiate the conditions, or
      2. Automatically disqualify a bidder for not accepting these conditions.
      3. Right to Audit: SITA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct probity to ascertain whether a qualifying bidder has the technical capability to provide the goods and services as required by this tender.
   4. “The parties in this Agreement agree that the offer price of all the equipment shall be at the wholesale price or below wholesale price as agreed with the OEM. Should, at any time during the existence of the agreement that the offered price which is higher than the wholesale price or as agreed with the OEM, SITA client shall be entitled to such wholesale price with the exclusion of the mark-up which the reseller may have charged”.

NOTE: These conditions will form part of the contract obligations and suppliers are expected to comply in order for SITA to conclude an agreement with the potential suppliers. Failure to comply during finalisation of a contract may result to disqualification.

1. **BUSINESS CONTINUITY AND DISASTER RECOVERY PLANS**

The bidder confirms that they have written business continuity and disaster recovery plans that define the roles, responsibilities and procedures necessary to ensure that the required services under this bid specification is in place and will be maintained continuously in the event of a disruption to the bidder’s operations, regardless of the cause of the disruption.

1. **SUPPLIER DUE DILIGENCE**

SITA/ Client reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

1. **FRONTING**
   1. The SITA supports the spirit of Broad Based Black Economic Empowerment and recognizes 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 SITA any form of fronting.
   2. The SITA 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 (10) years, in addition to any other remedies SITA may have against the bidder/contractor concerned.
2. **SUPPLIER DUE DILIGENCE**

SITA reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

1. **PREFERENCE GOAL REQUIREMENTS** 
   1. The Bidder’s **commitment** for the **Preference Goal Requirements** in this tender will be **legally binding** and the Bidder needs to **perform against their commitment** for the duration of the contract which will form part of the Contractual Agreement.
   2. The Bidder **must sustain, or improve** the company’s BBBEE Level for the duration of the contact which will form part of the Contractual Agreement.
   3. **Performance of Preference Goal Requirements will be determined annually.** Bidders must submit their Preference status report to SITA indicating progress against the Bidder’s Preferential commitments **within 30 days after each quarter from the commencement date of the contract**.
   4. Bidders need to keep auditable substantive records / evidence and upon request by **SITA** must be made available for audit and, or due diligence purposes.
   5. **SITA reserves the right** **to** require from a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim with regards to preferences, in any manner required by SITA.
   6. **SITA reserves the right to** verify information / evidence provided by the Bidder.
   7. **SITA reserves the right to** introduce a **penalty of 1%** of the overall annual year spent by **SITA** for the prior year if the Bidder fails to comply to **paragraphs (a), (b) and (c) above**.

## DECLARATION OF COMPLIANCE

|  | **ACCEPT ALL** | **DO NOT ACCEPT ALL** |
| --- | --- | --- |
| 1. The bidder declares to ACCEPT ALL the Special Condition of Contract as specified in section 7.2 above by indicating with an “X” in the “ACCEPT ALL” column, OR 2. The bidder declares to NOT ACCEPT ALL the Special Conditions of Contract as specified in section 7.2 above by -    1. Indicating with an “X” in the “DO NOT ACCEPT ALL” column, and;    2. Provide reason and proposal for each of the conditions that is not accepted. |  |  |
| **Comments by bidder:**  Provide reason and proposal for each of the conditions not accepted as per the format:  Condition Reference:  Reason:  Proposal: | | |

* 1. **COSTING AND PREFERENCE**

1. **COSTING AND PREFERENCE**
   1. **COSTING AND PREFERENCE EVALUATION**
2. In terms of the SITA Preferential Procurement Policy (PPP), the following preference point system is applicable to all Bids:
   1. the 80/20 system (80 Price, 20 B-BBEE) for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); or
   2. the 90/10 system (90 Price and 10 B-BBEE) for requirements with a Rand value above R50 000 000 (all applicable taxes included).
3. The Applicable Preference Point system for this tender is the **80/20** preference point system.
4. Points for this tender shall be awarded for:
   1. Price; and
   2. Preference points for specific goals.
5. The maximum points for this tender will be allocated as follows, subject to par.2.

**Table: Points allocation**

|  |  |
| --- | --- |
| **Description** | **Points** |
| Price | **80** |
| Preference points for specific goals | **20** |
| Total points for Price and preference points for specific goals | 100 |

* 1. **COSTING AND PRICING CONDITIONS**

1. **SOUTH AFRICAN PRICING**

The total price must be VAT inclusive and be quoted in South African Rand (ZAR).

1. **TOTAL PRICE**
   1. Bidder will be bound by the following general costing and pricing conditions and SITA reserves the right to negotiate the conditions or automatically disqualify the bidder for not accepting these conditions:
   2. All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
   3. The cost of delivery, labour, S&T, overtime, etc. must be included in this bid.
   4. All additional costs must be clearly specified.
   5. SITA reserves the right to: negotiate pricing with the successful bidder prior to the award as well as envisaged quantities.
   6. These conditions will form part of the Contract between SITA and the bidder. However, SITA reserves the right to include or waive the condition in the Contract.
   7. The bidder must complete the declaration of acceptance as per **section 8.3** below by marking with an “X” either “ACCEPT ALL”, or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.
2. **BID PRICING SCHEDULE**

Note: Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided and include this as part of the hard copy submission documents and on the memory stick.

* 1. **DECLARATION OF ACCEPTANCE**

|  | **ACCEPT ALL** | **DO NOT ACCEPT ALL** |
| --- | --- | --- |
| 1. The bidder declares to ACCEPT ALL the Costing and Pricing conditions as specified in section 8.2 above by indicating with an “X” in the “ACCEPT ALL” column, or 2. The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in section 8.2 above by -    1. Indicating with an “X” in the “DO NOT ACCEPT ALL” column, and;    2. Provide reason and proposal for each of the condition not accepted. |  |  |
| **Comments by bidder:**  Provide the condition reference, the reasons for not accepting the condition. | | |

* 1. **PREFERENCE REQUIREMENTS**

**8.4.1 INSTRUCTION AND POINT ALLOCATION**

1. **The bidder must complete in full all the PREFERENCE requirements.**
2. **Allocation of points per requirements:** The point’s allocation of bidders’ responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.
3. Points will be allocated for each **PREFERENCE requirement** as per the criteria set in each section in the **table 1** below.
4. **The bidder must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response, as “NOT COMPLY”. The evidence needs to be attached to **ANNEX B**.
5. **Preference Goal Requirements:**
   1. The applicable Preference Point system for this tender and points claimed is **80/20.**
   2. The specific Preferential Goal Requirements for this tender is indicated in **table 1** below.
   3. The Bidder **must** complete 80/20 **preference point system** and submit proof or documentation required in terms of this tender.
   4. The Bidder **must indicate their commitment** to claim points for each of the preference points by signing at par 4.5 in the Invitation to Bid document.
   5. Failure on the part of a bidder to submit proof or documentation required or to comply to paragraph (d) above in terms of this tender to claim preference points for the **Preference Goal Requirements** for this tender, will be interpreted to mean that preference points are not claimed.
   6. The Bidder’s **commitment** for the **Preference Goal Requirements** in this tender will be **legally binding** and the Bidder needs to **perform against their commitment** for the duration of the contract which will form part of the Contractual Agreement.
   7. The Bidder **must sustain, or improve** the company’s **BBBEE Level** for the duration of the contact which will form part of the Contractual Agreement.
   8. Performance of Preference Goal Requirements will be determined annually. Bidders must submit their Preference status report to SITA indicating progress against the Bidder’s Preferential commitments within 30 days after each quarter from the commencement date of the contract.
   9. Bidders need to keep auditable substantive records / evidence and upon request by **SITA** must be made available for audit and, or due diligence purposes.
   10. **SITA reserves the right** **to** require from a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim with regards to preferences, in any manner required by SITA.
   11. **SITA reserves the right to** verify information / evidence provided by the Bidder.
   12. **SITA reserves the right to** introduce a **penalty of 1%** of the overall annual year spent by **SITA** for the prior year if the Bidder fails to comply to **paragraphs (f), (g) and (h) above.**

**Table 1 : Preference Goal Requirements**

| **Preferential Goal Requirements** | **Preferential Goal Requirements for (80/20) system** | | |
| --- | --- | --- | --- |
| **Preferential Goal Requirements allocated for this tender** | **Number of points allocated (80/20) system (To be completed by the organ of state)** | **Substantiating evidence and evidence reference to be completed by bidder.  Evaluation per requirement: Each requirement indicated in the table below must be completed and points will be allocated based on the evidence required below for the (80/20) system** | **Evidence reference for the  (80/20) system** |
| **B-BBEE Requirements** |  |  | |
| The allocation of points for bidders that meet a certain **B-BBEE level** as defined in the Broad-Based Black Economic Empowerment Act; | 20,0 | **Evidence:** The Bidder must provide a copy of relevant proof of B-BBEE status level of contributor level as defined in the Broad-Based Black Economic Empowerment Act.  **Points allocation:** Points will be allocated in line with the BBBEE table 1 in section 8.4.1. | <provide unique reference to locate (80/20) system substantiating evidence in the bid response – Annex B, section 10> |
| **Total Point Allocation:** | **20,0** |  | |

**Table 2: B-BBEE Points as part of the Preference Goal requirements.**

| **B-BBEE Status Level of Contributor** | **Number of points**  **(80/20 system)** |
| --- | --- |
| **Max # Points allocated for BBBEE as part of Total Points allocated** | **20** |
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

* 1. TERMS AND DEFINITIONS

# ABBREVIATIONS

BBBEE Broad Based Black Economic Empowerment

CSD Central Supplier Database

EME Exempted Micro Enterprise

GCC General Condition of Contract

ICT Information and Communication Technology

IEC International Electro-technical Commission

ISO International Standardization Organization

HVAC Heating Ventilation Air Conditioning

N/A Not Applicable

NT National Treasury

OEM Original Equipment Manufacturer

OSM Original Software Manufacturer

POC Proof of Concept

QSE Qualifying Small Enterprise

RFA Request for Accreditation

RFB Request for Bid

RFP Request for Proposal

RFQ Request for Quotation

RSA Republic of South Africa

SBD Standard Bidding Document

SCC Special Condition of Contract

SCM Supplier Chain Management

SITA State Information Technology Agency

SMME Small Medium and Micro Enterprise

TCV Total Contract Value

USD United States Dollar

VAT Value Added Tax

ZAR South African Rand

1. BIDDER SUBSTANTIATING EVIDENCE

# MANDATORY REQUIREMENT EVIDENCE

## ****SUPPLIER EXPERIENCE AND CAPABILITY REQUIREMENTS****

1. Complete table below, noting that:
2. Provide reference details for one customer to whom HVAC Maintenance Support was executed for Data Centre or equivalent High Availability Environment (Hospital, Airport, Bank) in the last five (5) years.
3. Project end-date must be current or not older than 5 years from date this bid is advertised,
4. Scope of work must be related.

Table 1: References

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Company name** | **Reference Person Name, Tel and/or email** | **Project Scope of work** | **Project Start and End-date** |
|  | <Company name>  <Site Address> | <Person Name>  <Tel>  <email> | < Provide scope details of the HVAC Maintenance Support was executed for Data Centre or equivalent High Availability Environment (Hospital, Airport or Bank) in the last five (5) years | Start Date:  End Date: |

**NOTE (1):**

**SITA reserves the right to verify information provided.**

**NOTE (2):**

**Failure to complete Table 1 fully as indicated above will result in disqualification.**

## CIDB REGISTRATION REQUIREMENTS

The Bidder **must** attach a completed and signed ANNEX D document as evidence to confirm that the Bidder is registered and active with the Construction Industry Development Board (CIDB) with a minimum rating of **2ME PE or 3ME or Higher**.

* 1. **AIR CONDITIONING AND REFREGERATION TECHNICIAN QUALIFICATION**

The minimum qualification should be a Refrigeration Mechanic (Industrial) with valid trade test certificate that is five (5) years old or longer.

* 1. **PREFERENTIAL GOAL REQUIREMENTS**

The Bidder **must**:

* 1. **Preference Goal Requirements: (80/20 system)**
     1. Provide a copy of relevant proof of B-BBEE status level of contributor as defined in the Broad-Based Black Economic Empowerment Act as set out in **table 1** in section 8.4.1 and **attach it here**.

**and,**

* 1. Indicate their **commitment** to claim points for each of the preference points **by signing at par 4.5 in the Invitation to Bid document**.

**NOTE (1):**

**Failure on the part of a bidder to comply to paragraphs (a) and (b) above, will be interpreted to mean that preference points are not claimed.**

1. CIDB REGISTRATION REQUIREMENT

The Bidder needs to complete and sign ANNEX C as evidence that the bidder, or subcontractor is registered with the CIDB with a minimum rating of **2ME PE or 3ME or Higher.**

* + - 1. The Bidder needs to indicate their CIDB rating by ticking next to the relevant CIDB rating in the table below:

| **Service and Support (Milestones)** | **CIDB Rating** | **Indicate**  **the CIDB rating here by ticking next to the appropriate rating** | **Bidder to Indicate**  **the Bidder CIDB rating here** |
| --- | --- | --- | --- |
| CIDB Rating | 2ME PE |  |  |
|  | 3ME |  |  |
|  | Higher |  |  |

1. The Bidder needs to provide the Bidder, or subcontractor’s CRS number in the space in the table below:

|  |  |
| --- | --- |
| **Requirement** | **Bidder CRS Number** |
| Bidder CRS number relating to the minimum rating of 2ME PE |  |
| Bidder CRS number relating to the minimum rating of 3ME |  |
| Bidder CRS number relating to the CIDB grading Higher than 3ME rating. |  |

I, the Supplier (Full names) …………………………………………………. representing (company name) ……………………………………………………………. hereby confirm that the Bidder is registered with Construction Industry Development Board (CIDB) and understand that it will form part of the contract and is legally binding.

Thus done and signed at ……………………………………. On this………day of……………….20….

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Designation: