



higher education  
& training  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**NORTHLINK TVET COLLEGE (NLC)**

Herein referred to as (NLC)

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP)**

**REQUEST FOR PROPOSAL**

**Description of Tender: THE APPOINTMENT OF A SERVICE PROVIDER FOR MAINTENANCE, SERVICING, REPAIRS AND REFURBISHMENT OF ALL PRACTICAL TRAINING WORKSHOP EQUIPMENT FOR THE PERIOD OF 36 MONTHS**

**Tender No.: PU8117/013**

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

Proposals in response to **PU8117/013 THE APPOINTMENT OF A SERVICE PROVIDER FOR MAINTENANCE, SERVICING, REPAIRS AND REFURBISHMENT OF ALL PRACTICAL TRAINING WORKSHOP EQUIPMENT**

The closing time and date for receipt for online tender **PU8117/013** is at 11h00 on **Monday, 02 December 2024**.

<b>Tender number</b>	<b>PU8117/013</b>
<b>Date issued</b>	<b>12/11/2024</b>
<b>Tender closing date</b>	<b>02/12/2024 (02 December 2024) 11h00 AM</b> <b>Tender Submission will be Electronic on <a href="http://www.purcosa.co.za">www.purcosa.co.za</a></b> <b><a href="#">Supplier Hub- Online Tender Submission Guide</a></b>
<b>Compulsory Information Session</b>	<b>Wednesday 20/11/2024 (20 November 2024) Time 13h00 PM</b> <b>An online compulsory briefing session will be facilitated via MS Teams (Register on <a href="http://www.purcosa.co.za">www.purcosa.co.za</a> to obtain the link)</b>

<b>Company Name</b>	
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Confidential

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<b>Address</b>		
<b>Contact person</b>	Mr/Mrs/Ms/Dr/Prof.	
<b>Contact numbers</b>	(w)	(cell)
<b>Email address</b>		

## 1.1 DELIVERY INSTRUCTIONS

All Suppliers must submit their responses in the following format:

<b>Description</b>	<b>Requirement</b>
RFP Document	Each page of the RFP document to be initialled by a delegated representative
Completed specifications and pricing	Attach your pricing schedule as per specification
Proof of Bank Account	Provide Confirmation letter from Bank not older than 3 months
Company registration documents	Provide Company registration documents
Tax Pin	Provide the original valid tax clearance certificate or Pin
Board resolution	Provide Valid Board Resolution if not Sole Proprietor
BBBEE certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit
COIDA	Submit valid letter of good standing from the Department of Labour or Federated Employers Mutual Assurance Company FEM
Declaration of Interest	Please sign point 9 of this tender document
Registration National Treasury ( <b>CSD</b> )	Provide a copy of the full report of registration on National Treasury Central Supplier Database

**STAGE 1: EVALUATION OF FUNCTIONALITY**

Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

<b>FUNCTIONALITY CRITERIA</b>		<b>POINTS ALLOCATED</b>
<b>Provide three (3) contactable references at least one to the same value.</b> <ul style="list-style-type: none"><li>• of contracts of similar nature or service</li><li>• for the past five (5) years:</li><li>• Letters must be clearly dated (Commencement, Completion and Duration)</li><li>• Letters must not be from same company</li></ul> 3 references verified 2 references verified 1 references verified No evidence provided	= 20 Points = 10 Points = 05 Points = 00 Points	<b>20</b>
<b>Telephonic and Email reference verification</b>		<b>Max 15</b>
<b>Company profile (with a list of projects completed in the same Industry)</b> Both Provided One Provided None Provided	= 20 Points = 10 Points = 00 Points	<b>20</b>
<b>Company offices in the Western Cape (Send proof of address E,g Utility Bill)</b> Within Western Cape province Outside Western Cape province	= 15 Points = 05 Points	<b>15</b>
<b>Resouces and Infrastructure (proof to be submitted)</b> Provide proof of resources (e.g Equipment, Motor vehicles, Asset Register, Organagram etc) be able to complete such a project	= 30 points = 00 points	<b>30</b>
<b>Total Points</b>		<b>100</b>

## 1. BACKGROUND INFORMATION

Northlink College is a Public Technical and Vocational Education and Training College and a key component of government as it conducts and coordinates Education and Training on behalf of the Department of Higher Education and Training. Northlink College has seven (7) campuses which are geographically located across the Northern areas of the Cape Town Metropole, Western Cape.

The Central Office is located at 80 Voortrekker Road, Bellville.

The suitable service provider, main focus is to provide maintenance, servicing and repair of all tools, all practical equipment to the college campuses. The objective of this tender is to have a multi-disciplinary reliable supplier/service provider (s) in place that will provide the services.

## 2. SCOPE OF WORK

The appointed service provider (s) will be expected to provide a maintenance plan (major and minor service) for the college's equipment and cost per call-out.

3.1 The appointed service provider (s) is expected to provide a report when the equipment or machinery is beyond repair and must be replaced.

3.2 The repairs, services, and maintenance of the following equipment but not limited to:

- Lathes,
- Milling Machines,
- CNC Machines
- Press-drills,
- Hand-held machine
- Hydraulic press
- Guillotines
- Grinders
- Bending machines
- Electric motors
- Welders
- Concrete mixers
- Compactors

- Tractors
- Lawnmowers
- Weed eaters/trimmers
- Chain saws
- Fluid pumps
- 4-post lifts

3.3 The service provider (s) must provide the quotation of the parts required to repair the equipment or machinery.

3.4 Unless otherwise agreed, the service provider shall only use parts of the original brand or parts of equipment quality when carrying out the repair work.

3.5 All machinery and equipment must be serviced on-site.

3.6 The repair work shall consist of the following:

- Fault tracing;
- Remedying of the defect;
- Provision and replacement of spare parts;
- Functional check and
- Assistance with testing.

3.7 The service providers will be expected to act swiftly on all emergencies.

3.8 The servicing of the equipment and machinery (Preventative maintenance) must include but not limited to:

- Air filter (outer)
- Air filter (inner)
- Oil filter
- Diesel filter
- Water trap filter
- Hydraulic filter
- Oil Change
- Greasing Machine
- Check Electrical Connections
- Topping up Oil

**3. LABOUR COST** (It is only for tender evaluation purposes).

Nr	Item Description	Rate per hour Year 1	Rate per hour Year 2	Rate per hour Year 3
4.1	Skilled Labourer unplanned work (repairs)	R	R	R
4.2	Unskilled Labourer unplanned work (repairs)	R	R	R
4.3	Skilled labourer normal working hours – planned maintenance	R	R	R
4.4	Unskilled labourer normal working hours – planned maintenance	R	R	R

4.5 The **skilled labourer** refers to a qualified artisan such as a Diesel Mechanic, Mechanic including Automotive Mechanic, Welder, Fitter and Turner and Mechanical Fitter.

4.6 The **unskilled labourer** refers to a general worker with no specific skills or experience

4.7 The qualifications and the CVs of the skilled and unskilled labourers must be submitted with the tender.

4.8 The minor and major service prices must be fixed (per year) as per the maintenance plan developed per campus.

4.9 The prices must be inclusive of all applicable taxes.

## 5. DUTIES AND OBLIGATIONS OF THE SERVICE PROVIDER (S)

5.1 The service provider (s) personnel must produce a company identification card / valid South African identity document when attending NLC's Premises to perform repairs or service work. NLC's representative must be notified when service work is to be carried out.

5.2 The service work will, unless circumstances dictate otherwise, be carried out during normal working hours (07:30 to 16:00 Monday to Thursday) (07:30 to 14:00 Fridays). Work done outside normal working hours will necessitate additional labour charges, based on the overtime rates as agreed to between the service provider and the college.

5.3 All consumable materials other than cleaning and lubricating materials, required to maintain the equipment/machinery in proper working order, will be chargeable to college's account. Water and electrical power required for carrying out the work is to be provided.

5.4 The service provider (s) shall be authorised to undertake minor repairs or replacements up to a maximum cost of R2 000 (two thousand rand), during any inspection or call-out. In the case of major repairs and/or replacements, estimated to cost in excess of the above threshold in each individual case, a quotation shall be submitted to the college and such repairs and/or replacements will only be undertaken upon receipt of the official purchase order.

5.5 All repairs, replacements, breakdown and emergency calls, shall be carried out on a time and material basis, at the rates specified in this agreement.

5.6 All equipment / machine breakdowns and fault calls will, at all times, be treated as emergencies and the contractor will maintain a 12-hour service, all things being equal, 24 hours per day, 7 days per week, and inclusive of public holidays.

5.7 The service provider (s) shall adhere to Performance Measurements as stipulated in the scope of work.

5.8 All repair work carried out by the service provider (s) shall be guaranteed for a period of three (3) months. Should the problem, that gave rise to the repair, occur within the three (3) month period, it will be rectified by the service provider at no cost to the college. **The three-month guarantee period will then recommence.**

5.9 All components used by the contractor shall carry the manufacturer's guarantee from the date of purchase.



5.10 On arrival on site for each inspection and maintenance service visit or call out, the service provider representative shall report to college's representative, and upon the conclusion of each service, the service provider's representative shall request the college's representative to sign an acknowledgment that the service has been undertaken and that the time spent on site is correct.

5.11 Materials such as, spares, cables, etc., will be pointed out to and signed for by college's representative when delivered to the site.

5.12 An "Acknowledgement of Service Slip" /" Job Card" shall be signed by the college upon the conclusion of each inspection and maintenance/ repairs visit.

## **6. DUTIES AND OBLIGATIONS OF THE COLLEGE**

6.1 The college undertakes to provide the service provider(s) with reasonable access to the premises where the service work will be undertaken.

6.2 The college will provide a permission to access the premises before the service provider can proceed to do any work. Under no circumstances must the service provider proceed with any work unless he/she is permitted to work.

6.3 The college shall ensure that no one other than an employee or representative of the service provider is allowed to make any adjustments to any part of the equipment or the systems covered by this agreement, without the written consent of the Service Provider.

6.4 Should the college decide to extend, upgrade, refurbish or renew all or part of the equipment under this contract, or add additional equipment to the building, the college is free to obtain alternative quotations and will be under no obligation to accept the quotation submitted by the existing service provider.

## **7. GENERAL REQUIREMENTS**

7.1 All the work shall be carried out in terms of the Health and Safety Act 85 of 1993.

7.2 Turnaround time should not be more than 24 hours for general/routine services on all machinery and equipment when required from date of an official order unless prior arrangement have been made with the College.

7.3 Turnaround time should not be more than three (3) days for any additional works outside the general/routine services on all machinery when required from date of an official order unless prior arrangement have been made with the college.

7.4 Turnaround time should not be more than ten (10) days on major breakages such as engine overhauls, gearboxes, and diffs on all machinery when required from date of an official order unless prior arrangement have been made with the college.

7.5 When work has been allocated, the Service Provider must provide the college with a quote for the work to be done. Acceptance of this quote is subject to the approval of the college prior to the commencement of the work.

7.6 All the mechanical work mentioned shall be carried out by a qualified artisan.

## **8. PAYMENTS**

30-day payment will be processed after receiving a valid tax invoice(s) and statement. No payment will be made in partial deliveries/ services.