FACILITIES MANAGEMENT

RFP 31/2021

Provision of office space and turnkey fit-out for SARS Kosi Bay office located at the KwaZulu Natal/Mozambique Border Post.

TECHNICAL REQUIREMENTS

Table of Abbreviations and Definitions

Abbreviations	
Term	**Description**
SANS	South African National Standards
SABS	South African Building Standards
ICT	Information and Communications Technology
NBR	National Building Regulations
HVAC	Heating Ventilation and Airconditioning
UPS	Uninterruptible Power Supply
BOQ	Bills of Quantities
OHSA	Occupational Health and Safety Act

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1. KEY INFORMATION

The South African Revenue Service's (SARS) mandate is to collect all revenues due, ensure compliance with Customs and Excise legislation and provide a Customs and Excise service that will facilitate legitimate trade, as well as protect the economy and society. SARS mission is also to control the flow of goods into and out of South Africa, fulfilling the SARS mandate to protect the economy, collect trade revenue due, and facilitate legitimate trade.

SARS requires a point of presence in Kosi Bay Border Post in lieu of the Border Post being changed from a non-commercial border post to a commercial border post. The timelines to operational status will not allow for the construction of permanent offices, so SARS has opted for a fully fitted mobile office unit or 'park home' to be placed on site. A second container unit will be provided by SARS and does not form part of this bid.

The successful bidder will be responsible for turnkey service which includes the design, manufacture, the full internal fit out of the prefabricated mobile modular/ containerised office as well as associated external works namely ground preparations, civil/structural works, electrical, water and sewer reticulation. The facility must include a covered veranda extension as outlined in the technical design specification supplied by SARS. The unit must mostly prefabricated and be delivered as complete to the site. SARS prefers that minimal installation on the unit be done on site except necessary civils, ground works, electrical connections, drainage including connections to existing site services (power, water and sewer). The successful bidder is required to install underground conduits from the prefabricated mobile office to the primary electrical source point as well as the backup generator, and conduits for IT cabling to the main ICT container on site, which may require cutting of existing concrete slab finishes in the border post and remedial correction of such cutting.

The SARS office facility will serve as a 24/7 functional office for office based staff, serve members of the public for Import and Export clearance. The container office be placed in a Border Post and the expectation is the office construction to be fit for purpose with appropriate materials for the local climate. The successful bidder shall bear all design and implementation responsibility for the scope of the works described.

2. EXCLUSIONS

The following scope is excluded from the requirements:

- Supply and delivery of office furniture- by SARS
- UPS equipment and installation-by SARS
- Information Technology infrastructure and cabling- by SARS
- Internal security equipment and cabling; and
- Move management- by SARS

3. SARS PREFAB OFFICE SPACE REQUIREMENTS

3.1. ACCOMODATION SCHEDULE

SARS requires a containerised or prefabricated office that accommodates the following:

Item	Space description	Maximum effective useable area (m^2)
1	Covered veranda – 2m wide *To be fitted with a ramp on one end*	30 m^2-32 m^2
2	Open plan Office area, this should accommodate • 8 workstations • Printing area	46 m^2 -55m^2
3	Manager's office (#1)	10 m^2
4	Public Service Office (#2) provided with a service counter towards veranda	10 m^2
5	Import /Export Office (#3)	10 m^2
6	ICT Patch or Server Room	6 m^2
7	Store Room	5 m^2
8	Kitchen *Space for standard single fridge and microwave is to be provided*	6 m^2-7 m^2
9	Bathroom –Male	5 m^2-6 m^2

10	Bathroom -Female	5 m^2-6 m^2

A preferred office design layout has been provided under Annexure A,

Note: The successful bidder must provide the prefab office as per SARS office design layout.

3.2. BUILDING REGULATIONS AND COMPLIANCES

The new containerised office and all associated construction works shall comply and The National Building Regulations and Building Standards Act (No. 103 of 1977) National Building Regulations, the SANS 10400 and with local municipality bylaws . Any program to prepare the premises is to be fully legally compliant with all relevant Acts and By-Laws and National Building Regulations, including the following:

3.2.1. Occupational Health and Safety Act

3.2.2. The premises / building must comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended, and the latest issue of SABS 0142: "Code of Practice for the Wiring of Premises";

3.2.3. The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977), and SANS 10400 regulation as amended;

3.2.4. The Municipal by-laws and any special requirements of the local supply authority;

3.2.5. The fire regulations

4. PREFAB OFFICE MOBILE UNIT REQUIREMENTS

The Turn Key service provider is to ensure that a high quality, highly robust mobile prefabricated office unit. The mobile prefabricated office is to be structurally sound and provide good thermal and acoustic properties. The mobile prefabricated office is to be suitable for heavy commercial office and heavy public usage in a site subject to high wear and tear. The prefabricated mobile office is to have a covered veranda, which is constructed as an integral part of the prefabricated mobile office system. A single roof is to cover the mobile prefabricated office and veranda with a ridgeline at the centre of the mobile prefabricated office unit itself. The mobile prefabricated office to have a 2,5m clear height from finished floor level and the lowest point of the roofline. The roofline is to

overhang all facades of the mobile prefabricated office by a minimum of 150mm and a full gutter system with down pipes is to be provided.

The veranda shall be constructed in a manner that will allow high foot traffic, rain exposure, rainwater drainage, and bear the weight of numerous queuing members of the public. The successful turnkey service provider's structural engineer will need to design and certify the design for this in accordance with a 10 year expected lifespan in a high wear and tear environment.

Windows systems are to be of high quality and frames suitable for the climate. Window opening sections are to be top hung hinge pivot type. Window surrounds are to include a integrated burglar bar system.

The mobile prefabricated office unit must be built on a structural frame that allows for easy transportation, installation on site and subsequent relocation on site or to another site in the future if deemed necessary. The turnkey service provider is to provide detailed specifications of their proposed mobile office solution provided from specialist manufacturers where applicable.

The new containerised office solution shall comply with 'The National Building Regulations' and Building Standards Act (No. 103 of 1977) National Building Regulations, the SANS 10400. If an alternative construction technology is not SABS approved, proof of a valid and active Agreement SA Certification of the system must be provided.

The SARS preferred design layout of the office unit as contained in Annexure A has reference.

5. TECHNICAL GUIDELINES

5.1. Ground preparations and external works

The site shall be cleared, levelled, well compacted and prepared for the location of the office unit and storage unit. The storage container unit is to be supplied by others. The bidder's civil and structural engineer to design and certify all suitable concrete base slab or plinths where applicable for the placement of the office unit and storage container unit. Allowance to be made for the removal of existing ground material based on the successful bidder's site assessment.

All trenching and laying of services for water, electrical and sewer services from supply and termination, connection points shall be provided by the successful bidder. The successful bidder shall provide all trenching for ICT and security cabling to ensure installation of infrastructure in line with SARS' requirements.
Final routes shall be determined on site by the successful bidder's technical team.

5.2. Fence and security gate

The SARS site area shall be fitted with a

- 2m high galvanised fence perimeter fence, 90 metre in length
- 3m wide sliding gate

The new fence is to match the existing fence installed at the border post or as per specifications to be provided

5.3. Storm water management and Paving

The site shall be cleared, levelled, well compacted and prepared for the location of the office unit and storage unit. The storage container unit is to be supplied by others. The bidder's civil and structural engineer to design and certify all suitable concrete base slab or plinths where applicable for the placement of the office unit and storage container unit.

Precast concrete paving, to match, shall be provided to the parking area as indicated in the site layout and note the total extent of the site area. The successful bidder's engineer shall make provision for storm water management in the parking and demarcated walkway area.

5.4. Secured vehicle parking shelter

The bidder shall provide secured parking to accommodate 3 (three) SARS official vehicles according to SARS standards

- Minimum dimension per bay : 2,5 m x 5,5m long
- Minimum 2,2m height clearance
- Fence and gates

Construction requirements

- Galvanised steel frame structure with galvanised IBR steel roof sheeting
- Adequate lighting provision below roof sheets

The standard drawing as per annexure E

5.5. Prefab Office Unit : Walls – Internal and External

All walls in 0,5 mm galvanised and pre-painted chromadek sheeting. Colour White

The perimeter and internal walls are to be fully insulated with 40 mm thick high-density foam

Insulation: polyurethane (PUR) and polyisocyanate (PIR) rigid foams or similar insulants with the following properties

- Thermal Conductivity 0.022W/mK;
- Foam density 36kg/m3;
- Panel R value = 1.81
- Acoustic properties 32db
- All panels to conforms to a DIN 4102 82 fire rating
- Thermal break provided on both male and female toilet sides,

5.6. Prefab Office Unit Floors

The floor construction must be of a bolted or welded chassis construction. All components are to be manufactured from a minimum of 2.5mm galvanised mild steel. Floor supports to be a concrete slab or concrete plinths designed and certified by a professional engineer.

Floorboards to be 18mm 108 treated timber/shutter board. The floor finish to be Marley Super flex Colour Hazelnut: MS 085 vinyl sheeting to meet the following standards:

- Slip Resistance – EN 13893 Class DS;
- Fire – EN 13501-1 Class BfI-S1; ASTM E662 <450 (1.5,2.0mm); ASTM E648 class 1 (1.5,2.0mm)
- Abrasion resistance – EN660-2 Group M;
- Indentation Residual – ASTM F970 (modified), static load 750psi;
- Classified as antistatic 'Electrical Behaviour (Body Voltage) – EN 1815 s2kV,

5.7. Prefab Office Unit Roof and Ceiling Construction (including veranda)

Roof construction

- The general exterior finishes are to be white with a green roof. Gutter systems are to be charcoal in colour.
- Roof sheeting to be 0,5mm pre painted IBR hot dipped galvanised. Roof trusses of light steel frame (LSF) construction with a roof pitch of a minimum 7 degrees. The design of the roof trusses to be certified by a structural engineer. Roof sheets to be pre painted to SARS colour specification. Roof overhangs to be 300mm and 150mm on gable ends.
- Galvanised gutters and rainwater downpipes to be installed and to discharge away from traffic areas.

Ceilings

- All ceilings to be of 40mm polyurethane panel (insulated) construction to match wall construction or alternatively to be 6mm nailed up PVC and fitted with 100mm Aerolite insulation. Ceiling height at a minimum of 2,4m above finished floor level

5.8. Plumbing and Sanitary ware

Potable water supply

- 15mm and or 22mm pipework to be utilised; Pipework in white polyethylene pipe or equivalent certified in accordance to SANS 15875;
- Plumbing system pressure tested to 10 bar

Geysers (hot water heaters)

- Supply and install100 litre electric geysers strictly in accordance with ISO 9001 and SABS SANS 151
- 5 litre Kwikot or equivalent instant hot water dispenser / hydro boil unit in stainless steel, supplied and pre-fitted as part of the kitchen installation

Toilets

- White vitreous china /Ceramic close couple cistern or equivalent to be SABS Certified Mark No: 1182/2512 SANS 821
- Capacity 9 litres with left or right side inlet flush handle;
- Afsan low level white vitreous china pan with toilet seat - B2 seat and cover or similar equivalent

Basins

- White vitreous china porcelain, Amber wash hand basin with pedestal or equivalent

Taps

- Cobra Pillar taps or equivalent to comply with SANS 226 Type 2

Soil, Waste and Ventilation water pipes (Plumbing)

- 110mm white PVC or equivalent for black water; and overheard ventilation pipework
- 50mm white PVC or equivalent for grey water;
- All waste and soil pipes from mobile unit to connect to main sewer to discharge pipe to municipal or french drain /septic tank
- Access and inspection eyes to be provided in accordance with SANS 10252
- A plumbing certificate of compliance from the Plumbing Industry Registration Board (PIRB) the SAQA registered professional body for plumbers shall be issued for the installation of plumbing works carried out.

5.9. Prefab Office Unit Kitchen

- The mobile unit to be pre-fitted with metal type kitchen cabinets with white powder coated finish.
- Kitchen layout and detail design/ shop drawings to be provided to SARS approval. Kitchen to have at least
    - 1x grocery unit fitted with hinged doors with steel grab handles

- 2 off 1200mm wall unit with 3 x hinged doors with steel grab handles
- 1500mm sink unit with stainless steel sink and 30mm Rustenburg Granite top complete with drawers on heavy runners and storage compartments with steel hinges. No melamine cupboard units or counter tops may be used.

- Plumbing installation as per plumbing and sanitary ware above
- Microwave shelf to match kitchen cabinets

5.10. Prefab Office Unit Windows

- The area of the windows provided must be equal to or greater than 10% of the gross floor area of each habitable room.
- All windows in Top Hung Natural anodised 25-micron aluminium frame; windows to be supplied and fitted with locking mechanism.
- Windows to the Public Service room must be of sliding type are to be slide type to allow for client interaction.
- Windows fitted with 4mm clear float glass for all windows and obscured float glass to be fitted in toilets and ablutions where; Glazing is to be 6,38mm laminated safety glass – public service window only
- All glazing and must be tinted with a high quality solar film to prevent excessive solar radiation
- All window frames fitted with draft seals
- Burglar proofing over all opening windows;
- Vertical Blinds to be provided as per SARS standard

5.11. Prefab Office Unit Doors and Frames

- Exterior doors to be 40mm thick door panel to finished match wall panels. Standard size of 2032mm x 813mm
- External Door systems are to comply with fire regulations and be of more than sufficient strength to have maglock type door closers and high security locks fitted.
- Interior doors to be 40mm thick door in semi solid timber :Standard size of 2032mm x 813mm. Painted white
- Each is door framed with 0.5mm pre-painted galvanised capping riveted to door panel;

- Natural anodised aluminium rebated door frames including rubber buffers and heavy duty aluminium hinges;
- Pre-painted galvanised drip rail to doors opening outwards;
- External locks are five lever Dorma locks complete with stainless steel striker plate and two keys; Chrome plated handles or Equivalent;
- All external doors to be fitted with steel lockable security gate of painted mild steel construction

5.12. Prefab Office Unit Fittings

Mirrors (Male and Female Toilets)

- 3mm silvered float copper backed glass with exposed chromium plated corner brackets fixed to panels; standard sizes - 300 x 300mm high

6. SEWER CONNECTION

A key responsibility of the turnkey service provider is ensuring that the office unit, which is fitted with a kitchen and bathrooms including toilets, is connected to sewer services available on site. The service provider is required to determine if connection to existing sewer lines is possible and quote accordingly.

SARS will assist the service provider to obtain Department of Public Works and Infrastructure (DPWI) approvals must be sourced and costed permission to install a French drain system (septic tank) however, it is the service provider's responsibility to appoint a professional engineer who will design the system that is compliant to all NBR and SANS 10400 and associated local bylaws.

7. HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

The ventilation of the building must be in accordance with the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and comply with SARS requirements. The SARS container must be fully air-conditioned, with all maintenance, repairs and replacements the responsibility of the bidder during the warranty period.

The Air-conditioning units supplied are to be o an inverter type with maritime condensers (copper or stainless steel) or similar approved for coastal and high humidity environment.

SARS's requirements for office unit's HVAC systems are included in the following table

Item	Description	Size	Quantity
1	Supply and Install split wall air conditioners	12 000 Btu	2
2	Supply and Install split wall air conditioner	9 000 Btu	6
3	Supply and install toilet extraction	EA	1
4	Supply and install toilet extraction	EA	1
5	Supply copper piping	12 mm OD	30 m
6	Supply copper piping	9 mm OD	30 m
7	Supply copper piping	16 mm OD	15 m
8	Install PVC drainage lines	1 inch	40 m
9	Install electrical cabling and issue out COC		1
10	Supply AS built drawings for the installation		1

8. WATER SUPPLY

The turnkey contractor shall ensure that the offices are connected to the nearest water supply available to the Port premises. The successful turnkey contractor shall conduct an assessment and provide a costed proposal and implementation plan for any upgrading / provisioning of additional water supply to the new SARS offices.

8.1. Backup water supply

The site is assumed to have sufficient back up water supply to cater for SARS however an assessment will be required to be conducted by the successful bidder after possession of site and a solution be provided for SARS' approval should the system not be sufficient.

8.2. Water Metering

The main water reticulation line feeding the SARS office unit should be fitted with a smart water meter that can be used to verify utility billing for SARS and must have remote communication and data logging capability.

9. SIGNAGE

The turnkey contractor shall provide and install signage as per SARS signage standards as per Annexure D

Item	Description	Size	Quantity
1	CCTV –code 161	Per standard	2
2	Toilets –code 100	Per standard	6
3	Customs Arrivals	Per standard	1
4	Customs Departure	Per standard	1
5	1,7m high pylon sign	Per standard	1
6	Kosi Bay Customs	Per standard	1
7	Parking signage	Per standard	2
8	Disclaimer signage	Per standard	2

10. ELECTRICAL SUPPLY, UPS and GENERATOR REQUIREMENTS

10.1 General

All electrical works should be done according to the latest amendment of SANS 10142-1 and other relevant standards in order to ensure compliance to design standards, and OHS Act (85 of 1993) to ensure compliance to safety regulations.

- An assessment must conducted to ensure that the transformer from ESKOM/Council has enough capacity to allow for the additional load at the port. The SARS office is to be supplied with 3 Phase power.

The following scope of work applies to small power and electrical reticulations.

10.2 Feeder Cable Reticulation

- The main feeder cable shall either be an underground cable or an aerial bundled conductor (ABC),

- If an underground wiring system is used, it shall be buried at least 500mm below the surface. Unless the cable is provided with additional mechanical protection such as cable sleeves, then its route shall be selected in such a way that there is no external forces that can be applied on the cable
- If ABC is used, then the cable shall be mounted at a height of no less than 4m above ground

10.3 Electricity Metering

The distribution board installed on the prefabricated mobile office should be equipped with a smart energy meter that can be used to verify utility billing for SARS and must have remote communication and data logging capability.

10.4 Distribution Board

- An electrical distribution board (DB) shall be surface-mounted at a distance of 1.5m AFFL (above finished floor level). A second DB to be installed to accommodate the UPS output that must supply power points inside the Office area
- The DB should be able to close shut using a locking mechanism. The locking mechanism shall be fitted with a slot for a padlock
- The number of circuit ways to be indicated
- The main incomer cable shall be enter at the bottom of the DB
- Each DB shall be equipped with a circuit legend
- An energy meter shall be installed after the main incomer breaker into the DB
- An electrical certificate of compliance shall be issued for the DB

10.5 Wiring

- Wiring to socket outlets, HVAC equipment, and lighting shall be ran in enclosed cable trunking or enclosed cable wire-ways
- Wiring for lighting and HVAC shall exit at the top of the DB, whereas for socket outlets it shall exit at the bottom of the DB. Unless where a top exit is required for socket outlet reticulation The wire-ways shall be surface-mount, unless where the

prefab mobile office wall design allows for the wire-ways to be embedded within the walls

- The earth continuity conductor shall be terminated in the distribution board and be bonded to the earthing terminal on the chassis of the prefabricated mobile office.

10.6 Socket Outlets

- Socket outlets shall be of 4 x 2 flush-mount type installed on power skirting
- Each socket outlet shall be protected by its own circuit breaker on the DB
- Each socket outlet shall have a label fixed to it indicating;
    - The circuit number, as per the legend in the DB
    - The supply voltage and rated amperes
- All socket outlets shall feed through an earth-leakage device, excluding the UPS fed plug points
- All socket outlets, except for those installed in the kitchen area, shall be dedicated red socket outlets with a shaved pin. Blue shaved pin plug sockets must be supplied for all PC's and screens. The Red shaved pin power plugs is for Printers and equipment that is not connected to UPS power.
- Each workstation that is not in the open plan area shall be equipped with two single switch socket outlets (SSSO) on power skirting
- Each group of workstations in the open plan area shall be equipped with a single switch socket outlet (SSSO). These workstations shall be equipped with power-box sets (corporate connection or similar) that have two socket outlets each
- Each socket outlet on the power skirting shall be permitted to feed a maximum of 5 power-box sets
- Cable management between socket outlets and power boxes as well as interconnectors shall be neatly done underneath the workstations and may not be such that tripping hazards are introduced. The accessories required for this shall be catered for on the pricing (i.e. grommets, "snake" clips, nuts and bolts, etc.)

10.7 Power supply to HVAC system

- Each HVAC unit shall be supplied from its own circuit breaker on the DB
- Each circuit shall be terminated with an isolator installed not more than 1m away from the electrical power supply terminals of the HVAC unit

10.8 Lighting

- All interior lighting fixtures shall be of surface-mount type installed on the ceiling of the prefab mobile office
- Illumination levels shall conform to the requirements of SANS 10114-1 and OHSA (Act 85 of 1993), the engineering lighting design is performed to this effect
- Mid-power LED lighting fixtures are preferred; however, if these are not available for such installations, then T5 fluorescent tube fixtures with electronic ballasts shall be installed. The minimum illumination level design is based on the T5 lighting fixtures, the same levels can be easily achievable with LED lighting of similar technical specifications
- Internal lighting fixture shall be supplied via 5A unswitched socket outlets fixed to wire-ways on the prefab mobile office ceiling
- External perimeter lighting shall be provided to the SARS demarcated site area of the port
- Outside lighting to the office and container shall be provided with a minimum IP54 bulk head lighting, mounted against the outside of the prefab mobile office wall
- There shall be no light switches installed, except for bathrooms and boardrooms, all other interior lights shall be controlled via passive infrared (PIR) occupancy sensors. The sensor should be equipped with programmable sensitivity settings as well as timer settings
    - Outside lighting shall be installed on a day-night switch located strategically around the prefab mobile office
    - All emergency lighting shall be equipped with integrated back-up batteries with a run time of 60 minutes at 40% of output capacity
- A third (⅓) of the lights must be fed from the UPS Distribution Board.

10.9 Lightning Protection

The building shall have sufficient lightning protection in compliance with SANS 62305

10.10 Back-up Power Supply

- The site is already equipped with a back-up power supply, the prefabricated mobile office shall be connected to said back-up power supply. The turnkey service provider shall be expected to appoint a qualified and certified engineer to provide the assessment and report.

- The SARS office and storage container unit power supply shall be connected to the back-up diesel generator in accordance with the power demand of the SARS office. The turnkey service provider shall provide accurate assessments to ensure enough capacity is available and all design and load calculations to SARS for approval prior to installation

10.11 UPS requirements

10.11.1.1 Office UPS

SARS requires all electrical feeds to be linked to full UPS power to ensure that there is no down time on any electrical equipment (SARS end-user and building infrastructure) during power outages. The UPS shall only supply power to the all work stations, screens, and a third (⅓) of the lights in the office and storage container

SARS will purchase, install and commission the UPS and will be responsible for all installation and maintenance costs of the UPS. SARS shall be responsible for the supply cable and reticulation services to and from all UPS's including the server room UPS. SARS shall be responsible for the connections to the main building DB boards. The UPS shall be installed in the Patch room to ensure security, therefore a secondary DB must be installed next to the main DB for the distribution of UPS Power points (Blue shaved pin) to supply the Workstations and Screens. A third (⅓) of the lights must be fed from the UPS Distribution Board

10.11.1.2 Server Room UPS

SARS will specify, procure, supply, install and commission the server room UPS. A single UPS shall be installed to feed the Workstations, lights and Network equipment in the office.

11. ICT REQUIREMENTS

The successful turnkey contractor shall execute the following limited scope. SARS direct ICT contractor to complete the cabling and equipment installations

- Cable route excavation and manholes (civil work) for ICT infrastructure to allow for data cable routing from the main building to the prefab mobile office's main ICT cabinet
- Provision of trunking shall be made for data cable routing from the ICT cabinet to the power skirting such that each workstation can be equipped with a data point. The installation of data points and data cables shall be carried out by others, and is not included in this scope of works.
- It must be taken into account that all operational staff as per the SARS accommodation norms document will be equipped with a computer. All main electrical supply shall be governed with class one and class two lightning surge protectors.

12. FIRE PROTECTION & RISK MANAGEMENT

Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SANS 10400, as amended. SARS is specifically responsible for the fitment of all fire systems to the SARS Server, Patch rooms and UPS rooms. The following minimum standards shall be provided:

- 2 off CO2 fire extinguishers and signage to installed and wall mounted in the SARS Patch room in accordance with SANS 10400 Part T
- 1 off DCP fire extinguishers and signage to be installed and wall mounted in the storage container in accordance with SANS 10400 Part T
- 2 off DCP fire extinguishers and signage to be installed and wall mounted in the open plan office in accordance with SANS 10400 Part T
- Fire smoke detectors as per requirement
- A3 sized Fire evacuation plan in frame

13. SECURITY REQUIREMENTS

The supply of specialist security installations and equipment will be the sole responsibility of SARS.

14. PROFESSIONAL SERVICE TEAM

14.1 Anticipated Professional Teams/Services

The bidder shall ensure that professionally registered engineers certify all designs and submitted specifications as part of the turnkey service. The bidder shall provide proof of inclusion of professional design team members/ organisations as part of the bid

The turnkey service provider is expected to have the following team members as a minimum:

- Professional civil and structural engineer or technician.
- Professional Mechanical and Electrical engineers or technician.
- Health and safety consultant / officers (SACPMP registered)

The successful bidder's professional team shall prepare and submit the following minimum information to SARS for approval prior to manufacture and construction:

- Floor plans and structural details: Office preb unit with covered veranda
- Site layout with fence and gate details/specifications
- Services drawings and Specifications
    - Electrical installation
    - Water supply installation
    - Sewer installation
    - HVAC installation
- Health and safety plans

The bid submitted by the Turn Key service provider must cost and make full allowances for delivering all aspects of the project, from design, to construction, for SARS to occupy the building as a fully delivered product.

15. PROPOSED EVALUATION CRITERIA

Only bidders that have obtained a threshold of 70 out of 100 points in the technical evaluation will proceed to Price and B-BBEE evaluations. The following table illustrates the scoring method intended to be followed in the tender.

Criteria	Key Pointers	Total Score (100 Points)
1. COMPANY EXPERIENCE	Provide reference letters for previous project of a similar Nature - Minimum of 2 projects. (Score per listed Project = 10 points) Reference letter for each project on the client's official letterhead indicating • Client contact details (Name of contact person, contact numbers, contact email address), =2 points • The performance of contractor = 2 points • Description of works carried out= 1 point • Project value supported by a Purchase Order =2 points • Appointment Letter = 2 points • Project Start and Completion dates =1 point	
	Note : All the above may be contained in one letter or separate documents. Should separate documents be provided per project, all information contents must correspond to the respective project referenced.	
	Subtotal	**20**
2. KEY STAFF TECHNICAL SKILLS & EXPERIENCE	The Relevant team member's CV indicating years of relevant experience, qualifications, proof of professional registration, projects of similar nature and role in projects **<u>Professional Team:</u>** **<u>Civil and Structural technologist</u>** - Professionally registered with Minimum BTech, 5 years' experience or more) =1 point	

	Mechanical technologist (HVAC) - Professionally registered with Minimum BTech, 5 years' experience or more) = 2 points **Electrical technologist** - Professionally registered with Pr Tech, Minimum BTech, 5 years' experience or more) = 2 points **Construction Team:** **Construction Manager** Not provided = 0 points <1 Year = 1 point (CV and Qualifications) 2-5 years = 3 points(CV and Qualifications) Over 5 years = 4 points (CV and Qualifications) **Site - Manager** Not provided = 0 points <1 Year = 1 point (CV and Qualifications) 2-5 years = 3 points(CV and Qualifications) Over 5 years = 4 points (CV and Qualifications) **Electrician** Not provided = 0 points <1 Year = 1 point (CV, Qualifications and Test certificate) 2-5 years = 3 points(CV, Qualifications and Test certificate) Over 5 years = 4 points (CV, Qualifications and Test certificate) **Mechanical Technician** Not provided = 0 points <1 Year = 1 point (CV, Qualifications and Test certificate) 2-5 years = 3 points(CV, Qualifications and Test certificate) Over 5 years = 4 points (CV, Qualifications and Test certificate) **Health and Safety officer** Not provided = 0 points <1 Year = 1 point (CV, Qualifications and registration certificate) 2-5 years = 3 points(CV, Qualifications and registration certificate) Over 5 years = 4 points (CV, Qualifications, and registration certificate)	
	Subtotal	**25**

3. TECHNICAL SOLUTIONS & SPECIFICATIONS	**<u>Technical designs and specifications</u>**
	
	• Alterations (Removal of work)
	• Site preparation
	• Foundations
	• Prefabricated Mobile Unit – design drawings and specifications
	  ○ Carpentry & Joinery
	  ○ Ceilings & Partitions
	  ○ Plumbing
	  ○ Floor coverings
	  ○ Ironmongery
	  ○ Metal work
	  ○ Roof covering
	
	• Plumbing & Drainage : sewer reticulation design drawings
	• Electrical
	• Mechanical (HVAC)
	• Compliances: to Local Regulations and bye-laws
	
	Scoring :
	
	No response = 0 points
	Partial = 20 points (Meets average compliance as outlined in the description)
	Full = 30 points (Meets and exceeds compliance as outlined in the description)	

	Subtotal	**30**
4. PROJECT & CONSTRUCTION PROGRAMME	**<u>Construction Programme</u>** The bidder must compile a programme of work clearly detailing the planned activities, their dependencies and timelines. The measure of logic and content will focus on the following key indicators: a) Response to project needs (scope of work) b) Level of detail – (e.g. site establishment, logic sequencing, deliveries, etc.) Consideration must also be given to related activities that inform the process deliverables (e.g. Site assessment, design, placing orders, inspections, defects period etc.) c) Project Duration – The anticipated planning (site assessment and design) and construction period must be	

	reflected in the proposed programme in terms of weeks.	

	<u>The bidder's programme must reflect the following activities</u>
	• Alterations (Removal of work)
	• Site preparation
	• Foundations
	• Prefabricated Mobile Unit
	  ○ Carpentry & Joinery
	  ○ Ceilings & Partitions
	  ○ Floor coverings
	  ○ Ironmongery
	  ○ Metal work
	  ○ Roof covering
	• Plumbing & Drainage
	• Electrical
	• Mechanical (HVAC)
	
	<u>Scoring Key Pointers</u>
	
	No response = 0 points
	Partial = 10 points (Meets average compliance as outlined in the description)
	Full = 20 points (Meets and exceeds compliance as outlined in the description)	

	Subtotal	**20**
5. SAFETY, HEALTH, ENVIRONMENT & QUALITY (SHEQ)	**<u>Safety, Health, Environment & Quality (SHEQ)</u>** The bidder shall submit proof of their company's SHEQ documents. These **shall be** tailored to suite the **scope of work** in this bid • Health and Safety Plan - 2 Points • Environmental Management Plan -1.5 Points • Quality Control Plan – 1.5 Point Note: Points are awarded as follows per document, based on the suitability of the document to the scope of works; generic/not suitable = 0%, partially suitable = 50% of max points per document, suitable = 100% of max points per document.	**05**
	Subtotal	**05**
	GRAND TOTAL	**100**