

**TECHNICAL BID SPECIFICATION**

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**APPOINTMENT OF A QUALIFIED SERVICE PROVIDER (GRADE 3SN OR HIGHER) FOR THE REFURBISHMENT AND WATERPROOFING OF ROOFS AT SARS RISSIK STREET BUILDING**

<b>1. TECHNICAL BID SPECIFICATION</b>
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## **1.1 INTRODUCTION**

Bidders are invited to submit proposal for the refurbishment and waterproofing of roofs at SARS Rissik Street Building as per the specification, attached drawings and Provisional Bills of Quantities (BOQ). Bidders who do not complete the BOQ in full may be disqualified. The bidder is expected to provide comments/notes in the event of non-completion of the BOQ.

**NOTE: “In completion of the BOQ, bidders should note that where on a specific line item a cost has been included in a previous line item that the bidder should indicate so on that line item.”**

**“Failure to complete the BOQ in full may result in automatic disqualification from the tender process”**

## **1.2 OBJECTIVE & SCOPE OF WORKS**

The objective of this bid is for the Refurbishment and waterproofing of the existing roof. It will include relaying of the existing torch-on, waterproofing, and sheeting replacement. The scope of work entails all necessary works to complete the project in the shortest time frame possible. Please refer to:

- Provisional Bills of Quantities ; and
- Architectural drawings

The full responsibility for the provision of an adequate labour force that is sufficient to perform the works will rest entirely with the contractor and no claim made during the course of the works for extras, to provide incentives, to induce outside labour to go to the works will be entertained.

## **1.3 INSPECTION AND SITE VISIT**

The Bidders can visit the site upon arrangement to satisfy themselves regarding the access and infrastructure in the building, the extent and nature of the work and the site conditions under which the work will be carried out, conditions affecting the supply of labour and materials and any matter which may affect this tender. No grounds of citing lack of knowledge in any respect will be entertained. Any disadvantage which

may be entailed by items performed in difficult circumstances must be regarded as being off-set by other items which may prove to be advantageous.

#### **1.4 OATH OF SECRECY/SOLEMN DECLARATION**

SARS considers it a condition of the quotation that all contractors, sub-contractors, professional team or any other person(s) employed by the bidder are obligated to sign SARS' Oath of Secrecy/Solemn Declaration by primarily declaring that no information, of whatever nature, which may come to knowledge of such person, shall be disclosed to any unauthorised person. Only SARS may, in writing, issue such authorisation.

#### **1.5 ADDITIONAL DOCUMENTATION REQUIRED**

The bidder shall return with his quotation a proposed program of the works to be executed accompanied by all supporting documentation as requested in this document and the main RFP.

#### **1.6 NOTES ON THE PROVISIONAL SCHEDULE OF WORKS**

The provisional BOQ has been based on assessment of the premises by the Project Manager. Contingency amounts are provided for in the Provisional BOQ and will only be considered for use with proper detailed (explanations, drawings, etc.) and detailed motivation from the contractor that is approved by the project manager.

#### **1.7 VALUE ADDED TAX**

All prices should include Value Added Tax.

#### **1.8 BID AND BID SUM**

The rates inserted in the BOQ are deemed to be fixed and no escalation will be considered. The final Bid sum deemed to be fully inclusive (VAT, transport, delivery and installation on site).

The Bid Sum inserted hereunder is deemed to be a fully inclusive price for the finished work described herein and is deemed to include inter alia for:

- Supply of materials;

- Labour costs of everything described including cost incurred in working overtime, weekends, public holidays, etc. to meet stipulated programme dates;
- All manufacturing, transport, conveying, cartage, carriage and delivery etc;
- Temporary works necessary for the due proper performance of the Contract Works;
- Overheads & Profits; and
- All obligations arising out of the Schedule of Works and all costs and charges deemed necessary for complying with the Terms and Conditions herein.

## **1.9 OCCUPANCY**

Cognisance must be taken that personnel will still be occupying the offices in the areas. The project will require proper planning to minimise disruption to operations. SARS retain the right to alter the proposed program should the works interfere with operations to such extend that normal SARS operations cannot continue.

## **1.11 ELECTRICAL**

If any electrical equipment is removed/ disconnected to undertake the roof repairs, the equipment must be reconnected accordingly with a workmanship guarantee and *an electrical Certificate of Compliance (COC) to be issued upon completion.*

## **1.12 BUILDING RUBBLE**

Any building rubble result from the installation must be cleared from the roof after completion of shift; such materials may not be the cause of interference to the office. The premises must be kept clean by the contractor. The contractor is required to provide a skip and it should be serviced regularly.

## **1.13 INSPECTION**

SARS official(s) or appointed representative(s) shall have the right of access to the site during the process of construction.

## **1.14 SMOKE POLICY**

The building shall be smoke free during the construction period and workers will be requested to make use of designated smoking areas.

## 1.15 LONG LEAD ITEMS

Bidder shall identify and list materials and or equipment that will require additional time for delivery and installation that will influence the scheduled completion dates as indicated.

## 1.16 SERVER ROOM

Under no circumstances may the electrical power to the server room be interrupted unless by prior arrangements with SARS.

<h2>2. STANDARD REGULATIONS</h2>
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### 2.1 ACTS OF PARLIAMENT, ORDINANCES, REGULATIONS AND BY-LAWS

References made to, or requirements called for in terms of the provisions of Act of Parliament, Ordinance and the Regulations or By-Laws or any local or other statutory authority shall not in any way limit the Bidder/ Contractor's liability or obligations to familiarise himself with and comply with the provisions of all Acts of Parliaments, Ordinances and the Regulations or By-Laws of any local or other statutory authority which may be applicable. The works performed shall comply with all laws.

### 2.2 CIDB (CONSTRUCTION INDUSTRY DEVELOPMENT BOARD)

Only those bidders who are registered with the CIDB being 3 **SN (The extension, installation, repair, maintenance, renewal, removal, renovation or alteration, as relevant, of the waterproofing of basements, roofs and walls using specialist systems)**, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the bid sum, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations,.

### 2.3 OCCUPATIONAL HEALTH AND SAFETY ACT

The works performed on site must comply with the Occupational Injuries and Diseases Amendment Act, 1997 (Act No.61 of 1997) .***The winning bidder will have to supply a safety file prior to the commencement of the project.***

**The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises"**

**CODE OF PRACTICE – INTERIOR LIGHTING SABS 0114:1996 - PART I**

**THE NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT  
1977 (ACT 103 OF 1977) AS AMENDED (SANS 0400)**

**THE MUNICIPAL BY-LAWS AND ANY SPECIAL REQUIREMENTS OF THE  
LOCAL SUPPLY AUTHORITY**

**THE LOCAL FIRE REGULATIONS - ALL STATUARY SIGNAGE MUST BE  
CHECKED AND CORRECTED WHERE NECESSARY WITH THE ASSISTANCE OF  
A SARS REPRESENTATIVE.**

## **2.4 STANDARD SPECIFICATIONS**

All works to be done as per Architect drawings, BOQ and specification

## **ADDITIONAL SPECIFICATION REQUIREMENTS**

- **Warranties from installers on waterproofing**

Warranties for materials are for a period of 10 years. The warranty must state that workmanship and installation are warranted for a minimum period of 1 year from the date of final completion and that any defects that may arise during the specified period shall be made good at the expense of the firm supplying the materials and/or doing the work, upon written notice to do so. The warranty will not be enforced if the work is damaged by defects in the construction of the building in which case the responsibility for replacement shall rest entirely with the contractor.

**Note: The specifications as contained in this document are the minimum requirements. SARS will not accept any responsibility for design defects in these specifications and expect the prospective bidder to point out possible defects and to supply a workable alternative solution.**

## 2.5 SECURITY

The staff employed by the successful Bidder will be neatly dressed in the uniform supplied by the Bidder at his/ her own cost, so that the staff can be clearly identified from the other staff of contractors on the premises. ***SARS reserves the right to order the immediate removal of a staff member that does not adhere to this arrangement.***

## 2.6 MANDATORY REQUIREMENTS

No.	Name of the document that must be submitted
1	Bidders must provide proof of a valid Public Liability Insurance not less than the value of R2 million (Certified copy of insurance policy) or letter of intent to obtain the Public Liability Insurance not less than the value of R 2 million from the accredited insurance company
2	Attendance of the compulsory briefing session. The bidder is expected to complete and sign the attendance register at the briefing session.
3	Construction Industry Development Board (CIDB), minimum of 3 SN or higher, the Contractor must be active in terms of CIDB requirements. Please print screenshot of CIDB rating and attach to submission.  <b>NB:</b> CRS number and the name of the bidding company must be provided.
4	Minimum B-BBEE status of level 4

**Failure to comply with all of the above mandatory requirements will result in immediate disqualification**

## 2.7 TECHNICAL EVALUATION

Only bidders that have met the mandatory requirements will be evaluated on technical functionality. In the technical evaluation phase, bidders will need to attain a minimum of 65 out of 100 points.



## Technical Evaluation Criteria

	TECHNICAL EVALUATION	WEIGHT
1	<b>COMPANY PROFILE/EXPERIENCE &amp; EXPERTISE</b>	10
	The bidder must submit a comprehensive company profile indicating the company's core business Company, business address, office & after hours emergency telephone numbers- A maximum of 5 points to be allocated	
	The bidder must supply a list of 4 x artisans and 1 x site manager/supervisor who will be assigned to this project with their relevant waterproofing certificates. A maximum of 5 x points will be allocated for this criteria	
2	<b>REFERENCES &amp; TRACK RECORD</b>	25
	<p>The bidder must submit 5 x letters of reference on the client's letterhead with contactable details from any previous employers for waterproofing &amp; refurbishment of roofs. The references will be verified by SARS. The reference letters must contain the following information:</p> <ul style="list-style-type: none"> <li>• Quality of work/workmanship</li> <li>• Project timelines/Was the project completed on time?</li> <li>• Contract values</li> <li>• Reliability of contractor</li> </ul> <p>A maximum of 25 x points is allocated for this criteria</p> <p>NB: If the above information cannot be verified, the bidder will score zero.</p>	
3	<b>PROJECT PLAN</b>	35

	<p>The bidder must submit a detailed project plan indicating a work breakdown schedule for each task to be undertaken. Please note that work must be planned and executed as not to disrupt SARS business operations and to make provision for overtime - after hours work. The program is to allow for snagging within the 45 days schedule.</p> <ul style="list-style-type: none"> <li>• 45 days =35 points</li> <li>• Above 45 but less than 60 =25 points</li> <li>• Above 60 days = 10 points</li> </ul>	
<b>4</b>	<b>GENERAL REQUIREMENTS</b>	<b>30</b>
	<p>The Bidder must provide a Health and Safety plan specific for this project.</p> <ul style="list-style-type: none"> <li>• A maximum of 15 points awarded to a H &amp; S plan specifically designed for this project and;</li> <li>• a maximum of 5 points for a generic H &amp; S plan</li> </ul>	
	<p>The Bidder must provide a comprehensive inspection plan at three year intervals over the warranty period of ten years.</p> <ul style="list-style-type: none"> <li>• A maximum of 5 x points is allocated for this requirement; and</li> <li>• 0 x points for no inspection plan.</li> </ul>	
	<p>The bidder must provide a contingency plan in respect of absenteeism, vehicle and equipment breakdown.</p> <ul style="list-style-type: none"> <li>• A maximum of 10 x points is allocated for this criterion.</li> </ul>	
<b>TOTAL</b>		<b>100</b>

**Note:** A minimum of 65 points score on technical aspect is required to qualify for further evaluation pricing and B-BBEE

### ADDITIONAL NOTES

All products used must be applied / used according to manufacturer's specifications. Workmanship must be of the highest standards and all preparation must be done to

ensure satisfactory results. Since the project is for a short time frame, the expected start date is within five days from the date that the purchase order is issued.

No alterations, erasures, omissions or additions are to be made to the text of this document. Should any, such alterations, erasures, omissions or additions be made, it will not be recognised. The reading of the items prepared by SARS Corporate Real Estate will be adhered to.

The specifications form part of the written offer of the bidder and must be initialled and submitted along with all other documents. South African Revenue Service (SARS) will not be held liable for any expenses incurred by the bidder in preparing and submitting the tenders.

Any requirements laid down in this specification shall be deemed as included in the written offer. The fact that SARS checked the documentation and approved it, does not exempt the bidder from the responsibilities with regard to the fulfilment of any requirements of this specification.

The Contractor shall properly handle and use the services/utilities provided by SARS and shall not use or interfere with the property belonging to SARS, or with any other property on the site extending beyond the ordinary needs of carrying out the work.

The Contractor shall leave all completed work and work areas in a clean and tidy condition immediately after completion of each portion or area of the contract work and shall remove and cart all rubbish and waste or excess material resulting from the completed work off-site.

The Contractor shall insure his workmen and employees against death or injury arising out of the execution of the Contract Work.

The Contract work and any materials and goods intended for incorporation shall be at the risk of the Contractor for all risks of loss or damage insurable under a contract works or all risks insurance policy.

All Bidders are to acknowledge or disclaim the following SARS criteria, answering **YES** or **NO** to each question. YES acknowledges that the bidder will comply with the said criteria and NO infers that the bidder do not comply with the criteria. Additional information to be provided where required.

The Bidder is familiar with the site regarding access and conditions under which the works will be executed.	<input type="checkbox"/> <b>Yes / No</b> <input type="checkbox"/>
The Bidder is familiar and compliant with the OHSA requirements for a construction site.	<input type="checkbox"/> <b>Yes / No</b> <input type="checkbox"/>
The specifications in this information document are the minimum requirements. SARS takes no responsibility for design defects in these specifications. It is the responsibility of the bidder to identify any short comings and provide SARS with a fully workable solution. <i>Please attach as a separate annexure to bid submitted.</i>	<input type="checkbox"/> <b>Yes / No</b> <input type="checkbox"/>
Provision is made for site supervision at all times during the project.	<input type="checkbox"/> <b>Yes / No</b> <input type="checkbox"/>
Provision is made for site clearance & rubbish removal on a daily basis.	<input type="checkbox"/> <b>Yes / No</b> <input type="checkbox"/>
Electrical compliance certification of installations (COC) will be issued upon completion( <i>if applicable</i> )	<input type="checkbox"/> <b>Yes No</b> <input type="checkbox"/>
The electrician/s employed registered with the Electrical Contractors Association of South Africa. <i>(If applicable).</i>	<input type="checkbox"/> <b>Yes No</b> <input type="checkbox"/>
The Bidder is able to execute works after normal office hours if required	<input type="checkbox"/> <b>Yes / No</b> <input type="checkbox"/>
The Bidder is able to work shifts to allow sooner completion at additional rate	<input type="checkbox"/> <b>Yes / No</b> <input type="checkbox"/>
The Bidder is familiar with the JBCC Principal Building Agreement contract for the construction industry	<input type="checkbox"/> <b>Yes / No</b> <input type="checkbox"/>