

NOVEMBER 2023

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF PAINTING AND VANISHING OF THE NATIONAL CREDIT REGULATOR (NCR) BUILDING SITUATED AT 127- 15TH ROAD, RANDJESPARK MIDRAND

RFP NUMBER: NCR 870.08.2023

COMPULSORY SITE INSPECTION: 27

NOVEMBER 2023

VENUE: 127-15 TH RANDJESPARK, MIDRAND

TIME: 10H00

DUE DATE: 01 DECEMBER 2023 AT 11H00 AM

Email to Tmaseko@ncr.org.za

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PAINTING AND VANISHING OF THE NATIONAL CREDIT REGULATOR (NCR) BUILDING SITUATED AT 127-15TH ROAD RANJES PARK MIDRAND

1. Background and purpose

The NCR is embarking on an exercise which is meant to improve and maintain the aging building. The purpose of this exercise is to appoint a service provider to supply painting and vanishing material, accessories and paint building structure and vanish all wooden works.

2. Special bid condition:

The appointed service provider will be subjected to vetting investigations by the State Security Agency (SSA). The appointment of the preferred bidder will depend on a positive clearance from SSA.

3. Scope of Work

The prospective service provider is expected to supply and paint exterior walls and wooden windows and all doors at NCR building. The NCR's main objective is to paint the exterior part of the building including the parking areas, storerooms, security guard house and the walls on the 15th Road next to the main entrance gate.

Building	Square meter(m²)	Colour
Exterior painting	TBC	Light Grey
Wooden works (doors, door frames and window frames)	TBC	Dark Brown

4.1 The project will consist of the following elements:

4.1.1 Preparations

- Clean all exterior wall services.
- Prepare surfaces for painting.
- Repair and waterproof all damaged parts of the walls.

- Repair holes in the walls
- Prepare the surface walls thoroughly using sandpaper or a sanding block to dull uneven surfaces until the wall is smooth.
- Ensure the walls are clean and dust free.
- Prepare and sand all wooden doors and window frames for vanishing

4.1.2 Paint

- Painting of exterior building walls including the parking areas, security guard house and wall next to the main gate entrance.
- Sand and vanish exterior wooden windows and doors frames.

4. Construction Industry Development Board

- 2 GB grading or above.

6. Guarantee

Ten (10) years guarantee on painting and workmanship from the date of completion.

7 Drawings/ Structural plan/ Building plan

NCR to provide drawings indicating building square meters.

8. Protection of Existing Infrastructure

Where the service provider is responsible for damage for which repairs have to be carried out by the NCR, the costs of these repairs will be recovered by means of a deduction from the service provider's payment.

9. Tidying Up of the Works

The service provider shall take note that progressive and systematic finishing and tidying will form an essential part of this project. On no account shall spoil, rubble, materials, equipment or unfinished operations be allowed to accumulate in such a manner as to unnecessarily be a hindrance to or impede the activities of other contractors or service providers. In the event of this occurring, the NCR shall have the right to withhold payment for as long as may be necessary in respect of the relevant works in the area(s) concerned.

Upon completion of the project or any portion thereof, the ground, fences, gates and any structures that have been interfered with are to be carefully restored to their original condition and all rubbish, tools, tackle, plant and material must be removed so as to leave the site in a clean and orderly condition. No additional payment shall be made for work described in this sub-section.

10. Project Duration and penalty

- The appointed service provider will be required to start immediately after signing the contract.
- Duration of the project will be one month and handover.
- One-day extension can be considered for each rainy day if more than 5 mm rain/24 hours were measured on-site.
- Start of project: Official site handover.
- Date of Completion: Final site inspection and if all the items on the snag list were successfully addressed.
- Penalty for Late Completion will be based on the quoted amount for work chosen by the NCR and will be calculated by:

Penalty per calendar day = Tender amount awarded to contractor X 0.0274%.

11. Pre-requisite

Compliance requirements:

- Bidders must possess certification or painter's certificate.
- Bidders must have 2 GB CIDB Grading.
- Bidders must possess safety file.
- Bidders must be registered on the Central Supplier Database (CSD). Proof of registration must be provided.
- Bidder should have attended a compulsory briefing and site inspection in order for them to participate.
- Bidder must be a member of one of the associates in the painting industry, such as the Master Painters Association (MPA).

- Bidder must comply to the Hazardous Substances Act which regulates paint or coating materials.
- Bidder must be compliant with Health and Safety legislation and other requirements governing workplace safety.
- Service provider must be conversant with and adhere to the National Building Regulations Act No 103 of 1997.
- Service provider must be conversant with and adhere to the Health and Safety Act 85 of 1993.
- Paint must be similar or equivalent to Plascon Enamel Doors and trims (NY 1/g) and Universal Acrylic PVA is a new generation water-based, pure acrylic, long-life matt coating. Strictly to manufacturer's specification and instructions (SABS) approved.
- For the wooden doors and frames, paint must be similar or equivalent to Plascon Marine exterior polyurethane wood varnish.

12. Additional information required from the Service Provider

- The safety of users of the equipment;
- All regulations as per the OHS Act are adhered to;
- The accuracy and reliability of the equipment performance;
- The equipment and associated spaces are kept clean and presentable at all times.

13. Personnel safety

- The service provider will provide all PPE, ladder, and scaffolding for their workers as required when a person works in an elevated position. Work will be stopped in case proper protection equipment is not found with the workers and a lapse of time will at the part of the contractor.
- The service provider will make sure that all the arrangements for the work are in working conditions are safe in all respect, under no circumstance, NCR will be held responsible for any incident that happens on the site due to negligence of the contractor/ worker.

- The service provider shall employ and manage his personnel to ensure timely, efficient execution of works with minimum interruption to the NCR.
- The painting team and any other staff member working at the NCR must be issued with safety clothing with the company's name clearly visible.

14. Sub-contractors

- The service provider must specify all sub-contractors and sub-suppliers which will be used during the project period. The service provider shall provide sub-contractors and sub-suppliers with materials and work as required.
- The service provider is responsible for the performance of their sub-suppliers and sub-contractors who will be expected to perform and are managed to the same standards as detailed in the terms of reference.
- A bid participant must clearly indicate any sub-contractors and/or sub-suppliers that will be used during the project period, as well as the tasks which will be outsourced to such sub- contractor and/or sub-supplier. A bid participant who elects to enlist the services of a sub- contractor and/or sub-supplier remains responsible for ensuring that the execution and delivery of the outsourced tasks comply with the terms of reference.

15. Functionality criteria

ELEMENT	WEIGHT

<p>Bidder's relevant experience</p> <p>Demonstrate the bidder's experience at least ten (10) years' experience in providing painting and vanishing services. Bidders must provide the following as evidence in table format:</p> <ul style="list-style-type: none"> • Clientele • Project description • Duration of the project • Estimated cost of the project <p>Point allocation:</p> <p>The Bidder has more than 10 years' experience providing all information = 5</p> <p>The Bidder has 10 years' experience providing all information = 4</p> <p>The Bidder has between 5 to 9 years' experience or providing some information = 3</p> <p>The Bidder has between 1 to 4 years' experience with no information provided = 2</p> <p>The Bidder has no experience = 1</p>	25
<p>Team leader qualifications and experience</p> <p>The Bidder must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> ▪ The CV of the team leader, indicating the relevant qualification in build environment and at least ten (10) years' experience <p>Point allocation:</p> <p>Qualification and more than 10 years' experience = 5</p> <p>Qualification with 10 years' experience = 4</p> <p>Qualification with 5 to 9 years' experience = 3</p> <p>Qualification with 1 to 4 years' experience = 2</p> <p>No qualification and experience = 1</p>	20
<p>CIDB Registration</p> <p>Bidder must be registered with the CIDB (2 GB). Proof must also reflect registration, gradings and the Bidder's status with CIDB.</p> <p>Point allocation:</p> <p>Proof of valid registration provided = 5</p> <p>No valid proof of registration provided = 1</p>	10

<p>Bidder's Project Proposal</p> <p>The Bidder must provide a project plan in line with the NCR requirements for project plan.</p> <p>Point allocation:</p> <p>Detailed approach (step by step) indicating, and timelines provided by the bidder as well as detailed project plan, indicating completion in less than a month. = 5</p> <p>The Bidder provided a project plan as required with timelines, with detailed description of the project plan. indicating completion within a month = 4</p> <p>The Bidder provided a project plan without timelines = 3</p> <p>The Bidder's project plan is incomplete = 2</p> <p>The Bidder did not submit a project plan = 1</p>	<p>25</p>
<p>References</p> <p>The Bidder must provide four (4) written reference letters for the past three years indicating the following information:</p> <ul style="list-style-type: none"> • Company details • Contact person • Contact numbers • Email address • On a Company letterhead • Reference letter must be signed <p>Point allocation:</p> <p>The Bidder submitted more than 4 reference letters as per the requirement = 5</p> <p>The Bidder submitted 4 reference letters as per the requirement = 4</p> <p>The Bidder submitted 2 to 3 reference letters as per the requirement = 3</p> <p>The Bidder submitted 1 reference letter as per the requirement = 2</p> <p>The Bidder did not submit reference letters = 1</p>	<p>10</p>
<p>Insurance</p> <p>The Bidder must provide proof of insurance against any claims, costs, loss and or damage ensuing from its obligation and shall ensure that such insurance remains operative for the duration of this agreement. A copy of insurance must be handed to the NCR upon commencement of the service.</p> <p>Points allocation:</p> <p>The Bidder submitted proof of insurance = 5</p> <p>The Bidder did not submit proof of insurance = 1</p>	<p>10</p>

TOTAL	100%

Bid participants are required to score a minimum of 70% on functionality to qualify to be evaluated in the next level (i.e. BBBEE and Price). Bid participants that do not score the minimum of 70% on functionality will be disqualified and not be evaluated in the next level (i.e. BBBEE and Price).

16. Additional information:

- a) Proof of registration on the Central Supplier Database (CSD)
- b) Certificate of incorporation / legal status:
- c) Company registration documents
- d) Certified copy of directors' identity documents
- e) Certified BBBEE certificate