

## **TERMS OF REFERENCE**

### **1. INTRODUCTION**

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlement. As its primary activity, the HDA identifies, acquires, holds, develops, and releases state, private and communal land for human settlements. As part of its processes, the HDA conducts property holding plans in order to identify and implement services and maintenance requirements to ensure the sustainability, security, and prevention of invasions on the properties in possession.

### **2. BACKGROUND INFORMATION**

#### **a. STATUS QUO**

The HDA owns a property located on erf 4903 Johannesburg, in Braamfontein precinct within the jurisdiction of City of Johannesburg Metropolitan Municipality.

#### **PROBLEM STATEMENT**

The HDA Land Holding unit has started preparing the building for occupation by commercial businesses. One of the tasks identified to make the building occupancy compliant is the repairing and servicing the fire system on the building.

## b. PICTORIALS

### Location Map:



## 3. OBJECTIVE OF THE PROPOSED PROJECT

### a. DESIRED OUTCOMES FOR CARRYING OUT THE PROPOSED PROJECT

Procurement of a service provider for the repairing and servicing of the shopping fire system.

### b. PROJECT BENEFITS TO THE HDA

The provisions for an environmentally friendly building and to be in compliance with building standards and occupational health and safety regulations.

### c. CURRENT MECHANISMS IN PLACE TO ADDRESS THE PROBLEM

There are no other mechanisms in place to address the problem statement.

## 4. SCOPE OF WORK AND AREAS OF FOCUS

### a. SCOPE OF THE DESIRED SOLUTION

The HDA requires competent, experienced, and professional service providers to:

- Repair and servicing the fire system.

**b. DETAILS ON THE PREFERRED SOLUTION**

Procurement of a service provider for the repair and servicing of the fire system.

**c. TARGETED AREA BY THIS PROJECT**

The entire subject property, erf 4903 Braamfontein building, is the target area for this project.

**d. EXTENT AND COVERAGE OF THE PROPOSED PROJECT**

- The Braamfontein building is situated on Erf 4903 in Johannesburg CBD, with the street address, no.29 Wolmarans Street or 206 Smit Street and surrounded by Harrison and Loveday Streets in Braamfontein area within the Jurisdiction of City of Joburg Metropolitan Municipality, Gauteng, and commonly known as “Eskom building”.
- The proposed project will cover the entire building.

**Property Profile**

Property Description	Extent (Hectares)	Ownership (current)	Title Deed number
Erf 4903 Johannesburg	0.3721	Eskom	T4586/1956

## 5. SPECIFICATION OF THE WORKS REQUIRED

This specification covers the provision of a suitably qualified and experienced service provider for the repair and servicing of the fire system at the subject property.

The scope of works for this project shall entail the following activities:

**a. GENERAL REQUIRMENT**

- There will be a **compulsory site briefing meeting** for this project to be held **at the subject property, No.29 Wolmarans Street (Or 206 Smit Street) and surrounded by Smit, Harrison and Loveday Streets in Braamfontein area which is commonly known as “Eskom building”**. Failure to attend the site meeting will result in the bidder not being able to provide an informed price proposal and as a result will be automatically disqualified.

- The supplier is required to quote on the following;
  - i. Repair and servicing of the fire system
- The validity period for quotation/price must be for ninety (90) days.
- The prices to be in Rands (including VAT if charged) and to be structured total cost per contract term of works of your company.
- Be fully responsible for all work performed by its personnel.
- Be expected to provide and maintain a clean, healthy, and hygienic working environment.
- Fire system services to be fitted in accordance with SANS 10139 code of practice.
- Be expected to remove nonfunctional components and dispose of at an approved local municipal landfill site.
- Provide and execute everything necessary for the works in accordance with industry standards and norms in terms of the prevailing sectorial determination, and industry acceptable training levels, and any other relevant regulations, including, but not necessarily limited to:
  - SABS (South Africa Bureau of Standards)
  - ASIB (Automatic Sprinkler Inspection Bureau)
  - LPC (Legal Practice Council)
  - NFPA 20 (National Fire Protection Association :*Standard for installation of stationary pumps for fire protection*)
  - AS2941 (Fire Pumps)
  - FDIA (Fire Detection Industry Association)
  - SAQCC (South Africa Qualification & Certification Committee)
- The provision of all service provider's equipment, qualified, competent, and well-trained personnel, and supervision thereof, required for the servicing of the building;
  - I. ensuring that its personnel is neatly clothed in uniforms with necessary protective equipment which shall include but not limited to steel toe safety shoes, safety goggles and hand gloves.
  - II. compliance with the provisions of the Compensation of Injury and Disease Act (COIDA) and Basic Conditions of Employment Act (BCEA).
  - III.

**b. EXPECTED DELIVERABLES**

Service Provider shall:

- Be fully responsible for all work and services performed by its personnel.
- Issue fire compliance certificate after completion of works
- Ensure its supervisor report to the HDA of any defect in and to area concerned e.g., damage to property etc.
- Service provider is required to provide all labour, plant, equipment, personal protective equipment (PPE), and supervisor/s thereof.
- Maintain a register for incidents, near misses risks and other incidents that may be of nuisance to the HDA.
- Ensure provision of all service providers' qualified, competent, and well-trained personnel, and supervision thereof, required for this works.

**c. BOQ – The repair and servicing of the fire services (Braamfontein Building)**

**Note:**

- The rates shall include full compensation for providing all labour, personal protective equipment (PPE), material, equipment, adhesives, overheads, and supervision required to carry out the work.
- The price quotation shall be valid for the entire work and to be Rands (including VAT if charged).
- Provision to be made for the removal of defective fire system material and the disposal at an approved landfill site.
- Provision to be made for finishing along walls and door thresholds or sill.
- **In addition to below, the bidders are required to also provide the detailed price breakdown quotations in their company's letterheads.**

<b>BILL OF SERVICE QUANTITIES: Repairing and servicing the fire system services</b>				
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Total Price</b>
1.	Repairing and servicing the fire system services to be in accordance with SANS 10139: <i>(Further details to be specified on the compulsory meeting)</i>	Sum	1	
2.	<u>Safety file</u> Provide risk assessment safety file according to OHS Act 85 of 1993. Ensure all insurance including public liability and workmen's compensation is in place prior to commencement of works. <b><i>(Copy to be always kept on site)</i></b>	Sum	1	
	<b>TOTAL – (excl. VAT)</b>			
	<b>15% VAT</b>			
	<b>Total including VAT</b>			