

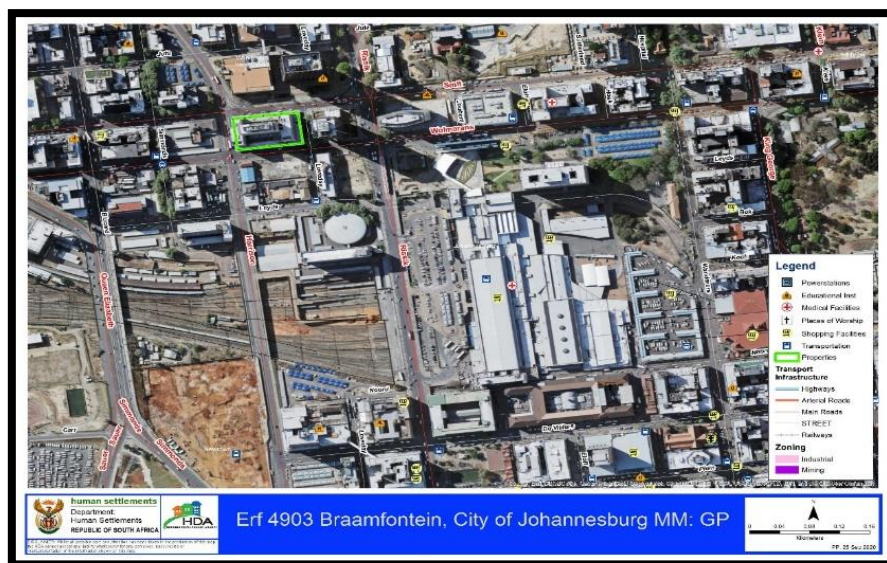
TERMS OF REFERENCE

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.

a. PICTORIALS

Figure1: Location Map:



2. OBJECTIVE OF THE PROPOSED PROJECT

a. DESIRED OUTCOMES FOR CARRYING OUT THE PROPOSED PROJECT

Procurement of a service provider to provide locksmith services.

b. PROJECT BENEFITS TO THE HDA

The Locksmith will ensure that HDA has access to areas of the building were:

- keys have been lost.
- a lock has been damaged.
- programming of the access control electronics.

c. CURRENT MECHANISMS IN PLACE TO ADDRESS THE PROBLEM

There are only keys available that were provided by the previous owner of the building during the handover stage. But no mechanism in place to deal with lost keys and broken locks.

3. SCOPE OF WORK AND AREAS OF FOCUS

a. SCOPE OF THE DESIRED SOLUTION

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

- Provide Locksmith services for 12 months.
- Supply keys and locks.
- Repair broken/ damaged locks.
- Program/ reprogram of the access control electronics.

b. DETAILS ON THE PREFERRED SOLUTION

Procurement of a service provider for the provision of locksmith services for the HDA's Braamfontein building for 12 months period.

c. TARGETED AREA BY THIS PROJECT

The subject property, erf 4903 Braamfontein building, all floors, including the basement parking.

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 building and the premises utilised for commercial purposes.

Table 1: Property Profile

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

4. SPECIFICATION OF THE WORKS REQUIRED

This scope of works covers the provision of a suitably qualified and experienced service provider for the supply of keys, repair of damaged lock and Locksmith services at the subject property.

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

a. GENERAL REQUIREMENT

- The supplier is required to quote on the provision of Locksmith services for a period of 12 months.
- The service provider will be required to attend to any emergencies related to lock or new installations as and when reported or required.
- **Work “Call Out” procedures:**
 - i. A representative of the HDA will notify the service provider of any lock faults/ emergency repairs/ problems.
 - ii. Service provider dispatches staff to assess and cost the lock fault/ emergency repair/ problem.
 - iii. The quotation for materials, with service providers mark-up included, is to be submitted to the HDA representative for approval.
- 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.
- The service provider must be available on 24/7 basis to attend to any emergencies or urgent requests.
- The service provider to be a member of Locksmith Association of South African (LASA) regulated by Act 56 of 2001.
- The service provider to have a valid registration of PSIRA and remain active for the duration of the service period.
- Only SANS/ SABS approved locks and keys should be used for any new installation or replacement.

- 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: -
- 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 headgear, 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).

b. EXPECTED DELIVERABLES

Service Provider shall:

- In case of missing key, the Locksmith should always provide a new key, with a spare.
- Ensure all new installations or replacements works is inspected and signed off by a HDA representative before leaving the site.
- Be able to unlock various types of office safes.
- Always comply with the Occupational Health and Safety Act of 199.
- Be fully responsible for all work and services performed by its personnel.
- Be expected to provide and maintain a clean, healthy, and hygienic working environment and leave the premises in the same condition it was found.
- Ensure its supervisor report to the HDA of any defect in and to area concerned e.g., damage to property etc.
- Provide all labour, equipment, personal protective equipment (PPE), necessary of executing Locksmith services.
- Prepare and submission of a detailed invoice for verification and approval by the HDA. All quantities in the quotation will be verified upon completion of works in order to quantify the invoice. The invoice will be paid subject to the receipt of the confirmation on completion of works by the HDA.
- Maintain a register for incidents, near misses risks and other incidents that may be of nuisance to the HDA.

c. **BOQ** – The supply of Locksmith services (Braamfontein Building)

Note:

- The rates shall include full compensation for providing all labour, personal protective equipment (PPE), material, equipment, required to carry out the work.
- The bidder will be expected to procure and supply required locksmith material and install at the building at own cost and issue the HDA with the invoice including the added bidders mark up. The mark-up should not exceed 30% of the price of an item. Quotation for required material to be approved by HDA prior purchasing.
- The price quotation for items on table 2 shall be valid for the entire work and to be Rands (including VAT if charged).
- **In addition to below, the bidders are required to also provide the detailed price breakdown quotations in their company's letterheads.**

Table 2: Bill of Service Quantities

BILL OF SERVICE QUANTITIES: Supply of Locksmith services				
Item	Description	Unit	Qty	Unit Price (Rands)
A.	Locksmith services include but not limited to the following:	Item	Note	N/A
1.	Viro (or similar) lock with two (2) keys	Per item	1	
2.	CISA (or similar) lock	Per item	1	
3.	Abloy (or similar) lock	Per item	1	
4.	Motor lock	Per item	1	
5.	Remote control	Per item	1	
	Cutting of keys			
6.	Standard key	Per item	1	
7.	Mortice lock	Per item	1	
8.	Safe key	Per item	1	
9.	Abloy (or similar) keys	Per item	1	
10.	Latch key	Per Item	1	
11.	CISA (or similar) key	Per Item	1	

BILL OF SERVICE QUANTITIES: Supply of Locksmith services				
Item	Description	Unit	Qty	Unit Price (Rands)
	Maintenance			
12.	Repair of motor gate and electronic security gates	Per hour	1	
13.	Programming of remote controls	Per hour	1	
14.	Repair access control (digital pad, biometric and tag reader, update of software)	Per hour	1	
15.	Opening of office safes	Per Item	1	
16.	Labour Call Out fee	Per hour	1	
	TOTAL – (excl. VAT)			
	15% VAT			
	Total including VAT			

