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## **TERMS OF REFERENCE**

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**ELECTRICAL WORKS AND INSTALLATION OF PREPAID ELECTRICAL METER BOXES ON ERF 4061  
HOUT BAY WESTERN CAPE  
RFQ/CPT/2023/010**

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## **QUOTATIONS TO BE SUBMITTED BY**

**05 February 2024 AT 11H00**

## TERMS OF REFERENCE

Electrical works and installation of prepaid electrical meter boxes on Erf 4061, Hout Bay,  
Western Cape RFQ/CPT/2023/010

### 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 as well as communal land for development. 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 of the properties in position.

### 2. BACKGROUND

The Housing Development Agency (Land Holding) is currently managing a property located on Erf 4061 Hout Bay, on behalf of the Western Cape Provincial Department of Human Settlements (WCPDHS). The property is located adjacent to the Imizamo Yethu Informal settlement.

The premises comprise of four (4) residential units. The HDA has entered into lease agreements with various tenants occupying these units on erf 4061. Currently one of the units is not energized due to a faulty electrical panel. Therefore, a service provider is needed to assess and repair the panel, facilitate the application to City of Cape Town municipality and the installation of prepaid electrical meters.

#### 2.1. Physical Location

The properties are located on 93 Main Road in the formally developed middle to high income area of Hout Bay within the jurisdiction of City of Cape Town Metropolitan municipality, and adjacent to Imizamo Yethu informal settlements. The map on **Annexure B** provides details on the property and its location.

### 3. SCOPE OF SERVICES

The HDA requires from appropriately qualified, competent, experienced, and professionally registered electrical contractors to:

- Conduct a status analysis of the electrical reticulation on Erf 4061.

- Submit quotations for:
  - a) Inspection and repairs of default wiring on electrical panel;
  - b) wiring & installation of a new prepaid electrical meter; and
  - c) facilitate the application (CoCT: Electricity generation and Distribution – Application for a new or modified electricity supply services) process with the City of Cape Town (CoCT);
  - d) Issue the electrical Certificate of Compliance (ECOC), in line with the relevant National building standard (SANS 10142 and SANS 10400), Electrical Contractors Association of South Africa (ECASA) or any other recognisable electrical regulatory body.
- The cost of all applications to be included in the price quotation.

### 3.1. General Requirements

- 3.1.1. The service provider shall ensure that its team has relevant expertise and have necessary equipment and support to undertake the work.
- 3.1.2. The service provider must have a qualified electrician with:
  - a) Minimum NQF level N3 national certificate for electrical engineering qualification;
  - b) Wireman's licence to issue electrical compliance certificates (ECOC);
  - c) Passed the SANS 10142-1 National Exam; and
  - d) Registered with the Department of Labour (DOL).
- 3.1.3. No upfront payment will be done. The service provider will only be paid upon completion of the scope of works.
- 3.1.4. The service provider will be expected to issue a warranty certificate on the work done.
- 3.1.5. All new material to be used shall be of approved or equal quality, colours, profiles, thickness, etc. and shall in all cases match the existing materials and shall be fixed to existing material or surfaces.
- 3.1.6. All new material to be used must be SABS approved.
- 3.1.7. The service provider will be expected to provide the electrical certificate of compliance (ECOC) in line with SANS 10142-1 at the completion of the works.

## 4. EXPECTED DELIVERABLES

The objective is to procure a service provider to perform electrical works on Erf 4061.

- 4.1. Tracing of wiring and installation of new wiring for the new prepaid meter boxes.
- 4.2. Fix and supply prepaid electrical meters in line with the CoCT guidelines.

- 4.3. Fix and supply material and labour for the works.
- 4.4. Make new all chasing and patching of wall due to remedial works.
- 4.5. Ensure that the DB boards are in good working condition.
- 4.6. Qualified electrician to issue an ECOC at completion of works.
- 4.7. Service provider to facilitation the process from start to finish.

**Note:** The above is to be read in conjunction with the Bill of Quantities as detailed in 'Annexure 1', SANS 10142-1, SANS 10400, OHS Act and any relevant standards.

## 5. DOCUMENT SUBMISSION

- 5.1. Submit the proposal documents in the sequence provided on the below **Table 1;**

Table 1: Returnable Sequence

| Item       | Required documents   |
|------------|--|
| Annexure 1 | Company profile with certified copies (not more than 3 months) of relevant certifications, accreditations and licences.  |
| Annexure 2 | ECSA registration certificate and any other low voltage electrical works related certificates (certified copies).  |
| Annexure 3 | Letter of good standing from workman's compensation commissioner, valid Unemployment Insurance Fund (UIF) proof of registration, public liability insurance and other relevant insurances. |
| Annexure 4 | Central Supplier Database (CSD) report, SDB forms  |
| Annexure 5 | Price Breakdown quotation on service provider's letterhead document.   |

## 6. EVALUATION PROCESS

The following criteria will be used for points allocation for price and specific goals compliance on a 80/20 point system: -

Table 3 – Price and Specific Goals

| CRITERIA       | SUB-CRITERIA              | WEIGHTING/ POINTS |
|----------------|---------------------------|-------------------|
| Price          | Detailed budget breakdown | 80                |
| Specific goals | Specific goals            | 20                |
| TOTAL          |                           | 100               |

In order to facilitate a transparent selection process that allows equal opportunity to all companies, the HDA has a policy for the appointment of service providers that will be adhered too. Quotations will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using the 80:20 formula for Price and Specific goals as per the PPPFA: -

## 7. GENERAL

**Below are compulsory requirements for this works:**

- 7.1. It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.
- 7.2. Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:
  - Registration with the National Treasury Central Supplier Database (CSD Report), if not yet registered use the following link to register: <https://secure.csd.gov.za/>
  - CIDB Grade GB1/EB1 or higher
  - SBD'S (SBD 1, SBD 4 AND 6.1)
  - **Electrical Contractors License (ECASA or any other South African recognisable electrical regulatory body).**
  - Minimum NQF levels N3 national certificate for electrical engineering qualification;
  - **Wireman's licence to issue electrical compliance certificates (ECOC);**

**NB: Failure to adhere to above will result in automatic disqualification.**

## 8. TERMS AND CONDITIONS

- 8.1. HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.
- 8.2. No payment will be made where there is an outstanding information/work by the service provider/s.

## **9. SUBMISSION OF PROPOSAL**

- 9.1. **Proposals should be submitted on or before the 05 February 2024 by no later than 11h00**  
To: [Procurement@thehda.co.za](mailto:Procurement@thehda.co.za)
- 9.2. Further information regarding supply chain matter and queries can be send via email to: [Naledi.Aphane@thehda.co.za](mailto:Naledi.Aphane@thehda.co.za) or at Tel: 011 544 1000
- 9.3. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.

**ANNEXURE A: Bill of Quantities – Electrical Works Erf 4061 Hout Bay**

*NB: The rates shall include full compensation for providing all labour, material and equipment required to carry out the work, for all preparatory work, for all additional costs to repair, re-fix, remove, cutting into, realign, taking off, temporary store, etc. and for carrying out the work scheduled in the work as new to match all existing work and/or finishing off and cleaning up when the work has been completed.*

| <b>SCOPE OF WORKS: GARDEN SERVICES (ERF 4062)</b> |   |             |            |             |                    |
|---|---|-------------|------------|-------------|--------------------|
| <b>Item</b>                                       | <b>Description</b>  | <b>Unit</b> | <b>Qty</b> | <b>Rate</b> | <b>Total Price</b> |
| <b>A</b>  | <b><i>NB: All installations to be done in accordance to applicable regulations, engineering standards and specifications, i.e. SANS 10400, SANS 10142-1, OHS Act, etc.</i></b>  | Note        |            |             |                    |
| <b>B</b>  | <b><i>NB: Material items are inclusive of all material, profit, overheads, etc.</i></b>   | Note        |            |             |                    |
| <b>C</b>  | <b><i>NB: All rates and prices on items to exclude VAT, Total VAT to be included at the bottom of the document.</i></b>   | Note        |            |             |                    |
| <b>D</b>  | <b><i>NB: labour costs are inclusive of any work that could be done on Sundays and public holidays. The service provider will be expected to avoid working at these non-working days.</i></b>                                 | Note        |            |             |                    |
| <b>E</b>  | <b><i>NB: All items disconnected or removed to allow inspections or work to be done, are to be reconnected to its original positions by the service provider and any damages done will be at service providers costs.</i></b> | Note        |            |             |                    |
| <b>F</b>  | <b><i>NB: Service Provider to submit on a company letter head a breakdown of the cost for the scope of works.</i></b>   | Note        |            |             |                    |
| <b>1</b>  | Provision for the Electrical works and installation of a new prepaid electrical meter boxes on premises located on Erf 4061 Hout Bay. (quantities will be confirmed at the site briefing meeting)                             | Item        | 4          |             |                    |
|   |   |             |            |             |                    |
|   | <b>TOTAL – (excl. VAT)</b>  |             |            |             |                    |
|   | <b>VAT</b>  |             |            |             |                    |
|   | <b>Total incl. VAT</b>  |             |            |             |                    |
|   |   |             |            |             |                    |

**Note: All quantities to be verified upon completion of works.**



## ANNEXURE B

