

P.O. Box 3209,  
Houghton, 2041  
Block A,  
Riviera Office Park,  
6-10 Riviera Road,  
Riviera



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**REQUEST FOR QUOTATION**

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**MAINTENANCE FIRE SUPPRESSION SYSTEM FOR A PERIOD OF 36 MONTHS**

**RFQ/JHB/2020/008**

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**QUOTATIONS TO BE SUBMITTED BY**

**NOT LATER THAN 12H00**

**ON 01 JULY 2020**

## **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 settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition, HDA provides project delivery support services to organs of state at local, provincial and national level. Informal settlements upgrading and project management services are a focus of the organisation.

### **2. Scope of Work**

The HDA requires quarterly Maintenance for 36 months including annual integrity testing compliant with SANS 369-2 10.2.3 for the following fire suppression system FM200.

#### **CODES OF PRACTICE FOR INSPECTION AND MAINTENANCE**

The inspection and maintenance to be conducted in accordance with the following standards:

1. SANS 246 - Electronic equipment installations
2. SANS 10139 - Fire detection installations in buildings
3. SANS 14520 - Clean agent gas systems
4. SANS 369-1 - Electrical actuation of gas systems

#### **SCOPE OF WORK**

1. Inspect logbook for any recorded faults and rectify.
2. Inspect building to ensure building changes have not affected sitting of the detectors, manual call points or sounders, room dimensions have not been altered.
3. Gas Cylinders and contents (SANS 14520 - 9.2.1.3) The pressure gauges show the correct pressure and contents recorded. The gas cylinders shall carry at least one international approval.
4. The quantity of gas shall be in accordance with the design parameters and be in compliance with the South African gas standard
5. Room separation, enclosure check, pressure venting (SANS 246-5.2) This testing is necessary to satisfy the requirements of SANS 14520 with regard to ensuring that the hold time of not less than 10 minutes is achieved
6. Cable penetrations sealed (SANS 246 - 5.7) All cable penetrations should be sealed to contain the fire extinguishing gas
7. CO2 fire extinguishers (SANS 246 - 8.1) A CO2 fire extinguisher should be mounted within 15 mtrs the computer room entrance.
8. Acceptance of functionality / User training (SANS - 11.4.2.b5) The user shall take ownership of the system and ensure all users are trained in its operation

Server room dimensions:

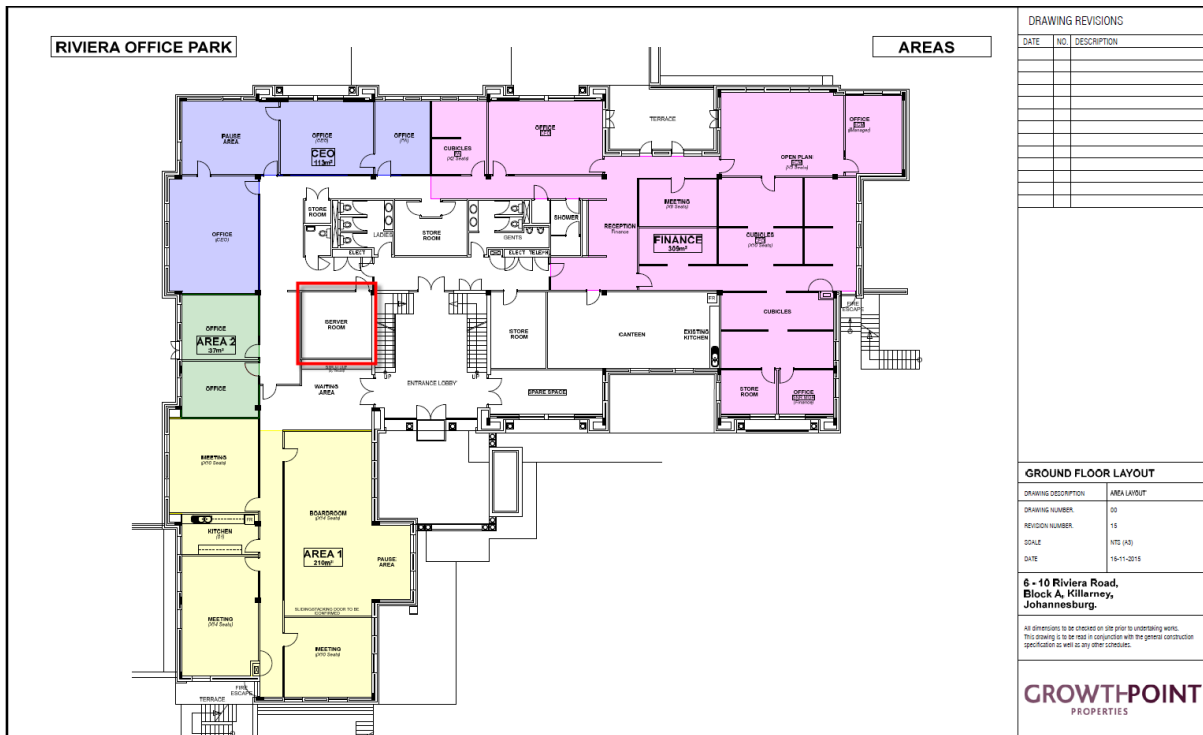
Height: 2.5 M

Length: 4.5 M

Width: 4.5 M

Raised floor height: 0.5 M

Kindly see the floor plan below, with server room highlighted in red:



DRAWING REVISIONS		
DATE	NO.	DESCRIPTION

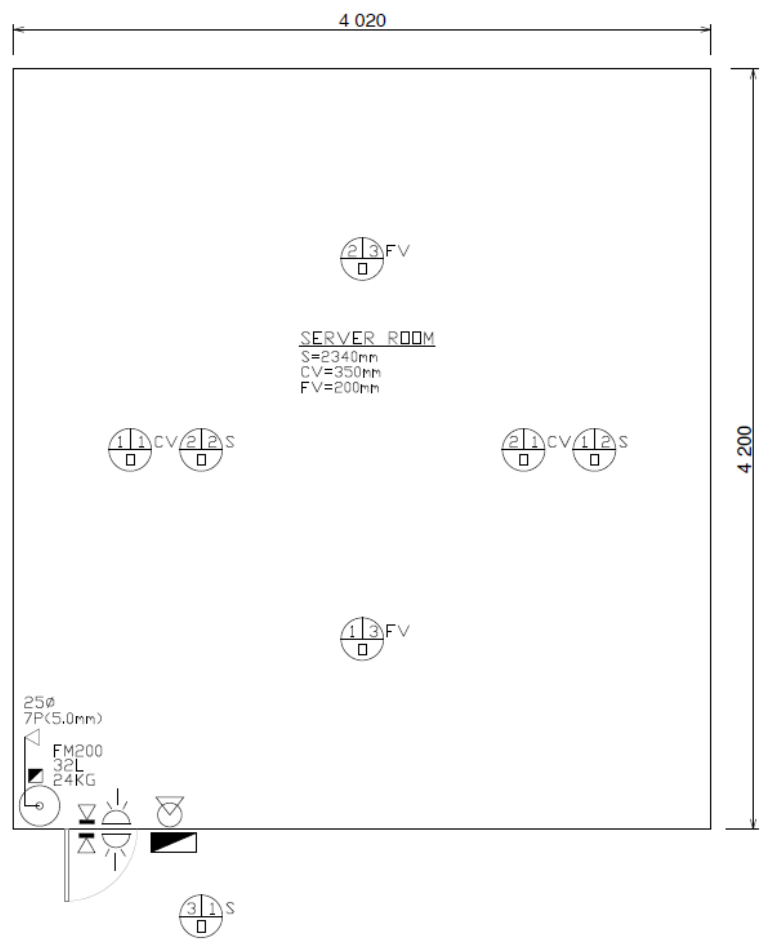
**GROUND FLOOR LAYOUT**

DRAWING DESCRIPTION:	AREA LAYOUT
DRAWING NUMBER:	00
REVISION NUMBER:	15
SCALE:	NTE (A3)
DATE:	16-11-2016

**8 - 10 Riviera Road, Block A, Klerksburg, Johannesburg.**

All dimensions to be checked on site prior to undertaking work. This drawing is to be read in conjunction with the general construction specification as well as any other documents.

**CROWT-POINT PROPERTIES**



TOTAL VOLUME = 42.88m<sup>3</sup>

### 3. Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of consultants that will be adhered to. Proposals 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 formulae for Price and B-BBEE as per the PPPFA.

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

Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
<b>TOTAL</b>		<b>100</b>

The HDI proposal will be evaluated as per PPPFA regulations.

### 4. Payment structure

Payment will be made within 30 days of receipt of the materials specified above and as per signed off proofs.

### 5. General

#### 5.1. Below are compulsory requirements for this service

5.1.1. 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.

5.1.2. 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/>
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.**

5.2. Further information regarding technical matters can be sent by an email to: [keegan.pillay@thehda.co.za](mailto:keegan.pillay@thehda.co.za) or at Tel: 011 544-1000, and

5.3. Further information regarding supply chain matter and queries can be send via email to: [Nqobile.Mkhwanazi@thehda.co.za](mailto:Nqobile.Mkhwanazi@thehda.co.za) or at Tel: 011 544-1000

## **6. Terms and Conditions.**

- 6.1.** 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.
- 6.2.** No payment will be made where there is an outstanding information/work by the service provider/s.

## **7. Submission of Quotation**

12.1 Quotations should be submitted on or before the 01<sup>st</sup> of July 2020 by no later than 12h00 to the following email address: [procurement@thehda.co.za](mailto:procurement@thehda.co.za)

12.2 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.