

TERMS OF REFERENCE

FOR

REFURBISHMENT OF THE WEST WING

MAIN BUILDING

**27 July 2017**

1. **BACKGROUND**

Gauteng Provincial Legislature owned the building situated in the CBD of Johannesburg known as City Hall. The building is comprise of 5 storey building, hall, west wing and 2 storey basement parking.

The building is measuring 45 000 square meter. Some of the facilities in the building including but not limited to meeting room, chamber, auditorium and committees.

It is envisaged that the service provider will ensure that the following benefits are achieved for the GPL in respect of the service rendered: -

* Greater occupant comfort thus increasing stakeholder satisfaction
* Compliance to OHSA
* Conducive working environment
* Wellness of staff and improved staff morale.

1. **INTRODUCTION**

The project is aimed ensuring that the west wing of the main building and other facilities such offices are compliant with building regulations and OSHACT. The area is currently housing committees staff in an open plan set up.

This project ensure that the area not connected to central HVAC system of the main building is also ventilated in the form of either split air condition or cassettes system.

The other work includes but not limited to supply and installation of equipment in the ablutions facilities, upgrading of kitchens and offices etc. The work to be undertaken is detailed in the scope of work in this document and attached bill of quantity.

1. **OBJECTIVE**

The objectives of this TOR include:

1. To provide prospective service providers / contractors with adequate information to understand and respond to GPL’s request for quotation for refurbishment of the west wing in the main building.
2. To provide prospective service providers / contractors with opportunity to present GPL with best suitable options to enable service provision, both in terms of price and quality.
3. **SERVICE REQUIRED**

The Gauteng Provincial Legislature (GPL) seeks to appoint certified, experienced and reputable Service Providers / Contractors to undertake all relevant works in respect of refurbishment of the west wing and other facilities in the main building known as City Hall.

1. **SCOPE OF WORK**

The scope of work is to ensure that west wing the main building complies with provisions of building regulations.

The work include the following:

* Supply and installation of split air condition units to offices currently not connected to central air condition units
* Refurbishment of the kitchens
* Repainting of the walls
* Fixing of the doors and windows
* Repairing of security doors
* Supply and installation of fixed toilet equipment (Hand drier and toilets holders )
* Replacement of damaged glass pane and window frame
1. **REQUIRED COMPETENCIES**

The Service Provider / Contractor must be adequately experienced and capable of undertaking the requisite scope of works.

Details of previous work undertaken as well as staff complement with the requisite qualifications, registration and experience must be provided.

1. **KEY ASSUMPTIONS**

The Service Provider / Contractor must have the requisite skills, capacity and expertise to undertake the works as outlined in the scope of works provided.

The Service Provider / Contractor must comply with all requirements in respect of safety requirements.

The service provider must conform and adhere to the following regulations:

South African Bureau of Standards (SABS)

Environmental Standards (SABS ISO 9004-2 and 14001)

SABS Solvent Degreasers

Environmental Conservations Act 73 of 1989

Occupational Health and Safety Act, 85 of 1993 and

All the City of Joburg by-laws which may be applicable.

1. **PERIOD OF THE ASSIGNMENT**

Once off project the duration of the contract will be provided by the service

1. **MINIMUM REQUIREMENTS**
2. The service provider should have Grade two CIDB General Building
3. **EVALUATION CRITERIA**

**Phase 1: Pre- Qualification**

During this phase, submissions will be reviewed for purposes of assessing compliance to prescribed GPL Supply Chain Management Policy and submission of all requisite documentation

Failure to comply with the prescribed Supply Chain Management Requirements in phase 1 will lead to disqualification of submission.

**Phase 2: Technical/ Functionality Evaluation**

Submissions will be evaluated in accordance with the Functional criteria as follows:

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| --- | --- | --- | --- |
| **Description of Criteria** | **Scoring Guide** | **Max Points** | **Points****Scored** |
| Quality performance - submission of company profile and List of all similar projects based on scope and size completed in the past five years –Project descriptionValueContactable reference on each project and  | The following scoring matrix will be used to evaluate thiscriterion:Not submitted = 0Company profile submitted = 10Project details for the last 5 year submitted = 10 | 20 |  |
| Quality -performance Testimonials from previous clients on similar projects completed | The following scoring matrix will be used to evaluate thiscriterion:One (1) relevant references letter in the past three years = 5 pointsTwo (2) references letter in the past three years = 10 pointsThree (3) to Four (4) references in the past three years = 15 pointsFive (5) references letter and above in the past in the past three years = 20 points | 20 |  |
| Project Management -Develop high level project management plan for this particular project | The following scoring matrix will be used to evaluate thiscriterion:No details submitted = 0Project Methodology submitted =10Risk Management Plan submitted = 5Quality Management Plan submitted = 5Project Schedule (Gantt Chart) submitted = 10 | 30 |  |
| Capacity –Number of staff allocated to this project and their seniority (provide organogram) | The following scoring matrix will be used to evaluate thiscriterion:Not details submitted = 0Details of staff submitted = 10Details of role on the project = 10Organogram submitted = 10 | 30 |  |
| **Total Score**  |  | **100** |  |

Service providers will have to score a minimum of 60 points out of 100 to procced to the next round of evaluation.

**Phase 3: Price**

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| --- | --- | --- |
| **Item**  | **Evaluation Criteria**  | **Points**  |
|  |  |  |
| **1** | Price | **80** |
| **2** | B-BBEE status level verification certificate | **20** |
|  | **Total**  | **100** |

1. **APPROVAL**

**Submitted by:**

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Lesebelele Seteno:

Manager: Building Management Unit Date

**Supported by:**

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Mpendulo Magutshwa Date

Chairperson SOR Committee

**Recommended by:**

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Nambula Kamungoma Date

Director: Operational Support Services

**Supported by:**

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Molemoeng Bokgwathile Date

Executive Director: Corporate Support Services

**Approved by:**

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Peter Skosana Date

Secretary to the Legislature