



RFP 25-2020

**SPECIFICATIONS FOR A PANEL OF
GENERAL BUILDING (GB) CONTRACTORS
TO PROVIDE CONSTRUCTION SERVICES
FOR VARIOUS SARS OFFICES, ON AN AS
AND WHEN REQUIRED BASIS.**

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1. BACKGROUND

The South African Revenue Service is a Schedule 3A public entity governed by applicable legislative frameworks. The organisation is accountable to Parliament through the Minister of Finance. The core mandate of SARS is to receive and/or collect revenue on behalf of the Republic of South Africa (RSA).

Part of the strategies for SARS to reduce its cost of operations is to reduce the occupancy footprint. The latter will be achieved by embarking on a variety of projects to consolidate office spaces. In order for the consolidation projects to be executed successfully, a variety of construction services would be required.

SARS therefore requires experienced contractors to form part of a panel that will be requested to provide construction services for specific projects.

The panel will be utilised for a period of **three (3) years**. The appointment will be based on an “as and when required” basis through a RFQ process. SARS will determine the criteria and usage of such a panel based on the projects that shall be available from time to time.

The projects which bidders will be appointed for will be in line with the Bidder’s CIDB grading within the category of General Building (GB).

A JBCC will be signed with the successful bidder before services commence.

2. SCOPE OF SERVICES REQUIRED

SARS operates from various offices across all provinces. The appointed Service Provider to a specific office should have the ability to provide the service where the building is situated.

Upon the appointment of the panel, only bidders within the panel that have a CIDB grade in line with the project value and work type to a particular building that needs decommissioning/ refurbishment at the time will be contacted for the provision of quotes.

The panel of contractors is open to General Building (GB) CIDB registered contractors. SARS will require a turnkey solution from the service provider appointed for the

decommissioning/refurbishment of the building. The bidder is required to submit a preliminary agreement as part of the tender pack indicating partners that will provide specialist services where required.

Professional services will be required, to which a GB contractor might need to subcontract. The services will, however differ from building to building as per its unique requirements. These specialist services will include **Electrical, Mechanical, Civil, Fire and Structural Services**.

SARS does not guarantee that successful Bidders will receive work during their appointment term within the panel. Service Requests will be used on an *ad hoc* basis, as and when required by SARS.

3. GENERAL SPECIFICATIONS FOR REINSTATEMENT TO A WHITE BOX

The Service Provider shall render the following typical services:

Walls, Partitions and Doors

- a) Remove all partitions and fixtures and make good all damage caused;
- b) Remove all concealed timber and steel framework, fixings to mullions and all soundproofing and baffle material installed by the Tenant;
- c) Replace all damaged window sills with full length to match existing;
- d) Remove all fittings or company signage/logos and reinstate to match existing base building finishes;
- e) Patch walls, columns and doors where necessary, using plaster and/or other materials to match existing finishes;
- f) Repaint all walls, existing lobbies, plastered ceilings and pantries with colour to match base building finishes;
- g) Repaint all sides of base building service risers, facility doors and frames with colour to match base building finishes;
- h) Clean internal glass of all windows and remove any company logos or signage;
- i) Construct new 90mm partitions as required to separate tenant rental areas;
- j) Construct new 2-hour fire rated partitions as required to separate tenant rental areas.

Ceiling

- a) Remove plastered ceilings installed by the Tenant, if any, reinstate original ceilings;
- b) Reinstall and repaint any other damaged ceiling areas;
- c) Remove and re-instate ceiling with new site matching 25mm SDL's where new tenant separation drywalls are required.

Floors / Carpets

- a) Remove floor finishes including any screed installed by the Tenant;
- b) Remove raised floor systems;
- c) Rectify damaged areas;
- d) Steam clean and vacuum all floor areas.

Furniture and Fittings

- a) Remove all shop fitted counters and cabinets;
- b) Remove all decorative fittings, painting and posters;
- c) Remove all tenant laminates to remaining glass doors and glazing panels;
- d) Remove curtains and blinds installed by the Tenant, including support systems.

Fire Protection Services

- a) Restore sprinkler system as per Original Plans;
- b) Remove tenant specific Gas Suppression systems in Server and Patch rooms;
- c) Isolate where necessary and remove fire suppression systems and alarm monitoring facilities installed by the Tenant;
- d) Properly seal and fire rate all base building penetrations, with certification of fire rating by a qualified professional;
- e) The Tenant is to bear all costs relating to isolating any fire protection equipment.

Hydraulic Services

- a) Disconnect and remove all plumbing, drainage, vents, air conditioning condensation pipes and other related equipment or parts installed by the Tenant;
- b) Properly seal and fire rate all base building penetrations, with certification of fire rating by a qualified professional.

Mechanical Services

- a) Isolate and remove all air conditioning units, FCUs (Fan Coil Units), ducting, piping, insulation and wiring installed by the Tenant;
- b) Restore all air conditioning VRV/VRF (Variable Refrigerant Volume / Flow) outlets, registers, thermostats and other equipment as per Original Plan and rebalance the air distribution;
- c) Remove all A/C split units installed by tenant including electrical supply and make good;
- d) Provide temporary seals/filters across all return air ducts to prevent contamination to base building systems throughout the make-good duration.

Electrical / Communication Systems

- a) Isolate and remove all PABX (private automatic branch exchange), telephone and computer equipment and all data, telephone, TV or other cabling including in ceiling void cable trays and electrical wiring installed by the Tenant;
- b) Remove/restore all light fittings, switches, power points, sockets and all circuits to conform to Original Plans, including affected items in other areas;
- c) Restore all lighting and power supply cables to the base building distribution board and remove Tenant's sub-board;
- d) Repair and repaint all damaged skirting, ducts and other building components affected by works relating to electrical / communication systems;
- e) Properly seal and fire rate all base building penetrations, with certification of fire rating by a qualified professional.

Security / Keys

- a) Remove the Tenant's dedicated security access system;
- b) Return all building access keys and door keys to the Tenant Fit out Delivery Manager.

The contractor will be required to provide services for both interior and exterior works. The details to the specific works as per building will be covered in the BOQ.

4. MANDATORY AND TECHNICAL EVALUATION

Mandatory Evaluation Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)
Only bidders that have a CIDB grade 1 – 9GB. Bidders are required to print a screenshot of CIDB grading and attach to submission NB: CRS number and the name of the bidding company must be provided	Bidder(s) are required to achieve a threshold of 70 points out of 100 points on technical capability.

Technical Evaluation Criteria (Phase 2)

Only proposals that have met the Mandatory Criteria and are not eliminated will be evaluated for technical/functionality. Technical/Functionality will be evaluated as follows:

Proposals will be evaluated out of 100 points and bidders are required to achieve a minimum threshold of 70 points out of 100 points, to be appointed to the panel.

The evaluation of the functional / technical detail of the proposal will be based on the following criteria:

Phase 2: The second phase includes functionality using the following criteria:

Functional Factor	Criteria Description	Weighting
Company Experience	<p>The service provider must have a minimum of three (3) years relevant construction services:</p> <p>The bidder must provide a clearly detailed profile, which includes a value proposition, stipulating the number of years rendering similar services and reflecting the required scope of works</p> <p>The profile must not be longer than 10 pages</p> <ul style="list-style-type: none">▪ Less than 3 years = 0▪ ≥ 3 years = 10	10
Client references	<p>Provide at least three (3) relevant contactable reference Letters/Completion certificates from three (3) different clients (Project value, period and type of work to be included in the letter)</p> <ul style="list-style-type: none">▪ 1 letter/completion certificate = 10 points▪ 2 letters/completion certificates = 20 points▪ 3 letters/completion certificates = 30 points▪ Letters / Completion certificates must be of related work types to secure points.	30

Staff Capacity	Provide at least three (3) detailed CV(s) accompanied by certificates (NQF level 4 and above) of key personnel indicating the number of relevant years the key personnel has on similar services. <ul style="list-style-type: none"> ▪ 1 CV + Certificate = 10 points ▪ 2 CVs + 2 Certificates= 20 points ▪ 3 CVs + 3 Certificates = 30 points 	30
SHEQ Plan	The plan must be relevant to the scope of works. Environmental Management Plan = 10 points Health& Safety Plan = 10 points Quality Control Plan = 10 points	30
TOTAL POINTS FOR FUNCTIONALITY		100

- **Note:** Bidders must achieve 70 points combined of the above technical criteria in order to be appointed to the panel.
- Bidders who pass the technical threshold will be appointed to the panel. Request for quotations will go to out contractors with the relevant CIDB grade, dependent on the project value of the building to be decommissioned/ refurbished at the time.
- Bidders will be evaluated in accordance with the PPPFA, either on the 80/20 or 90/10 preference point system, based on the value of the project.