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REQUEST FOR QUOTATIONS

REPAIRS AND MAINTENANCE OF ROOF STRUCTURES AT HECKROORDT CLUB

KROONSTAD, MOQHAKA MUNICIPALITY, FREE STATE

RFQ/FS/002

QUOTATIONS TO BE SUBMITTED BY

NOT LATER THAN

16H00 PM ON FRIDAY 07th SEPTEMBER 2012

AUGUST 2012

TERMS OF REFERENCE

Repairs and maintenance of roof structures at Heckroordt Club, Kroonstad, Moqhaka Municipality, Free State

RFQ/FS/002

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 identify, acquire, hold, develop and release state, private and communal land and releases it 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 and security of the properties in position.

2. BACKGROUND

The HDA needs to facilitate repairs and maintenance on the roof structures of the Heckroordt Club buildings in Kroonstad. The works are done in order to preserve the buildings life span and to ensure compliance to occupational health and safety and legislative requirements.

2.1. Physical Location

The site is located at Portions of Rem Erf 229, along Johan Hugo street, in Kroonhuivel township, Kroonstad and commonly known as Heckroordt Club.

GPS Co-ordinates are: Longitude: 27°13'57"E and Latitude: 27°39'32"S (See Annexure 2).

3. SCOPE OF SERVICES

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

- undertake the status analyses of the Heckroordt Club roof structures, and
- Submit quotations for repairs and maintenance of roof structures.

3.1. General requirements

3.1.1. The contractor shall ensure that its team has relevant expertise and have necessary equipment and support to undertake the work.

3.1.2. No upfront payment will be done. The contractor will only be paid upon completion of work.

3.1.3. The contractor will be expected to issue the warranty certificate on the work done.

4. EXPECTED DELIVERABLES

Note: Below is to be read in conjunction with the Bill of Quantities as detailed in ‘Annexure 1’, SABS 1200HB, SABS ISO 1461, SABS 1273 and any relevant engineering standard and specifications.

- 4.1. Waterproofing of Chromadek IBR roof to repair all leaks in apex flashing, parapets, ridge capping’s, flat roofs, etc.
- 4.2. Ensure that all securing bolts are still effective and correct defaults between sheets, roof capping and flashing to prevent any leakages.
- 4.3. Check roofs for signs of corrosion and wire brush top bare metal and coat with a rust inhibitor.
- 4.4. Apply 2 coats of dark dolphin roof coating or equivalent to match existing.
- 4.5. Replacement of rusted and damaged gutters and downpipes.
- 4.6. Replacement of damaged or missing fascia boards.
- 4.7. All new material used in repair work shall be of approved equal quality, colours, profiles, thickness, etc. and shall in all cases match the existing materials and shall be fixed to existing material or surfaces.

5. EVALUATION PROCESS

The following table will demonstrate the criteria to be used for allocation of points for functionality as outlined above. Bids scoring less than **60** points on functionality will be set aside.

5.1 Table 1 – Functionality

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Capability	Capacity (demonstrate by supplying list of company compliment and equipment).	20
Experience	Company comprehensive profile: 10 points - submission 30 points - comprehensive and with details/proof of expertise and experience	30
	Value of projects completed in the past 3 years with contactable references	30
	Similar projects (Attach Testimony Letters/Contactable reference): 1-2 references (5 points) 3- above (20 points)	20
TOTAL		100

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

5.2 Table 2 – Price and BEE

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

- The HDI proposal will be evaluated as per PPPFA regulations.

6. GENERAL

6.1. Below are compulsory requirements for this service:

6.1.1 There will be a site inspection meeting on the 03rd September 2012 at 10h00am at Kroonstad Heckroord Club, Johan Hudo Street, Kroonhuiwel, Kroonstad. (See ‘Annexure 2’ for site aerial picture). Failure to attend will be an automatic disqualification.

6.1.2 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.

6.1.3 Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:

- Valid original tax clearance certificate.
- Latest copy of rates and taxes.
- CIDB – Grading 1 GB/PE or Higher.
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website:www.thehda.co.za/procurement. Under compliance checklist.
- **Valid and Original or Certified B-BBEE Status Level Verification Certificates issue by the following agencies SANAS, IRBA or CCA.**

7. TERMS AND CONDITIONS

- 7.1. 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.
- 7.2. No payment will be made where there is an outstanding information/work by the service provider/s.

8. SUBMISSION OF QUOTATIONS

- 8.1. Quotations should be submitted on or before the 07th September 2012 by no later than 16h00 to the following address:

**The Procurement Officer
The Housing Development Agency
Block A, 6-10 Riviera Road, Killarney, 2193
Tel: 011 544 1000**

Quotations must submitted in a sealed proposal, with two separate sealed envelopes:

- **Financial Proposal**
- **Technical Proposal**

- 8.2. Further information regarding technical matters can be sent an email to: Thabiso.Limpe@thehda.co.za or at tel: 011 544 1000, and
- 8.3. Further information regarding supply chain matter and queries can be send via email to: Jabulile.Mndebele@thehda.co.za or at tel: 011 544 1000
- 8.4. 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 1: Bill of Quantities – Heckroord Club Roof

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, refix, 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.

Item	Description of work	Unit	Qty	Rate	Total
1	Roof Structures				
1.1	Waterproofing of flat roof at 1.5x25m to prevent roof leaks – Darachem – Daraflex in conjunction with a membrane (or equivalent). To be applied as per manufactures instructions.	M ²	37.5		
1.2	Checking, fastening and replacement of defected roof securing bolts and correcting excessive gaps between sheets, roof capping and flashing.	M ²	1800		
1.3	Painting of roof sheeting with Darachem superroof coating or equivalent roof paint. Apply 2 coats. To be applied as per manufactures instructions.	M ²	1800		
2	Gutters, Downpipes and Facia Boards				
2.1	Replacement of galvanised box gutters @ 75x150 or equivalent including brackets. To match existing	M	35		
2.2	Replacement of missing seamless eaves gutters 100x125 including brackets. To match existing.	M	10		
2.3	Replacement of missing and damaged downpipes @ 150mm pipe	M	10		
2.4	Replacement of damaged steel facia boards	M	10		
2.5	Painting of all facia boards to match existing	M	160		
2.6	Paining of all gutters and down pipes to match existing	M	360		

ANNEXURE 1

Erf 229 Kroonstad Rec Club, Kroonstad LM Moqhaka: FS



land@hehda.co.za

Legend

- Cities
- Informal Settlements
- Housing Projects
- 🏫 Educational Institutions
- 🏥 Medical Facilities
- 🕌 Places of Worship
- 🛒 Shopping Facilities
- 🚗 Transportation
- 🛣 Highway
- 🚊 Rail Road
- 🛣 Main Roads
- 🛣 Streets
- 🌊 Perennial Rivers
- 🌊 Dams
- 🌿 Protected Areas
- 📐 Local Municipality
- 🟡 Kroonstad_Rec Club

