INDUSTRIAL DEVELOPMENT CORPORATION

APPOINTMENT OF A SERVICE PROVIDER FOR PREVENTATIVE MAINTENANCE, ONCE-OFF REPAIRS, AND INSTALLATION OF HEATING, VENTILATION AND AIR-CONDITIONING (HVAC) SYSTEMS FOR A PERIOD OF THREE (3) YEARS

RFP number	**T62-11-26**
Issue date	**10 November 2026**
Compulsory site visit	**18 November 2026, 10:30am, IDC Head Office, 19 Fredman Drive, Sandton, 2146**
Closing date and time	**25 November 2026**
Tender validity period	**120 days from the closing date and time**
Responses to this RFP should ONLY be forwarded to:	https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/IgA8_K7t20N-QZw9qe50tt46AYk6_JbM6qZ-u7fv9pt05I0

NB: All enquiries regarding this RFP must be forwarded to the Procurement Specialist Hleketa Hlongwane at hleketah@idc.co.za within three (3) days after the RFP has been issued. No enquiries from bidders will be entertained after the closing date of this RFP and during the subsequent evaluation processes. IDC however reserves the right to clarify any information with any bidder regarding their response to this RFP.

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SECTION 1: GENERAL CONDITIONS OF BID

SECTION 1: GENERAL CONDITION OF BID

1. PROPRIETARY INFORMATION

Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

2. ENQUIRIES

2.1. All communication and attempts to solicit information of any kind relative to this RFP should be submitted **in writing** to:

Name:	**Hleketa Hlongwane**
Telephone Number: Office:	**011 269 3032**
Email address:	**hleketah@idc.co.za**

2.2. Enquiries in relation to this RFP will not be entertained after **18 November 2026.**

2.3. The enquiries will be consolidated, and IDC will issue one response, and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e., next to the same RFP document.

2.4. The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. BID VALIDITY PERIOD

3.1. Responses to this RFP received from bidders will be valid for a period of **120** days counted from the bid closing date.

4. INSTRUCTIONS ON SUBMISSION OF BIDS

4.1. Bid responses must be submitted in electronic format only and must be e-mailed to the dedicated e-mail address as provided herein.

4.2. Bid responses should be in generally acceptable / standard electronic file format/s (i.e., Microsoft suite of products or pdf) to enable access thereto by the IDC for purposes of evaluating responses received. Where documents are presented in a format which cannot be accessed by the IDC through generally acceptable formats, such bid response will be disqualified.

4.3. The closing date for the submission of bids is **25 November 2026** not later than 11h00 AM (before midday). No late bids will be considered. Bids must only be uploaded to ***https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/lgA8_K7t20N-QZw9qe50tt46AYk6_JbM6qZ-u7fv9pt05l0***. Bids sent to any other platform other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is uploaded to the correct link and that this is received by the IDC before the closing date and time in IDC's dedicated tender e-mail inbox / address ***https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/lgA8_K7t20N-QZw9qe50tt46AYk6_JbM6qZ-u7fv9pt05l0***.

4.4. Bidders are advised to upload its bid responses at least 30 minutes before the 11h00 AM deadline to avoid any technical challenges in this regard which may result in bid responses being received late. IDC's platform servers are configured to receive e-mails with sizes up to 50MB.

4.5. The IDC will not be held responsible for any of the following:

4.5.1. bid responses sent to the incorrect email address.

4.5.2. bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders.

4.5.3. any security breaches and unlawful interception of tender / bid responses by third parties outside the IDC's IT network domain.

4.5.4. bid responses received late due to any IT network related congestions and/or technical challenges; and

4.5.5. bid responses with file size limits greater than IDC's e-mail receipt capacity of 50MB.

4.6. Only responses received via the specified link will be considered.

4.7. Where a complete bid response (Inclusive of all relevant Schedules) is **not received** by the IDC in its electronic email tender box ***https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/lgA8_K7t20N-QZw9qe50tt46AYk6_JbM6qZ-u7fv9pt05l0*** by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **It is the IDC's policy not to consider late bids for tender evaluation.**

4.8. Amended bids may be sent to the electronic tender box ***https://idcza-my.sharepoint.com/:f:/g/personal/tinys_idc_co_za/lgA8_K7t20N-QZw9qe50tt46AYk6_JbM6qZ-u7fv9pt05l0*** **marked** "Amendment to bid" and should be received by the IDC **before** the closing date and time of the bid.

5. PREPARATION OF BID RESPONSE

5.1. All the documentation submitted in response to this RFP must be in English.

5.2. The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.

5.3. Bids submitted by bidders which are companies or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.

5.4. The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.

5.5. Bidder's tax affairs with SARS must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

5.6. In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then the Prime Contractor must not hold a lower % of the contract value than **any** of the subcontractors.

6. SUPPLIER PERFORMANCE MANAGEMENT

6.1. Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

6.2. The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor, and assess the supplier performance and ensure effective delivery of service, quality and value-add to IDC's business.

6.3. Successful bidders will be required to comply with the above condition and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. ENTERPRISE AND SUPPLIER DEVELOPMENT

The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

8. IDC'S RIGHTS

8.1. The IDC is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

8.2. The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and financially advantageous to the IDC.

8.3. The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.

8.4. The IDC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

8.5. The IDC reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).

8.6. The IDC reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

8.7. The IDC reserves the right to consider professional conduct and experiences it had with any bidder which rendered similar services to the IDC in the past 5 years over and above the references put forward by the bidder in its response.

9. UNDERTAKINGS BY THE BIDDER

9.1. By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.

9.2. The bidder shall prepare for a possible presentation should IDC require such and the bidder will be required to make such presentation within five (5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP.

9.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in this RFP and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.

9.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and

that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

9.5. The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.

9.6. The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

10. REASONS FOR DISQUALIFICATION

10.1. The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder:

10.1.1. bidder whose Tax Status is non-compliant, after they have been notified accordingly and remain non-compliant.

10.1.2. bidder who submits incomplete information and documentation according to the requirements of this RFP document.

10.1.3. bidder who submits information that is fraudulent, factually untrue, or inaccurate information.

10.1.4. bidder who receives information not available to other potential bidders through fraudulent means.

10.1.5. bidder who does not comply with any of the mandatory requirements as stipulated in the RFP document.

10.1.6. bidder who fails to comply with POPIA requirements as listed herein.

10.1.7. bidder, as the prime contractor, who holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s).

11. RETURNABLE SCHEDULES

Bidders shall submit their bid responses in accordance with the returnable schedules specified below (each schedule must be clearly marked):

11.1. Cover Page: (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

11.2. Schedule 1:

11.2.1. Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)

11.3. Schedule 2:

11.3.1. Copy of Board Resolution, duly certified.

11.3.2. Originally certified copy of ID document for the Company Representative.

11.3.3. Annexure 2: Acceptance of Bid Conditions and Bidder's Details (duly completed and signed).

11.3.4. Annexure 3: Tax Compliance Requirements (duly completed and signed).

11.3.5. Annexure 4: Bidders Disclosure (duly completed and signed).

11.3.6. Annexure 5: Shareholders and Directors Information (duly completed and signed)

11.3.7. Annexure 6: BEE Commitment Plan.

11.3.7.1. Bidders must submit a B-BBEE verification certificate. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

11.3.8. Annexure 7 Disclosure Statement (duly responded to).

11.3.9. Annexure 8 Privacy & Protection of Personal Information (duly completed and signed, if applicable).

11.3.10. Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/or independently reviewed financial statements and/or Cashflow Budget for new entities with no financial records.

11.3.11. Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

11.4. Schedule 3:

Response to Section 2: Functional Requirements Specification, in line with the format indicated in this RFP document.

11.4.1. Annexure 1: Response format for section 2 of this RFP document duly completed and signed.

11.5. Schedule 4:

Price Proposal (response to Section 3 Cost Proposal of this RFP document).

Note: Must be submitted as a separate file/document marked Schedule 4: Price/Cost Proposal)

12. EVALUATION CRITERIA AND WEIGHTINGS

Bids shall be evaluated in terms of the following process:

12.1. Phase 1: Initial Screening Process: During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions and also the Specific Conditions of Bid, which requirements include the following:

- IDC will make use of the Central Supplier Database (CSD) to access key information which is required to conduct supplier vetting including Company Registration status, tax compliance status and any other relevant checks conducted on CSD.
- In the event that the bidding structure is a Prime Contractor with Sub-contractor/(s), then IDC will evaluate the information provided in Annexure 2 (Acceptance of Bid Conditions and Bidder's Details) and if determined that the Prime Contractor holds a lower percentage in terms of the value of the contract than any of its subcontractor/(s), then the bid will be disqualified.
- Submission of ID copy for the Company Representative as referenced in 11.3.2 above.
- BEE Status Certification as referenced in 11.3.7.1 above.
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:

- Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP.
- Section 3: Cost Proposal and Price Declaration Form.
- Annexure 1: Bidders Experience & Project Team.
- Annexure 2: Acceptance of Bid Conditions.
- Annexure 3: Tax Compliance Requirements.
- Annexure 4: Bidder's Disclosure.
- Annexure 5: Shareholders' Information/ Group Structure.
- Annexure 6: BEE Commitment Plan.
- Annexure 7: Disclosure Statement.
- Annexure 8: Privacy & Protection of Personal Information Act 4 of 2013 Requirements.

Note: Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

12.2. Phase 2: Technical/ Functionality Evaluation

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

12.2.1. Mandatory Functional/ Technical Requirements

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified and will not be considered for further evaluation on the Other Functional Requirements. The Mandatory Functional Requirements are stated in section 2 of this RFP document.

Note: Failure to comply with the Mandatory Functional Requirements assessed in this phase will lead to disqualification of bids.

12.2.2. Other Functional/ Technical Requirements

With regards to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

Number	ELEMENT	WEIGHT
1	Bidder's Relevant Experience	40
2	Bidder's Proposed Plan	30
3	Qualifications, Skills and Experience of The Team	30
TOTAL		**100%**

Note: The minimum qualifying score for functionality is 70%. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and Specific Goals.

12.3. Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	**80**
Specific Goals[1]	**20**
TOTAL	**100**

[1]Specific Goals for this tender and points that may be claimed are indicated per table below:

SPECIFIC GOALS	POINTS (80/20 system)
Black ownership [2]	**10**

30% Black women ownership	**5**
Any % of ownership by Black Designated Groups[3]	**2**
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	**3**
TOTAL POINTS	**20**

[2]Black ownership: 100% black owned entities will score the full 10 points (if 80/20 system, and between 51% - 99.99% black owned entities will score 4 points (if 80/20 system).

[3]Black Designated Groups has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Act as amended.

Note: Only enterprises with direct Black shareholding that fall under the four categories below be considered for allocation of points on Specific Goal:

- Exercisable voting rights in the hands of Black people
- Exercisable voting rights in the hands of Black women
- Exercisable voting rights in the hands of Black Designated Groups
- Employee Share Ownership Programmes ("ESOPs") with direct shareholding and exercisable voting rights in the hands of Black People, Black woman, and Black Designated Groups

12.4. Phase 4: Objective Criteria

This contract will be awarded to the bidder scoring the highest points unless an objective criterion justifies the award of the tender to a bidder other than the highest scoring bidder.

12.4.1. Objective Criteria are:

The bidder must pose less risk to the IDC. The risk will be assessed in terms of, but not limited to, the following:

- Reputational Risk: This will be assessed in line with the bidder's disclosure (Refer to Annexure 7: Disclosure statement of this document) and the IDC Compliance and Regulatory Affairs Department (CRAD) screening report.
- Concentration Risk: Over exposure to a single bidder.
- The bidder's financial capability in relation to the execution of the contract.
- The bidder's past performance in IDC contracts.

13. PROMOTION OF EMERGING BLACK OWNED SERVICE PROVIDERS

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit either a consolidated B-BBEE scorecard or each bidder of the partnership in their individual capacity to submit a BEE certificate or Sworn Affidavit in case of an EME or QSE which will be considered as part of the Specific Goals scoring listed in 12.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS

1. SPECIAL INSTRUCTIONS TO BIDDERS

1.1. Should a bidder have reason to believe that the Functional Requirements are not open/fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.

1.2. Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state "Comply/Not Comply" regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.

1.3. Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

2. BACKGROUND INFORMATION

2.1. The Industrial Development Corporation of South Africa Limited (the IDC) is a self-financing, state-owned national development finance institution which provides financing to entrepreneurs engaged in competitive industries and follows normal company policies and procedures in its operations.

The IDC Head Office in Sandton consists of two buildings, IDC 1 and IDC 2.

- IDC 1 consists of five blocks namely A, B, C, D and E, and a training centre which houses the canteen. Block E has 2 parking Levels.
- IDC 2 consists of 3 floors and 2 parking levels.
- The floors on both the buildings consist of open plan office space, meeting rooms, kitchens and bathrooms. IDC 1 and IDC 2 each have a dedicated server room equipped withdirect expansion down blow units.
- Both buildings are equipped with Heating, Ventilation and Air-conditioning Systems (HVAC) including refrigeration units, to support occupant comfort and critical equipment cooling requirements.

The HVAC plant can be divided into the following systems and equipment:

- Chilled Water Generating Plants;
- Air Handling Units;
- Toilet Extract Systems;
- Kitchen Extract Systems;
- Diffusers;
- Gym Steam Generators;
- Direct Expansion Units;
- Water Heat pumps; and
- Boiler.

The refrigeration units can be divided into the following items:

- Under counter fridges;
- Upright fridges;
- Bar fridges; and
- Ice makers.

The IDC seeks to appoint a suitably qualified and experienced service provider to undertake the maintenance services of the Heating, Ventilation and Air-conditioning (HVAC) systems including the refrigeration units within the IDC 1 and IDC 2 buildings.

In addition to the preventative maintenance services described above, the IDC requires the supply, installation, commissioning, and ongoing maintenance of additional air-conditioning equipment within IDC 1 and IDC 2 buildings on an as-needed basis. The scope of work shall further include the corrective maintenance, repair, and rectification of immediate priority defects and deficiencies identified during the Building Condition Assessment (BCA), including any associated replacement of components necessary to restore system functionality and reliability.

3. SCOPE OF WORK/TERMS OF REFERENCE

The successful service provider will be responsible for the comprehensive maintenance, inspection, testing, servicing, repair, replacement, commissioning of all Heating, Ventilation and Air-conditioning systems (HVAC) including the refrigeration units located within the IDC Head Office.

The successful service provider will be required to respond to system faults and call outs. The bidder will also be responsible for the supply and installation of new equipment and parts on an ad hoc basis subject to IDC approval.

The successful service provider shall provide all supervision, labour, tools, test instruments, consumables, transportation, specialist equipment, software, documentation, and technical expertise necessary to maintain the systems in a safe, reliable, and fully operational condition.

The successful service provider shall be responsible for the corrective maintenance and rectification of all immediate-priority HVAC-related findings arising from the Building Condition Assessment (BCA). The successful service provider shall submit detailed costed quotations, including labour, materials, and programme timelines, for IDC review and approval prior to the commencement of any remedial works. Execution of such works shall be subject to the availability of budget and written approval by the IDC.

The successful service provider shall include water treatment for applicable HVAC-related equipment as part of the scope of work. The service provider shall assess the water treatment requirements, provide the necessary treatment services and consumables, and maintain records of treatment activities. Water treatment activities and any related findings or recommended corrective actions shall be included in the monthly maintenance report.

3.1. Preventative Maintenance

- The service provider shall perform maintenance and part replacement in accordance with the Maintenance Service Schedules for HVAC systems contained in this tender document, paragraph 3.11 below, to ensure continued operation of the organization and compliance with the maximum downtime for all systems or equipment.
- The service provider shall report any trends detected that reflect system or equipment degradation, loss of performance, or frequency of failure to the IDC.
- The service provider shall arrange with the IDC and obtain approval for date, time and duration when equipment or systems shall be out of service for the purpose of performing preventive maintenance.
- In the event of emergency repairs having to be carried out, the need for such repairs shall be reported immediately to the IDC for further instructions.
- The service provider shall furnish a report to the IDC indicating the date and time of the failure, the reason for the failure, date and time when corrective action was completed,

details of corrective action taken, and results of any post maintenance testing performed to ensure satisfactory operation.

- The service provider shall draw up the necessary Job Cards from the Maintenance Programme, or in response to emergency call outs, or equipment failure, and hand the completed cards to the IDC for verification and acceptance that the work has been duly executed.
- Obtaining and recording of quotations for materials or equipment, selecting the most competitive supplier, obtaining approval from the IDC before placing orders.
- Establish, maintain, and update an HVAC Complaints, Faults and Corrective Actions Register. The register shall record all complaints, faults, breakdowns, service requests, callouts, investigations, corrective actions, response times, downtime, and close-out information. The register shall be submitted to the IDC monthly and shall form part of the monthly maintenance report.
- Develop and maintain an up-to-date comprehensive HVAC Asset Register.
- The asset register shall be updated monthly and submitted electronically to IDC.

3.2. Call Outs and Emergency Responses

- The service provider shall ensure that standby arrangements for call outs are at all times in place.
- A call-out list with technician's names and numbers must be provided to the IDC as soon as the service provider starts work on site.
- The maximum time period within which the service provider must respond to an incident is:
- Critical incident = 2 hours from notification with a resolution time of 8hrs.
- All other incidents = 4 hours from notification with a resolution time of 24hrs.
- The critical incidents include, server room cooling failures, chiller plant failures, major HVAC system.
- Outages, health and safety risks, refrigerant leaks, electrical failures affecting HVAC systems.

3.3. Maintenance Staff

- The service provider will be required to place 1 x Qualified Air-conditioning technician and 2 assistants at the IDC offices, three (3) days a week.
- The service provider shall employ and manage its Maintenance Staff to ensure timely, efficient execution of the works with minimum interruption to the IDC.
- Technicians and any other staff members working at the IDC must be issued with safety clothing with the company's name clearly visible.

3.4. Working Hours

- Normal working hours will be from 07H30 to 16H00 Wednesday, Thursday and Friday excluding Public Holidays.

3.5. Meetings

- The appointed service provider shall attend Service Level Agreement (SLA) review and Maintenance Co-ordination meetings and any other meetings called for by the IDC.

3.6. Refrigerant Management

The Service Provider shall:

- Maintain a refrigerant register.
- Record refrigerant additions and recoveries.
- Perform leak detection inspections.

- Recover refrigerants using approved recovery equipment.
- Dispose of refrigerants in accordance with environmental legislation.
- Prevent refrigerant venting into the atmosphere.
- Submit annual refrigerant consumption reports.
- All refrigerant handling shall comply with applicable environmental regulations and SANS requirements.

3.7. Health, Safety and Environmental Requirements

The service provider shall:

- Develop a site-specific Health and Safety Plan / File.
- Conduct risk assessments before commencing work.
- Develop task-specific Method Statements.
- Implement Lock-Out/Tag-Out (LOTO) procedures.
- Ensure all personnel wear required PPE.
- Maintain housekeeping standards.
- Investigate and report all incidents.
- Safety files shall always be maintained and available for inspection including but not limited to toolbox talks, attendance registers, etc.

3.8. Risk Insurance

- The bidder must, at his own expense, have adequate insurance cover against any claims, costs, losses and/or damages ensuing from its obligation and shall ensure that such insurance remains operative for the duration of this agreement. Proof of such insurance must be handed to the IDC within two (2) weeks after appointment.

Minimum cover amounts:

Risk Insurance description	Insurance Cover
Theft & malicious damage	R 50 000.00
Transit and off-site storage	R 50 000.00
Surrounding property limit	R 500 000.00
Additional removal of debris	R 25 000.00
Claims preparation costs	R 10 000.00
Public liability limit	R 5 000 000.00

3.9. Monthly Reports

The service provider shall submit a monthly report on or before the 1st day of each month. Including:

- Maintenance completed;
- Breakdown incidents;
- Response time compliance;
- Equipment downtime;
- Spare parts utilized;
- Refrigerant usage;
- Outstanding defects;
- Safety statistics and supporting documentation; and
- BCA defect rectification progress.

3.10. Maintenance Programme

- The service provider shall prepare a Maintenance Programme which shall be in the format agreed with the IDC.

- The frequency of maintenance activities shall be in accordance with the Maintenance Service Schedule for HVAC System.
- In the event of any delays against the programme the service provider shall expedite the Maintenance work to make up any delays.
- The service provider shall deploy sufficient staff on the contract to ensure completion of the Works within programme and within normal working hours.

3.11. Maintenance Service Schedule for HVAC Systems:

- Below is the maintenance service schedule that the appointed service provider will have to comply with when providing this service. The ticked interval will be when the service is required.

MAINTENANCE SCHEDULE – CHILLED WATER (CHW) AIR HANDLING UNITS/FAN COIL UNITS

Item	Description	MONTHLY	QUARTERLY	ANNUALLY
1	**UNIT CASING**			
1.1	Clean unit casing and plenums	✓	✓	
1.2	Clean condensate drip pan and condensate drain piping	✓	✓	
1.3	Check access panels and unit casing for tightness (air leaks/infiltration) and seat if necessary	✓	✓	
1.4	Check all metal work for rust spots clean these sections, de-rust, treat and paint if required			✓
1.5	Check unit insulation for deterioration repair and seal if required	✓	✓	
2	**EVAPORATOR FAN**	**MONTHLY**	**QUARTERLY**	**ANNUALLY**
2.1	Check fan drive shaft bearings, couplings, pulleys, impeller, all moving parts etc. for alignment, lubrication and wear and tear, and adjust or rectify if required	✓	✓	
2.2	Check fan casing, impeller and all other components for deterioration and dirt deposits clean, treat and correct if necessary	✓	✓	
2.3	Check fan and motor for abnormal noise and vibration and rectify if required	✓	✓	
2.4	Check fan motor for abnormal temperature and bearing condition and rectify if required	✓	✓	
2.5	Check fan and motor mountings and bracketing for condition and rigidity	✓	✓	
2.6	Check fan motor electrical connections and wiring for loose and hot connections, damaged insulation and short circuiting and correct if required	✓	✓	

Item	Description	MONTHLY	QUARTERLY	ANNUALLY
3	**COOLING COIL**	**MONTHLY**	**QUARTERLY**	**ANNUALLY**
3.1	Clean out coil casing, fins and tubes			✓
3.2	Check for water leaks	✓	✓	
3.3	Check for air by-pass or airflow obstruction and rectify if necessary	✓	✓	
3.4	Check coil, coil framework etc. for deterioration, rust spots, de-rust, treat, paint and rectify if required			✓
3.5	Check condition of coil fins and comb if required			✓
4	**FILTERS**	**MONTHLY**	**QUARTERLY**	**ANNUALLY**
4.1	Check condition of all filters. If dirty, filters to be to be removed, cleaned, dried and re-install correctly and ensure that filter frame is fitted property with no by-pass or obstruction. If filter damaged or have reached end of life, then they must be replaced.	✓	✓	
4,2	Air filter frames to be checked for air by-pass and rectified if necessary.	✓	✓	
4.3	Air filter frame clips to be checked that they are securing filter correctly.	✓	✓	

MAINTENANCE SCHEDULE - PUMPS

Item	Description	QUARTERLY	ANNUALLY
1	Check and visually inspect pump coupling for wear.	✓	
2	Check and audibly inspect pump and drive motor bearings for wear and lubricate as necessary.	✓	
3	Clean down pump and motor and check water flow and remove any blockages from drip tray and drain piping.	✓	
4	Change over pump operation sequence.	✓	
5	Check overload settings for correct set points and operation.	✓	
6	Check pressure gauge readings to confirm pump operation	✓	
7	Ensure all coupling guards are in place and firmly secured into position.	✓	
8	Generally clean equipment and plant room area	✓	
9	Fully open and close valves to prevent scale formation on valve seats.	✓	
10	Gland packing to be checked for excessive leakage and adjust or replace as necessary.	✓	

Item	Description	QUARTERLY	ANNUALLY
11	Check holding down bolts to be tightened and corrosion removed and painted if necessary.	✓	
12	Flexible drive coupling alignment and rubbers to be checked and rectified if necessary.	✓	
13	Check pump and drive motor hold down bolts and adjust as necessary.	✓	
14	All ferrous metal components to be examined, corrosion, algae and lime scale to be removed and repainted to prevent further corrosion.		✓

MAINTENANCE SCHEDULE – DIRECT EXPANSION (DX) SPLIT UNITS

Item	Description	QUARTERLY	ANNUALLY
1	Remove air filters, clean and re-install correctly and ensure that filter frame and media is fitted property with no by-pass or obstruction.	✓	
2	Check and correct condensate drain if necessary.	✓	
3	Check condition and operation of thermostat and control.	✓	
4	Check electrical wiring and component condition and operation.	✓	
5	Check for correct condenser air path and ensure that unit is free from any re-circulation.	✓	
6	Check condenser fan for operation vibration and noise, correct if necessary.	✓	
7	Check evaporator fan for operation, vibration and noise and correct if required.	✓	
8	Check compressor for operation, vibration and noise and correct if required.	✓	
9	Check cooling cycle.	✓	
10	Check heating cycle.	✓	
11	Check for gas leaks, repair and top-up with refrigerant if required.	✓	
12	Check for pipe insulation damage, repair and vapour seal if required.	✓	
13	Check safeties.	✓	
14	Check unit and unit casing for correct position and brackets are tight.	✓	
15	Check thermostat sensing bulb for position.	✓	
16	Clean condenser coil.	✓	
17	Clean evaporator coil.	✓	

18	Clean unit sump.	✓	
19	Clean unit casing and components.	✓	
20	Check air grilles and diffusers for condition, correct position and adjustment.	✓	

MAINTENANCE SCHEDULE - MEDIUM AND LARGE FANS

Item	Description	QUARTERLY
1	Check fan drive, shaft, bearings, couplings, pulleys, impeller/blades, all moving parts, etc. for alignment, lubrication and wear and tear and adjust or rectify if required.	✓
2	Check fan impeller/blades, casing, mounting, etc. for deterioration and dirt deposits, clean, rust proof, treat and repair if necessary.	✓
3	Check fan and motor for abnormal noise and vibration and rectify if necessary.	✓
4	Check fan and motor for abnormal temperature and bearing condition and rectify if necessary.	✓
5	Check fan and motor mountings and bracketing for condition and rigidity.	✓
6	Check motor electrical connections and wiring for loose and hot connections, damaged insulation and short-circuiting and repair if required.	✓
7	Check circuit breakers, starter, overloads and all other electrical and control components for condition and operation.	✓
8	Check for short-circuiting of air or airflow obstruction and attend if necessary.	✓

MAINTENANCE SCHEDULE - SMALL FANS

Item	Description	QUARTERLY
1	Check conditions of fan housing and operation of louvers.	✓
2	Check fan motor, electrical connections, switchgear and wiring for condition, operation and for safety.	✓
3	Check for abnormal noise and vibration and attend to problem.	✓

MAINTENANCE SCHEDULE - CHILLERS

Item	Description	EVERY 2 MONTHS	QUARTERLY	ANNUALLY
1	Check compressor oil level and top up if necessary.	✓		
2	Inspect entire refrigeration circuits for leaks.	✓		

Item	Description	EVERY 2 MONTHS	QUARTERLY	ANNUALLY
3	Check compressor suction and discharge gas pressures and record.	✓		
4	Check changeover compressor operating sequence.	✓		
5	Check and inspect operation of compressor crankcase heater.	✓		
6	Examine for unusual knocks, noises and vibrations.	✓		
7	Check sight glass for moisture and refrigerant levels.	✓		
8	Generally clean equipment and plant room areas.	✓		
9	Check electrical power supply, safeties and current protection		✓	
10	All safety devices to be checked and operation of controls to be tested.		✓	
11	High and low pressure cut-out and oil pressure switch operation and set points to be checked, recorded and re-set, if necessary (refer to manufacturer's manual for correct settings),		✓	
12	Check compressor mountings.		✓	
13	Check insulation and vapour seal for deterioration on evaporator and refrigerant piping and repair if necessary.		✓	
14	Check compressor oil, submit oil sample to laboratory for analysis and submit report plus recommendation to client's representative.			✓
15	Liquid dryers and strainers to be cleaned or changed as necessary.			✓
16	Check all metal work for rust spots, clean these sections, de-rust, treat and paint if required.			✓

MAINTENANCE SCHEDULE - COOLING TOWERS

Item	Description	QUARTERLY	ANNUALLY
1	Cooling Tower sump if dirty, to be isolated, drained, cleaned and refilled	✓	
2	Spray nozzles to be cleaned and set correctly	✓	
3	Suction strainers to be cleaned	✓	
4	Ball valve to be checked for correct operation and water level	✓	
5	Vee belts to be checked for correct tension and alignment and replaced if necessary	✓	

6	Check overload settings for correct operation		✓
7	Check and record both inlet and outlet temperatures for tower efficiency	✓	
8	Check and audibly inspect fan and drive motor bearings for wear and lubricate where necessary	✓	
9	Check and clean air intake screens and secure all intake louvers	✓	
10	Generally clean equipment and cooling tower area	✓	
11	Casing to be examined for water leaks and evidence of corrosion which is to be rectified with bitumen based alkaline paint	✓	
12	Check and inspect fan and drive motor hold down bolts	✓	
13	Water valves on open condenser water circuits to be fully opened and closed, to prevent lime scale formation from inhibiting the valve	✓	
14	Check motor coupling for alignment	✓	
15	Check condition of eliminator plates and clean if required.	✓	
16	Check bi-pass valves and controls for correct operation and control	✓	
17	Wash down and remove algae and lime scale formations	✓	
18	Strainer material to be replaced, if necessary		✓
19	All ferrous metal components to be examined, corrosion removed and repainted to prevent further corrosion, internally and externally with bitumen based alkaline paint		✓
20	Clean fans and blades.		✓

MAINTENANCE SCHEDULE - SERVER ROOM DOWN BLOW UNITS

Item	Description	DAILY	QUARTERLY
1	**Inside Unit**		
1.1	Check condition of all filter media packs and clean if required.	✓	
1.2	Check operation of filters blockage pressure switch	✓	
1.3	Temperature Settings	✓	
1.4	Check condition of evaporator coil and report	✓	
1.5	Check operation and condition of fan and housing clean and lubricate where applicable	✓	
1.6	Check drip pan and drains, clean and make sure not blockages can occur	✓	

1.7	Check for refrigerant leaks	✓	
1.8	Check general operation of unit	✓	
1.9	Check operation of thermostats and control	✓	
1.10	Check cooling cycles, record air temperatures and humidity levels	✓	
1.11	Generally clean equipment	✓	
1.12	Ensure that indoor unit is securely fastened to mounting brackets and not a danger to personnel and public alike	✓	
1.13	Check condition of all filter media packs and clean if required.	✓	
1.14	Clean and replace broken and worn filter media packs		✓
1.15	Check for worn bearings, advise replacement cost		✓
1.16	Wash and clean evaporator coil	✓	
1.17	All ferrous metal components to be examined, corrosion removed and repainted to prevent further corrosion		✓
1.18	Check all electrical connections and controls, make sure all connections are tight		✓
1.19	Check compressor mounting springs		✓
2	**Outside Unit**		
2.1	Check condition of condenser coil, and comb damaged fins where necessary	✓	
2.2	Check operation and condition of fans clean and lubricate where applicable	✓	
2.3	Check gas charge, recording gas pressures	✓	
2.4	Generally clean equipment	✓	
2.5	Ensure that outdoor unit is securely fastened to mounting brackets	✓	
2.6	All ferrous metal components to be examined, any corrosion removed and repainted to prevent further corrosion	✓	
2.7	All exposed surfaces and coils to be thoroughly rinsed with clean, fresh water to remove dirt and salts	✓	
2.8	Pressure wash condenser coil		✓

2.9	All ferrous metal components to be examined, corrosion removed and repainted to prevent further corrosion		✓
2.10	Check for worn fan motor bearings, advise replacement cost		✓
2.11	Check and examine refrigerant pipe insulation for deterioration weathering, advise cost to replace with new		✓
2.12	Check all electrical connections and controls, make sure all connections are tight		✓
2.13	Starters, contactors and relays to be checked ensure that all contact points are clean. Investigate for and rectify cause of excessive burning of contacts		✓
2.14	Check overload settings		✓

MAINTENANCE SCHEDULE - AIR COOLED PACKAGE UNITS

Item	Description	QUARTERLY	ANNUALLY
1	Isolate and remove all inspection panels, clean inside of units and rectify any damaged insulation	✓	
2	Air filters - Check pressure drop and record. Washable air filters to be removed, cleaned, dried and replaced. Disposable air filters to be fitted with new air filters if necessary	✓	
3	Air filter frames to be checked for air by-pass and rectified if necessary	✓	
4	Heat exchange coils to be cleaned and combed	✓	
5	V-belts to be checked for correct tension and alignment and replaced if necessary	✓	
6	Drive pulleys on fans and motors to be tightened, if necessary	✓	
7	Fresh air and return air damper settings and operation to be checked and adjusted if necessary	✓	
8	Condensate drip pans to be cleaned, check water flow and remove any blockages from drain piping	✓	
9	Flexible connections to be checked and air leaks rectified	✓	
10	Compressor oil level to be checked and topped up if necessary	✓	
11	Sight glasses to be checked for correct liquid charge and moisture in system Refrigerant to be added to system, if necessary, after locating and rectifying leak	✓	

Item	Description	QUARTERLY	ANNUALLY
12	Compressor crankcase heater operation to be checked	✓	
13	Refrigeration system suction, discharge and oil pressures to be checked and recorded while compressors are operating	✓	
14	High and low pressure cut out oil pressure switch operation and set points to be checked, recorded and reset if necessary (refer to - manufacturer's manual for correct settings)	✓	
15	Check condition and operation of condenser fans, clean and lubricate where necessary	✓	
16	Check compressor mounting springs	✓	
17	Inspection panels to be replaced and all fastening devices secured	✓	
18	Operate and check operation of plant. Take and record wet and dry bulb temperatures in each conditioned zone and outside with a reliable sling spectrometer.	✓	
19	Liquid dryers and strainers to be checked and changed if necessary		✓
20	Heat exchange coils to be cleaned with a high-pressure detergent solution or steam		✓
21	All ferrous metal components to be examined, corrosion removed and repainted to prevent further corrosion		✓

MAINTENANCE SCHEDULE - ELECTRICAL SWITCH & CONTROL PANELS (MCCs)

Item	Description	QUARTERLY	ANNUALLY
1	Panels to be cleaned internally.	✓	
2	Check all wire and terminal connections for loose or hot connections and tighten.	✓	
3	Indicating light globes to be replaced where necessary.	✓	
4	Circuit breakers and fuses to be checked and investigate reasons for any blown fuses or circuit breakers in OFF position rectify faults and replace blown fuses and faulty circuit breakers.	✓	
5	Starters, contactors and relays to be checked that all contact points are clean, investigate and rectify cause of excessive burning of contacts.	✓	
6	Thermal overload settings to be checked and reset if necessary.		✓

Item	Description	QUARTERLY	ANNUALLY
7	Electrical heater connections to be checked for correct amperage and faulty elements to be recorded.		✓
8	Internal wiring to be tidied up and labelling to be checked.		✓
9	Safety controls to be checked and operation of controls to be tested.	✓	
10	Control thermostats operation to be checked.	✓	
11	Make sure that the covers for the panels are in place.	✓	

MAINTENANCE SCHEDULE - AIR DISTRIBUTION SYSTEMS

Item	Description	QUARTERLY	ANNUALLY
1	Check all ducting for abnormal air leaks and seal if required.		✓
2	Check all flexible duct and canvas connections for deterioration and rectify where required.		✓
3	Check grill, louvers and dampers for deterioration and correct if required.	✓	
4	Check vermin-screens for cleanliness and deterioration and attend if necessary.		✓
5	Clean grilles and diffusers	✓	
6	Operation of VAV diffusers to be checked	✓	

MAINTENANCE SCHEDULE - WATER DISTRIBUTION SYSTEMS

Item	Description	QUARTERLY	ANNUALLY
1	Check piping and pipe components for water leaks and rectify if necessary.		✓
2	Check control valve operation.	✓	
3	Check thermometers & pressure gauges, replace the faulty ones.	✓	
4	Check pressures and temperatures to ensure correct operation	✓	

MAINTENANCE SCHEDULE - HEATER BANKS

Item	Description	QUARTERLY	ANNUALLY
1	**ELECTRICAL AND CONTROL**		
1.1	Clean out the electrical and control panels.	✓	

1.2	Check all wire and terminal connections for loose or hot connections and tighten.	✓	
1.3	Check and make sure that all wiring and components are safe and neat.	✓	
1.4	Check operation of indicating light globes.	✓	
1.5	Check contactors, starters and relays for operation and that all contact points are clean. Investigate and rectify cause of excessive burning of contacts.	✓	
2	**HEATERS**		
2.1	Check space temperatures	✓	
2.2	Check safeties	✓	
2.3	Check all electrical connections and controls, make sure ail connections are tight.	✓	
2.4	Electric heater connections to be checked for correct amperage and faulty elements to be replaced	✓	

MAINTENANCE SCHEDULE - MOTORISED DAMPERS

Item	Description	QUARTERLY	ANNUALLY
1	Damper settings and operation to be checked and adjusted if necessary	✓	
2	PRD's (only) operation to be checked against command value and static pressure sensor set point	✓	
3	Motorized damper linkages and motors to be checked and operation observed, lubricate and reset if necessary	✓	
4	Damper motors to be fastened to shaft.	✓	
5	Check all electrical connections and controls, make sure all connections are tight.		✓

MAINTENANCE SCHEDULE - WATER TREATMENT

Item	Description	QUARTERLY
1	Conduct Chemical Test	✓
2	Conduct Microbiological Test	✓
3	Conduct Corrosion Coupon Test	✓
4	Water analysis to monitor product and control parameters in system	✓
5	Record results of water analysis of each parameter on chart located on site.	✓
6	Submit electronic report of water treatment results to client.	✓

MAINTENANCE SCHEDULE – REFRIGERATION UNITS

Item	Description	QUARTERLY
1	Check and correct condensate drain if necessary.	✓
2	Check condition and operation of thermostat and control.	✓
3	Check electrical wiring and component condition and operation.	✓
4	Check for correct condenser air path and ensure that unit is free from any re-circulation.	✓
5	Check condenser fan for operation vibration and noise, correct if necessary.	✓
6	Check evaporator fan for operation, vibration and noise and correct if required.	✓
7	Check compressor for operation, vibration and noise and correct if required.	✓
8	Check cooling cycle.	✓
9	Clean condenser coil.	✓

MAINTENANCE SCHEDULE – STEAMERS and HUMIDIFIERS

Item	Description	QUARTERLY
	Bottles	
1	Check through sequence of humidifier boiler	✓
2	Check humidifier drain water flows away freely -actuate manual drain if necessary	✓
3	Check and clean feed solenoid	✓

Item	Description	QUARTERLY
4	Clean drain pipe adjacent to humidifier unit	✓
5	Check and tighten all terminals in panel and on electrodes	✓
6	Check condition of humidifier bottle and advise replacement cost if necessary	✓
	Spray Tree & Jet Nozzles	
1	Check sprayers are all spraying a fine mist, unblock sprayers if not spraying correctly	✓
2	Check Spray pumps are operational	✓
3	Check water tanks are full.	✓

Heat pump Units – Winter Heating Only

(*To be serviced in Winter Months*)

Item	Description	MONTHLY	EVERY 2 MONTHS
1.1	Check condition of all filter media packs		✓
1.2	Check operation of filters blockage pressure switch		✓
1.3	Check condition of evaporator coil and report		✓
1.4	Check operation and condition of fan and housing clean and lubricate where applicable		✓
1.5	Check drip pan and drains, clean and make sure no blockages can occur		✓
1.6	Check for refrigerant leaks		✓
1.7	Check general operation of unit		✓
1.8	Check operation of thermostats and control		✓
1.9	Check heating cycles record air temperatures and humidity levels		✓
1.11	Generally clean equipment		✓
1.12	Ensure that indoor unit is securely fastened to mounting brackets and not a danger to personnel and public alike		✓
1.13	Submit service report		✓
1.14	Run Unit for 1 Hour	✓	✓
2	**Outside Unit**		

Item	Description	MONTHLY	EVERY 2 MONTHS
2.1	Check condition of condenser coil, and comb damaged fins where necessary		✓
2.2	Check operation and condition of fans clean and lubricate where applicable		✓
2.3	Check and record running amps in heating cycles with the indoor unit set at low medium and high		✓
2.4	Check gas charge, recording gas pressures		✓
2.5	Generally clean equipment		✓
2.6	Ensure that outdoor unit is securely fastened to mounting brackets		✓
2.7	All ferrous metal components to be examined, any corrosion removed and repainted to prevent further corrosion		✓
2.8	All exposed surfaces and coils to be thoroughly rinsed with clean, fresh water to remove dirt and salts		✓
2.9	Strip unit and pressure wash condenser		✓
2.10	Submit a service report		✓
2.11	Run Unit for 1 Hour	✓	

Heat pump Units – Geysers

Item	Description	QUARTERLY	ANNUALLY
1.1	Check condition of all filter media packs.	✓	
1.2	Check operation of filters blockage pressure switch	✓	
1.3	Check condition of evaporator coil and report	✓	
1.4	Check operation and condition of fan and housing clean and lubricate where applicable	✓	
1.5	Check drip pan and drains, clean and make sure no blockages can occur	✓	
1.6	Check for refrigerant leaks	✓	
1.7	Check general operation of unit	✓	
1.8	Check operation of thermostats and control	✓	

Item	Description	QUARTERLY	ANNUALLY
1.9	Check heating and cooling cycles record air temperatures and humidity levels	✓	
1.11	Generally clean equipment	✓	
1.12	Ensure that indoor unit is securely fastened to mounting brackets and not a danger to personnel and public alike	✓	
2	**Outside Unit**		
2.1	Check condition of condenser coil, and comb damaged fins where necessary	✓	
2.2	Check operation and condition of fans clean and lubricate where applicable	✓	
2.3	Check and record running amps in both cooling and heating cycles with the indoor unit set at low medium and high		✓
2.4	Check gas charge, recording gas pressures	✓	
2.5	Generally clean equipment	✓	
2.6	Ensure that outdoor unit is securely fastened to mounting brackets	✓	
2.7	All ferrous metal components to be examined, any corrosion removed and repainted to prevent further corrosion		✓
2.8	All exposed surfaces and coils to be thoroughly rinsed with clean, fresh water to remove dirt and salts	✓	
2.9	Strip unit and pressure wash condenser	✓	

4. PROJECT TIMELINES

The successful bidder will be responsible for preventative maintenance of heating, ventilation and air-conditioning (HVAC) systems at the IDC Head Office for a period of three (3) years to perform Preventative maintenance (PM) of Heating, Ventilation and Air-Conditioning (HVAC) systems as planned approach to inspecting, servicing, and repairing equipment before failures occur. Effective maintenance timelines are essential for ensuring reliable system performance, extending equipment lifespan, improving energy efficiency, maintaining indoor air quality, and reducing costly emergency repairs. HVAC systems consist of interconnected components such as air handling units (AHUs), chillers, condensers, cooling towers, ductwork, fans, filters, thermostats, and control systems. Because these components operate continuously and are subject to wear and environmental conditions, maintenance activities must be scheduled at regular intervals throughout the year.

5. TECHNICAL EVALUATION CRITERIA

5.1. Mandatory Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.1.1 CIDB CERTIFICATE	COMPLY	NOT COMPLY
The bidder must be registered and have an active status with the Construction Industry Development Board (CIDB) and have a grading of at least 5ME or Higher. Bidders must attach proof from CIDB to substantiate this. **Proof of registration must be submitted as part of the bidder's proposal.**		
Substantiate / Comments		

5.1.2 COIDA FOR HVAC INSTALLATION AND MAINTENANCE CLASS	COMPLY	NOT COMPLY
The bidder must be registered with the Compensation Fund in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (COIDA), and must be in good standing. The Letter of Good Standing must be valid as at the bid closing date and must be submitted as part of the bidder's proposal. **The bidder must submit a valid Letter of Good Standing issued by the Compensation Fund, or by an authorised mutual association where applicable, as proof of compliance.**		

5.2. Technical Requirements

The service provider must indicate their compliance/ non-compliance to the following requirements and to substantiate as required. The bidder must respond in the format below, where additional information is provided/ attached somewhere else; such information must be clearly referenced.

5.2.1 BIDDER'S EXPERIENCE	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidder must demonstrate relevant experience in installation, maintenance and repair of HVAC Systems and Refrigeration Units. The bidder must provide a minimum of, but not limited to, three (3) relevant contactable references of similar work done, clearly indicating on references the type of chillers maintained. Please refer to **Annexure 1 (Table a)** of this document for the format in which the required information must be provided.			
Substantiate / Comments			

5.2.2 BIDDER'S PROPOSED PLAN	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidder must demonstrate a thorough understanding of the scope of work, service requirements and expected deliverables. The bidder must submit a detailed plan and approach for delivering the preventative maintenance services in accordance with the maintenance programme and applicable maintenance service schedules set out in this RFP.			
Substantiate / Comments			

5.2.3 QUALIFICATIONS AND SKILLS OF KEY PERSONNEL	COMPLY	PARTIALLY COMPLY	NOT COMPLY
The bidder must have a minimum of one (1) technician within the company that have relevant qualifications, skills and experience and must have a minimum of 5 years' experience in HVAC. The proposed technicians carrying out the services must be qualified Air Conditioning technicians with who have passed an Air Conditioning trade test at a merSETA accredited trade test facility/ centre and currently registered Refrigeration and Air Conditioning Practitioners registered with SAQCC Gas. The bidders must submit, as part of its proposal, the following: • The list of the proposed technicians. Please refer to Annexure 1 (Table b) of this document for the format in which the required information must be provided; • Valid Air Conditioning Trade Test Certificate for each Technician; and • CVs of the technicians; and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of this project as outlined above.			
Substantiate / Comments			

SECTION 3: COST PROPOSAL

SECTION 3: COST PROPOSAL

1. NOTE: All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).

2. Are the rates quoted firm for the full period of the contract?

YES	NO

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g., CPI etc.

3. All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

4. The following exchange rates as per SARB on ***[insert date and time in the format xxhxx when exchange rates were confirmed*]** be used (where applicable):

R 12.40 = 1 US dollar
R 19.26 = 1 Pound
R 13.94 = 1 Euro

5. Is the proposed bid price linked to the exchange rate?	Yes	No
If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:		

6. Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

7. The IDC reserves the right to consider the guidelines on consultancy rates as set out in the **National Treasury Instruction 02 of 2016/2017: Cost Containment Measures** which took effect from 01 January 2014, where relevant. The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures. **The "Guide on Hourly Fee Rates for Consultants" as issued by the Department of Public Service and Administration (DPSA); or Remuneration guidelines issued by professional service organisations or regulatory bodies, may be relevant.**	Comply	Not Comply
Substantiate / Comments		

8. COSTING MODEL

8.1 PREVENTATIVE MAINTENANCE – DETAILED COSTING

Bidders must complete the tables below i.e. Schedule A (IDC1) and Schedule B (IDC2) and detailed BoQ (Excel) attached as Annexure 9.

The tables reflect the equipment to be maintained and the location of the equipment in the specific building. The tables further reflect the service intervals i.e. Every 2 Months; quarterly and annually. Where there is indication of "Not Applicable" it means the service interval, is not applicable to that particular equipment. Bidders are therefore required to provide pricing for each equipment against the applicable service intervals.

Bidders must refer to the Maintenance Schedule for the specification of the services required in each service interval for each type of equipment in order to provide a comprehensive quote. The quoted maintenance fees shall include all related labour costs and all materials.

Bidders are required to provide total costing for a three (3) year period as this is required for comparative evaluation purposes.

SCHEDULE A: KINDOC SANDTON (IDC1)

HVAC Equipment – Auditorium, Canteen, Kitchen						
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**	
					Quarterly	**Annually**
1.	**Plant room**					
1.1	Auditorium - AHU Plant room	Dunham Bush – Package Unit	1	ACPSE-480-PHPGQ		
1.2	Auditorium - AHU Plant room	Fresh Air – Fan Filter Unit (HPI)	1			N/A
1.3	Auditorium - AHU Plant room	MCC	1			
1.4	Auditorium - AHU Plant room	Electrical Control Panels (ECP) for AHU's	1			
2.	**Level 1**					
2.1	Auditorium - Car Wash Bays	Elta Axial Fan	1			N/A
2.2	Auditorium - Toilet & Basement	Elta Axial Fan	1			N/A
2.3	Kitchen - Refuse Area	Kovco Cold Room Refrigeration units	2	MT100		N/A
2.4	Kitchen - Cafeteria	Canopy Extraction Fan	2			N/A
2.5	Kitchen – Take-away	Canopy Extraction Fan	1			N/A
2.6	Cafeteria – Canteen	Eco Air Under Ceiling Split Units	2	2CG148 (X2)		N/A
2.7	Store	Tube Fan – S&P	1	TD800		N/A
2.8	Kitchen	Extract – Elta Fan	1			N/A
2.9	Canteen Office	York – Mid Wall	1	YHGE12XVKAFK-RX		

2.10	Kitchen Geyser Heat Pump	Thermowise	1	TKRS-200E/SN2-M		
3.	**Level 2**					
3.1	Auditorium – Training Rooms	Diakin Hide-Away split type units	4	RY140LUY1 (X2) RY125LUY1 RY200KUY1		N/A

HVAC Equipment– Auditorium, Canteen, Kitchen						
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**	
					Quarterly	**Annually**
3.2	Auditorium – Warm up kitchen	Canopy Fan	1			N/A
3.3	Auditorium – Manager's Office	Diakin Midwall split unit	1	RXE35 BVMA		N/A
3.4	Auditorium – Control Room	Carrier Split Unit	1	38QHG018DS		N/A
3.5	Auditorium – Male Toilets	In line duct fan	1			N/A
3.6	Auditorium – Server/UPS Room	Eco Air Split Unit	1	CC18		N/A
4.	**Roof**					
4.1	Main Entrance Foyer	Dunham Bush – Rooftop Package Unit	1	ACPS 190-P-HP		
4.2	Auditorium – Warm up kitchen	Axial Fan – Make-up air	1			N/A
4.3	Auditorium – Warm up kitchen	Axial Fan – Kitchen Exhaust	1			N/A
4.4	Auditorium – Storerooms & Offices	Tube Fan – Fresh Air	1			N/A
4.5	Auditorium – Female Toilets	Axial Fan – Toilet ventilation	1			N/A

4.6	Cafeteria – Female Toilet	Axial Fan – Toilet ventilation	1			N/A
4.7	Cafeteria – Male Toilet	Axial Fan – Toilet ventilation	1			N/A
4.8	Roof Plant room	MCC's	3			
4.9	Executive Dining Room upper	Toshiba - Underceiling	1	RAV-SM1107CTP-E		
4.10	Executive Dining Room lower	Toshiba - Underceiling	2	RAV-SM1107CTP-E		
4.11	Cafeteria Kitchen	Donkin (Axial) Extract Fan	1	Majax 965		N/A
4.12	Cafeteria Kitchen	Donkin (Axial) Make-up Fan	1			N/A
4.13	Auditorium	Smoke exhaust fans	3			N/A
4.14	Auditorium	Pressure relief fan	1			N/A
				Sub-Total 1 (VAT Excl.)		

HVAC Equipment – Block A							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 months	**Quarterly**	**Annually**
1.	**Basement – Station 1**						
1.1	AHU Plant room – Station 1	AHU Z 23 E	1	CW-70S	N/A		
1.2	AHU Plant room – Station 1	Primary Air Filters for AHU Z 23 E	4		N/A		N/A
1.3	AHU Plant room – Station 1	Secondary Air Filters for AHU Z 23 E	4		N/A		N/A
1.4	AHU Plant room – Station 1	MCC	1		N/A		
1.5	AHU Plant room – Station 1	Electrical Control Panels for AHU Z 23 E	1		N/A		

1.6	AHU Plant room – Station 1	Humidifier in AHU Z 23 E	1	Spray Tree & jet nozzles	N/A		N/A
1.7	AHU Plant room – Station 1	Danfoss Variable Speed Drives for AHU Z 23 E	1	5.5Kw 131B4996	N/A	N/A	N/A
1.8	AHU Plant room – Station 1	Damper Actuators for AHU Z 23 E	3	LINEAR AIR DAMPER ACTUATOR, AC 24 V, DC 0...10V, 125N, 150 S	N/A		
1.9	Reception Heat Pump	Alliance	1	ALLWH380 R410		N/A	N/A
2.	**Level 1 – Station 3**						
2.1	AHU Plant room – Station 3	AHU 3-1-1	1		N/A		
2.3	AHU Plant room – Station 3	Primary Air Filters for AHU 3-1-1	9		N/A		N/A
2.4	AHU Plant room – Station 3	Secondary Air Filters for AHU 3-1-1	9		N/A		N/A
2.5	AHU Plant room – Station 3	MCC	1		N/A		
2.6	AHU Plant room – Station 3	Electrical Control Panels for AHU 3-1-1	1		N/A		
2.7	AHU Plant room – Station 3	Humidifier in AHU 3-1-1	1	Spray Tree & jet nozzles	N/A		N/A
2.8	AHU Plant room – Station 3	Danfoss Variable Speed Drives for AHU 3-1-1	1	18.5Kw 131B4251	N/A	N/A	N/A
2.9	AHU Plant room – Station 3	Damper Actuators for AHU 3-1-1	3	LINEAR AIR DAMPER ACTUATOR, AC 24 V, DC 0...10V, 125N, 150 S	N/A		

HVAC Equipment – Block A							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 months	**Quarterly**	**Annually**
2.10	AHU Plant room – Station 3	Pressure reducing motorised dampers	1		N/A		
2.11	AHU Plant room – Station 3	Fire motorised dampers	2		N/A		

2.12	AHU Plant room – Station 3	Axial Fan – Return Air Fan	1		N/A		N/A
2.13	AHU Plant room – Station 3	Danfoss Variable Speed Drives for Return Fan	1	1.1Kw 131U1463	N/A	N/A	N/A
3.	**Level 1 – Block A**						
3.1	Transformer Room	Axial Fan	1		N/A		N/A
3.2	UPS Room1 – Server Room (Nerve Centre room 1)	Dunham Bushes Midwall Split unit	1	HP36 MG	N/A		N/A
3.3	UPS Room1 – Server Room (Nerve Centre room 1)	Carrier Midwall Split Unit	1	38QHFO36DS			
3.4	UPS Room2 – Block ABC	York Under ceiling Split Unit	1	YQJA36 FS-BAR	N/A		N/A
3.5	UPS Room2 – Block ABC	York Midwall Split Unit	1	Y5HJH030BAM-A-Y	N/A		N/A
3.6	Equipment Room (Nerve Centre room 2)	Carriers Midwall Split unit	2	38QHFO36DS	N/A		N/A
3.7	Control Room (CCTV)	York Cassette unit	1	YTKE18BXEEBM-RY	N/A		N/A
3.8	Control Room (Behind CCTV)	York Midwall split unit	1	Y5HJXH024BAM-FZ	N/A		N/A
3.9	Contractors Pause Area	York Midwall Split unit	1	YHGE12ZEKAMHORX	N/A		N/A
3.10	Computer Training Room	McQuay Ceiling Cassette split units	2	MLC050CR-FFCA	N/A		N/A
3.11	Change Room extract system	Axial Fan	1		N/A		N/A
3.12	Fresh Air system	Axial Fan	1		N/A		N/A
3.13	Print Room	Carrier Under Ceiling	1		N/A		N/A
3.14	Stationary store	Eco-air midwall	1	AC121	N/A		N/A
3.15	Office Area (Control, switchboard, dry cleaning, kitchen)	Rickard VAV Diffusers and Deman Terminal Controls	6		N/A	N/A	N/A

HVAC Equipment – Block A							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 months	**Quarterly**	**Annually**
3.15	Change Room Male	Eco Air U/Ceiling	1	2CG136	N/A		N/A
3.16	Change Room Female	Eco Air U/Ceiling	1	2CG136	N/A		N/A
3.17	Deliveries Reception	Toshiba Midwall Split	1	RAS-22S3AV-E	N/A		
4.	**Level 2 – Block A**						
4.1	Level 2	Pressure reducing motorised dampers	2		N/A		
4.2	Level 2	Fire motorised dampers	3		N/A		
4.3	Level 2	Rickard VAV Diffusers and Deman TC's	45		N/A	N/A	N/A
4.4	Level 2 – Server Room unit 1	HIREF Down Blower	1	EVO402	N/A		
4.5	Level 2 – Server Room unit 2 & 3	Airdale Down blow Unit	2	DF 41XD-AT	N/A		
4.6	Level 2 – Server Room	MCC	1		N/A		
5.	**Level 3 – Block A**						
5.1	Bridge Area AC	Diakin Hideaway split unit	1	PUH/5MYE	N/A		N/A
5.2	Bridge Area AC-Block A to IDC2	Mitsubishi Split /Hideaway Split Unit	2	PUH/5MYE	N/A		N/A
5.3	Bridge Area-Block A to B Mothers Rm	LG Neo plasma	2	S096 GH	N/A		N/A
5.4	Bridge Area-Block A to B Prayer Rm	Daiken Under Ceiling Unit	1	RY 71 DAV1	N/A		N/A
6.	**Roof – Block A**						
6.1	Roof	Toilet fan – Axial	1	UV4P400	N/A		N/A
6.2	Roof	System Air tube fan	1	S096GHU40	N/A		N/A

Sub-Total 2 (VAT Excl.)		

HVAC Equipment – Block B						
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**	
					Quarterly	**Annually**
1.	**Basement – Station 1**					
1.1	AHU Plantroom – Station 1	AHU 1-1-1	1	CW-290-S		
1.2	AHU Plantroom – Station 1	AHU Z 13 E	1	CW-065-S		
1.3	AHU Plantroom – Station 1	Primary Air Filters for AHU 1-1-1 & Z 13 E	9 + 4			N/A
1.4	AHU Plantroom – Station 1	Secondary Air Filters for AHU 1-1-1 & Z 13 E	9 + 4			N/A
1.5	AHU Plantroom – Station 1	MCC	1			
1.6	AHU Plantroom – Station 1	Electrical Control Panel for AHU 1-1-1&Z 13 E	1			
1.7	AHU Plantroom – Station 1	Humidifier in AHU 1-1-1 & Z 13 E	2	Spray Tree & jet nozzles		N/A
1.8	AHU Plantroom – Station 1	Danfoss Variable Speed Drives for AHU 1-1-1	1	25.5Kw 178B0041	N/A	N/A
1.9	AHU Plantroom – Station 1	Danfoss Variable Speed Drives for AHU Z13 E	1	3Kw 131B4994	N/A	N/A
1.10	AHU Plantroom – Station 1	Damper Actuators for AHU 1-1-1 & Z 13 E	6	LINEAR AIR DAMPER ACTUATOR, AC 24 V, DC 0...10V, 125N, 150 S		
1.11	AHU Plantroom – Station 1	Danfoss Variable Speed Drive for return fan	1	3Kw 131U1470	N/A	N/A
2.	**Basement – Station 2**					
2.1	AHU Plantroom – Station 2	AHU 2-1-1	1	CW-370-S		
2.2	AHU Plantroom – Station 2	AHU 2-3-1	1	CW-290-S		

2.3	AHU Plantroom – Station 2	Chiller Pumps Water Treatment Dosing Pod	1			N/A
2.4	AHU Plantroom – Station 2	Primary Air Filters for AHU 2-1-1 & 2-3-1	9 + 9			N/A
2.5	AHU Plantroom – Station 2	Primary Air Filters for AHU 2-1-1 & 2-3-1	9 + 9			N/A
2.6	AHU Plantroom – Station 2	MCC	1			
2.7	AHU Plantroom – Station 2	Electrical Control Panel for AHU 2-1-1 & 2-3-1	1			
2.8	AHU Plantroom – Station 2	Humidifier in AHU 2-1-1 & 2-3-1	2	Spray Tree & jet nozzles		N/A

HVAC Equipment – Block B						
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**	
					Quarterly	**Annually**
2.9	AHU Plantroom – Station 2	Danfoss VS Drives AHU 2-1-1 & 2-3-1	2	25.5Kw 178B0041		N/A
2.10	AHU Plantroom – Station 2	Damper Actuators for AHU 2-1-1 & 2-3-1	6	LINEAR AIR DAMPER ACTUATOR, AC 24 V, DC 0...10V, 125N, 150 S		
2.11	AHU Plantroom – Station 2	Danfoss Variable Speed Drive for return fans	1	2.2Kw 131U1467	N/A	N/A
2.12	AHU Plantroom – Station 2	Danfoss Variable Speed Drive for return fans	1	4Kw 131U1483	N/A	N/A
3.	**Level 1 – Block B**					
3.1	Level 1 (East)	Pressure reducing motorised dampers	1			
3.2	Level 1 (East)	Fire motorised dampers	2			
3.3	Level 1 – Pause Area (East)	In Line Tube Fan – Kitchenette	1			N/A
3.4	Level 1 (West)	Pressure reducing motorised dampers	3			
3.5	Level 1 (West)	Fire motorised dampers	6			

3.6	Level 1 – Pause Area (West)	In Line Tube Fan – Kitchenette	1			N/A
3.7	Level 1	Rickard VAV Diffusers & Deman Terminal Ctrl	30		N/A	N/A
3.8	Level 1 – IT Lab	Carrier Split Units	2	38LUV052H		N/A
4.	**Level 2 – Block B**					
4.1	Level 2 (East)	Pressure reducing motorised dampers	1			
4.2	Level 2 (East)	Fire motorised dampers	2			
4.3	Level 2 – Pause Area (East)	In Line Tube Fan – Kitchenette	1			N/A
4.4	Level 2 (West)	Pressure reducing motorised dampers	3			
4.5	Level 2 (West)	Fire motorised dampers	6			
4.6	Level 2 – Pause Area (West)	In Line Tube Fan – Kitchenette	1			N/A
4.7	Level 2	Rickard VAV Diffusers & Deman Terminal Ctrl.	71		N/A	N/A

HVAC Equipment – Block B						
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**	
					Quarterly	**Annually**
4.8	Level 2 – Network Room	Midwall Split unit 18000 BTU	1	MS11D-18HRDN1		N/A
5.	**Level 3 – Block B**					
5.1	Level 3 (East)	Pressure reducing motorised dampers	1			
5.2	Level 3 (East)	Fire motorised dampers	2			
5.3	Level 3 – Pause Area (East)	In Line Tube Fan – Kitchenette	1			N/A
5.4	Level 3 (West)	Pressure reducing motorised dampers	3			

5.5	Level 3 (West)	Fire motorised dampers	6			
5.6	Level 3	Rickard VAV Diffusers & Deman Terminal Ctrls	75		N/A	N/A
6.	**Roof – Block B**					
6.1	Roof (East) - Toilet Extract (Female)	Donkin Roof Cowl Fan	1	UV4P500		N/A
6.2	Roof (East)	Axial Fan – Shower Extract	1			N/A
6.3	Roof (East) - Smoke Extract Fans	Donkin Axial Fan	7	Majax 535/M/22		N/A
6.4	Roof (West)	Make-Up water tank (Chilled water)	1			N/A
6.5	Roof (West)	Make-Up water tank (Condenser water)	1			N/A
6.6	Roof (West) - Smoke Extract Fans	Donkin Axial Fan	7	Majax 535/M/22		N/A
6.7	Roof (West) – Toilet Extract (Male)	Donkin Roof Cowl Fan	1	UV4P400		N/A
6.8	Roof – Coffee Bar & Reception	Donkin Smoke fans	14	Majax 535/M/22		N/A
6.9	Roof – West Block B/C	Donkin Smoke fans	9	Majax 535/M/22		N/A
HVAC Equipment – Block B						
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**	
					Quarterly	**Annually**
6.10	Roof – East Block B/C	Donkin Smoke fans	5	Majax 535/M/22		N/A
6.11	Roof (West) – Exec Boardroom	Mcquay Package Unit	1	RT120BR-FEAA-R		

6.12	Roof (West) – Exec Boardroom	Aircool Package Unit	1	ACRTB120H1S09		
				Sub-Total 3 (VAT Excl.)		

HVAC Equipment – IDC Block C							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Months	**Quarterly**	**Annually**
1.	**Basement – Station 1**						
1.1	AHU Plantroom	AHU 1-2-1	1	CW-290-S	N/A		
1.2	AHU Plantroom	AHU Z 11 E	1	CW-065-S	N/A		
1.3	AHU Plantroom	Ingersoll Rand Distribution Hot Water Pump	1	250 - 7.5KW	N/A		
1.4	AHU Plantroom	Ingersoll Rand Hot Water Charging Pump	1	160 - 0,75KW	N/A		
1.5	AHU Plantroom	Bastian and Allen Hot Water Boiler	1	60 A	N/A		N/A
1.6	AHU Plantroom	J. L Clarke Thermal Storage	1	BS 5500 1976	N/A	N/A	N/A
1.7	AHU Plantroom	Boiler Water Treatment Dosing Pod	1		N/A		N/A
1.8	AHU Plantroom	AHU Z 235 - Treatment Water Dosing POD	1		N/A		N/A
1.9	AHU Plantroom	Spray Pump	1		N/A		
1.10	AHU Plantroom	Primary Air Filters for AHU 1-2-1 & Z 11 E	9 + 4		N/A		N/A
1.11	AHU Plantroom	Secondary Air Filters for AHU 1-2-1 & Z 11 E	9 + 4		N/A		N/A
1.12	AHU Plantroom	MCC	1		N/A		

HVAC Equipment – IDC Block C							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Months	**Quarterly**	**Annually**
1.13	AHU Plantroom	Electrical Control Panels - AHU 1-2-1 & Z11 E	1		N/A		
1.14	AHU Plantroom	Humidifier in AHU 1-2-1 & Z 11 E	2	Spray Tree & jet nozzles	N/A		N/A
1.15	AHU Plantroom	Danfoss Variable Speed Drives for AHU 1-2-1	1	25.5Kw 178B0041	N/A	N/A	N/A
1.16	AHU Plantroom	Danfoss Variable Speed Drives for AHU Z11 E	1	4Kw 131B4995	N/A	N/A	N/A
1.17	AHU Plantroom	Damper Actuators for AHU 1-2-1 & Z 11 E	6	LINEAR AIR DAMPER ACTUATOR, AC 24 V, DC 0...10V, 125N, 150 S	N/A		
1.18	AHU Plantroom	R/A Axial Fan	1		N/A		N/A
1.19	AHU Plantroom	Boiler room vent fan	1		N/A		N/A
1.20	AHU Plantroom	Danfoss Variable Speed Drive for return fans	1	4Kw 131U1483	N/A	N/A	N/A
1.21	Outside AHU Plantroom	Boiler Tank Alliance Heat Pumps	6	ALLHT660R13 4	N/A	N/A	N/A
2.	**Basement – Station 2**						
2.1	AHU Plantroom	AHU 2-2-1	1	CW-240-S	N/A		
2.2	AHU Plantroom	AHU Z 22 W	1	CW-070-S	N/A		
2.3	AHU Plantroom	Spray Pump	2		N/A		
2.4	AHU Plantroom	Primary Air Filters for AHU 2-2-1 & Z 22 W	9 + 4		N/A		N/A

2.5	AHU Plantroom	Secondary Air Filters for AHU 2-2-1 & Z 22 W	9 + 4		N/A		N/A
2.6	AHU Plantroom	MCC	1		N/A		
2.7	AHU Plantroom	Electrical Control Panels-AHU 2-2-1 & Z 22 W	2		N/A		

HVAC Equipment – IDC Block C							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Months	**Quarterly**	**Annually**
2.8	AHU Plantroom	Humidifier in AHU 2-2-1 & Z 22 W	2	Spray Tree & jet nozzles	N/A		N/A
2.9	AHU Plantroom	Danfoss Variable Speed Drives for AHU 2-2-1	1	15Kw 131B4250	N/A	N/A	N/A
2.10	AHU Plantroom	Danfoss Variable Speed Drives for AHU Z22W	1	5.5Kw 131B4996	N/A	N/A	N/A
2.13	AHU Plantroom	Damper Actuators for AHU 2-2-1 & Z 22 W	6	LINEAR AIR DAMPER ACTUATOR, AC 24 V, DC 0...10V, 125N, 150 S	N/A		
2.14	Chiller Plantroom	Carrier Chiller	1	30 HXC230 - A0449 - PEE			
2.15	Chiller Plantroom	Integral Condensed Water Pump No 1	1		N/A		
2.16	Chiller Plantroom	Integral Condensed Water Pump No 2	1		N/A		
2.17	Chiller Plantroom	Building Supply Pumps	2		N/A		
2.18	Chiller Plantroom	Chilled Water Pumps	3		N/A		
2.19	Chiller Plantroom	MCC	1		N/A		
2.20	Outside Station 2	Trane Chiller – Air Cooled	1	CGAF165SESN			

2.21	Outside Station 2	EVAPCO Cooling Towers	1	ESW-101-341	N/A		
2.22	Outside Station 2	Cooling Tower Area-Water Treatment Automatic Dosing System	1		N/A		N/A
2.23	Outside Station 2	Cooling Tower Spray Pumps	1	WAG	N/A		
2.24	Outside Station 2	Condenser Pumps	2	CMG	N/A		
2.25	Inside Station 2	Zilmet Booster Pump	1		N/A		
2.26	Inside Station 2	Danfoss Speed Drives	2	30Kw 131B7350	N/A		N/A

HVAC Equipment – IDC Block C							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Months	**Quarterly**	**Annually**
3.	**Level 1 – Block C**						
3.1	Level 1 (East)	Pressure reducing damper	1		N/A		
3.2	Level 1 (East)	Fire damper	1		N/A		
3.3	Level 1 (West)	Pressure reducing damper	1		N/A		
3.4	Level 1 (West)	Fire damper	1		N/A		
3.5	Level 1	Rickard VAV Diffusers & Deman Terminal Controls	30		N/A	N/A	N/A
3.6	Level 1 - Atrium	Smoke control motorised dampers	1		N/A		
3.7	Level 1 – Pause Area	In Line Tube Fan – Kitchenette	1		N/A		N/A
4.	**Level 2 – Block C**						
4.1	Level 2 (East)	Pressure reducing motorised dampers	1		N/A		

4.2	Level 2 (East)	Fire motorised dampers	1		N/A		
4.3	Level 2 (West)	Pressure reducing motorised dampers	1		N/A		
4.4	Level 2 (West)	Fire motorised dampers	1		N/A		
4.5	Level 2	Rickard VAV Diffusers & Deman Terminal Controls	33		N/A	N/A	N/A
4.6	Level 2 – Pause Area	In Line Tube Fan – Kitchenette	1		N/A		N/A
4.7	Level 2 – Network Room	Midwall Split Unit	1	MS11D-18HRDN1	N/A		N/A
5.	**Level 3 – Block C**						
5.1	Level 3 (East)	Pressure reducing damper	1		N/A		
5.2	Level 3 (East)	Fire damper	1		N/A		
5.3	Level 3 (West)	Pressure reducing damper	1		N/A		
5.4	Level 3 (West)	Fire damper	1		N/A		
HVAC Equipment – IDC Block C							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Months	**Quarterly**	**Annually**
5.5	Level 3	Rickard VAV Diffusers & Deman Terminal Controls	33		N/A	N/A	N/A
5.6	Level 3 – Pause Area	In Line Tube Fan – Kitchenette	1		N/A		N/A
6.	**Roof – Block C**						
6.1	Roof– Toilet Extract	System Air	1	BXV/630/250/14	N/A		N/A
Sub-Total 4 (VAT Excl.)							

HVAC Equipment – IDC Block D							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Monthly	**Quarterly**	**Annually**
1.	**Basement**						
1.1	Tunnel Ventilation	Propeller Fans	3	Expel Air	N/A		N/A
2.	**Level 1**						
2.1	Level 1 (East)	Pressure reducing damper	1		N/A		
2.2	Level 1 (West)	Pressure reducing damper	1		N/A		
2.3	Level 1	Rickard VAV Diffusers and Deman Terminal Controls	43		N/A	N/A	N/A
2.4	Level 1 - Atrium East	Smoke control motorised dampers	3		N/A		
2.5	Level 1 - Atrium West	Smoke control motorised dampers	3		N/A		

HVAC Equipment – IDC Block D							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Monthly	**Quarterly**	**Annually**
3.	**Level 2**						
3.1	Level 2 (East)	Pressure reducing damper	1		N/A		
3.2	Level 2 (West)	Pressure reducing damper	1		N/A		

3.3	Level 2	Rickard VAV Diffusers and Deman Terminal Controls	42		N/A	N/A	N/A
3.4	Level 2 – Network Room	Midwall Split Unit	1	MS11D-18HRDN1	N/A		N/A
4.	**Level 3**						
4.1	Level 3 (East)	Pressure reducing damper	1		N/A		
4.2	Level 3 (West)	Pressure reducing damper	1		N/A		
4.3	Level 3	Rickard VAV Diffusers & Deman Terminal Controls	43		N/A	N/A	N/A
5.	**Roof**						
5.1	Roof Plantroom	Apache AHU No.1 (East)	1	46 -FS -320	N/A		
5.2	Roof Plantroom	Apache AHU No.2 (West)	1	46 -FS -360	N/A		
5.3	Roof Plantroom	AHU No. 1 - Danfoss Speed Controller	1	VLT 600	N/A	N/A	N/A
5.4	Roof Plantroom	AHU No. 2 - Danfoss Speed Controller	1	VLT 600	N/A	N/A	N/A
5.5	Roof Plantroom	Ziehl Return Air Axial Fan No.1	1	TFA1000-250	N/A		N/A
5.6	Roof Plantroom	Return Air Fan Speed Controller	1		N/A	N/A	N/A
5.7	Roof Plantroom	AHU No. 1 – In line duct heater bank	1		N/A		N/A
5.8	Roof Plantroom	AHU No. 2 – In line duct heater bank	1		N/A		N/A
5.9	Roof Plantroom	AHU No.1 – Main branch static control damper	1		N/A		
5.10	Roof Plantroom	AHU No.2 – Main branch static control damper	1		N/A		
HVAC Equipment – IDC Block D							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		

					Every 2 Monthly	Quarterly	Annually
5.11	Roof Plantroom	AHU No. 1 – Relief Air Damper	1		N/A		
5.12	Roof Plantroom	AHU No. 2 – Relief Air Damper	1		N/A		
5.13	Roof Plantroom	AHU No. 1 – Economy Cycle Motorised Dampers	2		N/A		
5.14	Roof Plantroom	AHU No. 2 – Economy Cycle motorised dampers	2		N/A		
5.15	Roof Plantroom	Luft in Line Duct Fan – Toilet Extract	1	EK 450 - 55	N/A		N/A
5.16	Roof Plantroom	Vortice in Line Tube Fan – Service Kitchen	1	CA 200	N/A		N/A
5.17	Roof Plantroom	MCC	1		N/A		
5.18	Roof (East) Smoke Extract	Donkin (Majax) Axial Fans	4	2 800.32.E4	N/A		N/A
5.19	Roof (West) Smoke Extract	Donkin (Majax) Axial Fans	4	2 800.32.E4	N/A		N/A
5.20	Roof (West) - Tea Kitchen	Luft Extract fan	1	AXC 250	N/A		N/A
5.21	Roof	Booster Pump	1	PM 60	N/A		
5.22	Roof (West) – Heat pump	Midea	1	MAC-205 HDIN		N/A	N/A
5.23	Roof (East) – Heat pump	Midea	1	MAC-205 HDIN		N/A	N/A
Sub-Total 5 (VAT Excl.)							

HVAC Equipment – Block E							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Months	**Quarterly**	**Annually**

1.	Basement -1						
1.1	Basement Parking Area	Ziehl Ventilation Fan – Extract	1	TFA1000 - 250 17	N/A		N/A
1.2	Basement Parking Area	Ziehl Ventilation Fan – Extract	1	TFA1000 - 250 17	N/A		N/A
1.3	Basement Parking Area	Ziehl Ventilation Fan – Supply	1	TFA1000 - 250 17	N/A		N/A
1.4	Basement Parking Area	Ziehl Ventilation Fan – Supply	1	TFA1000 - 250 17	N/A		N/A
1.5	UPS Room	Carrier Midwall Split unit	2	38QHF036DS	N/A		N/A
1.7	Crèche	Ziehl Axial Fresh Air Fan	1		N/A		N/A
1.8	Crèche	Ziehl Axial Extract Air Fan	1		N/A		N/A
1.9	Crèche	Duct Heater Bank	1		N/A		N/A
1.10	Crèche	Danfoss Variable Speed Drive for Supply fan	1		N/A	N/A	N/A
1.11	Creche	Toshiba Midwall Split Unit	3	RAS-167SAV-ES	N/A		N/A
1.12	Creche	York Mdwall Split Unit	1	YHGE12ZEKAM HORX	N/A		N/A
1.13	Creche	Toshiba Midwall Split Unit	1	RAS-137SAV-ES	N/A		N/A
2.	**Level 1**						
2.1	Level 1 (East)	Pressure reducing damper	1		N/A		
2.2	Level 1 (West)	Pressure reducing damper	1		N/A		
2.3	Level 1	Rickard VAV Diffusers & Deman Terminal Ctrls	43	VSW	N/A	N/A	N/A
2.4	Level 1 - Atrium (East)	Smoke control motorised dampers	3		N/A		

HVAC Equipment – Block E							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Months	**Quarterly**	**Annually**
2.5	Level 1 - Atrium (West)	Smoke control motorised dampers	3		N/A		
3.	**Level 2**						
3.1	Level 2 (East)	Pressure reducing damper	1		N/A		
3.2	Level 2 (West)	Pressure reducing damper	1		N/A		
3.3	Level 2	Rickard VAV Diffusers & Deman Terminal Ctrls	42	VSW	N/A	N/A	N/A
3.4	Level 2 – Network Room	Midwall Split Unit	1	MS11D-18HRDN1	N/A		N/A
4.	**Level 3**						
4.1	Level 3 (East)	Pressure reducing damper	1		N/A		
4.2	Level 3 (West)	Pressure reducing damper	1		N/A		
4.3	Level 3	Rickard VAV Diffusers & Deman Terminal Ctrls	46	VSW	N/A	N/A	N/A
5.	**Roof**						
5.1	Roof Plantroom	Apache AHU No.4	1	46 -FS -320	N/A		
5.2	Roof Plantroom	Apache AHU No.3	1	46 -FS -360	N/A		
5.3	Roof Plantroom	AHU No. 3 - Danfoss Speed Controller	1	11Kw 131L9869	N/A	N/A	N/A
5.4	Roof Plantroom	AHU No. 4 - Danfoss Speed Controller	1	7.5Kw 131B4997	N/A	N/A	N/A
5.5	Roof Plantroom	Ziehl Return Air Axial Fan No.1	1	TFA1000 - 250 17	N/A		N/A

5.6	Roof Plantroom	Return Air Fan Speed Controller	1		N/A	N/A	N/A
5.7	Roof Plantroom	AHU No. 3 & 4 – In line duct heater bank	2		N/A		N/A
5.8	Roof Plantroom	AHU No. 3 Main branch static control damper	1		N/A		
5.9	Roof Plantroom	AHU No. 4 Main branch static control damper	1		N/A		
HVAC Equipment – Block E							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Months	**Quarterly**	**Annually**
5.10	Roof Plantroom	AHU No. 3 & 4 – Relief Air Damper	2		N/A		
5.11	Roof Plantroom	AHU No. 3 – Economy Cycle motorised dampers	2		N/A		
5.12	Roof Plantroom	AHU No. 4 – Economy Cycle motorised dampers	2		N/A		
5.13	Roof Plantroom	Luft in Line Duct Fan – Toilet Extract	1	EK 450 - 55	N/A		N/A
5.14	Roof Plantroom	Vortice in Line Tube Fan – Cleaners Room	1	CA 200	N/A		N/A
5.15	Roof Plantroom	MCC	1		N/A		
5.16	Roof (East) - Smoke Extract	Donkin (Majax) Axial Fans	4	2 800.32.E4	N/A		N/A
5.17	Roof (West) - Smoke Extract	Donkin (Majax) Axial Fans	4	2 800.32.E4	N/A		N/A
5.18	Roof (West) - Kitchen Extract	System Air Axial Fan	1	BXV 400/150/10	N/A		N/A
5.19	Roof (West) – Heat pump	Midea	1	MAC-205 HDIN		N/A	N/A
5.20	Roof (East) – Heat pump	Midea	1	MAC-205 HDIN		N/A	N/A
Sub-Total 6 (VAT Excl.)							

Refrigeration Units						
No.	Area	Make and type	Qty.	Model	Costs (VAT Excl.)	
					Quarterly	Annually
1	Coffee Bar	Under counter fridge	1	Vulcan 610 L		N/A
2	Coffee Bar	Scotchman Ice maker	1			N/A

Refrigeration Units						
No.	Area	Make and type	Qty.	Model	Costs (VAT Excl.)	
					Quarterly	Annually
3	Auditorium kitchen	Scotchman Ice maker	1			N/A
4	Auditorium kitchen	Under counter Vulcan	2	GD105/C		N/A
5	Wine Cellar – Executive dinning	Cold room unit	1	UNKNOWN		N/A
6	Executive Dining room upper	LG domestic fridge	1	GR-131SU		N/A
7	Executive area block B	Bar fridge (under counter)	14	LG/CR-131SLU		N/A
8	Kitchen fridges	Coolline upright 2 door stainless	23	Coolline		N/A
9	Canteen area	Under counter fridge Vulcan	4	Vulcan 610-850l		N/A
10	Canteen area	Display fridge upright	2	HD690		N/A

11	Main kitchen	Walk in fridge	1	Kovco		N/A
12	Main kitchen	Walk in freezer	1	Kovco		N/A
13	Crèche	Midwall split unit Dunham bush	4	AS12MS (X2) DT12H (X1) AS09MS (X1)		N/A
14	Crèche	Domestic up right fridge/freezer	2			N/A
Sub-Total 7 (VAT Excl.)						

SCHEDULE B

DYMSON NOMINEE (IDC 2)

Equipment Inventory – IDC 2							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Months	**Quarterly**	**Annually**
1.	**Basement**						
1.1	UPS Room	Carrier Midwall Split	1	DT181H AS24M	N/A		N/A
1.2	UPS Room	Carrier Midwall Split	1	38QHG018DS			
2.	**Ground Floor**						
2.1	Chiller Plantroom	Daikin Chiller	1	EWAQ260DAYN			
2.2	Chiller Plantroom	Integral Chilled Water Pump No 1	1		N/A		
2.3	Chiller Plantroom	Integral Chilled Water Pump No 2	1		N/A		

2.4	Chiller Plantroom	Water Treatment Dosing POD	1		N/A		N/A
2.5	Heat pump (West)	Mitsubishi VRV	1	PUHY-P350Y-JM-A		N/A	N/A
2.6	Heat pump (East)	Mitsubishi VRV	1	PUHY-P350Y-JM-A		N/A	N/A
2.7	Gymnasium	Carrier Under Ceiling Split Unit	1	38VM0241123A	N/A		N/A
2.8	Gymnasium	Carrier Under Ceiling Split Unit	1	38VM0241123A	N/A		N/A
2.9	Gymnasium Toilet	Donkin Axial Fan	1	500L 10/17/B	N/A		N/A
2.10	Gymnasium	Totaline Roof Top Package Unit	1	TRBT-200HWN1-R	N/A		
2.10	Gymnasium	Carrier Under Ceiling Split Unit	1	38VN0181123A	N/A		N/A
2.11	Gymnasium	Eco Air Mid Wall Split Unit	1	EC118	N/A		N/A
2.12	Gymnasium Geyser	Heat Pump – Air Source	1	GT-SKR050P-07	N/A		
2.13	Gym Steam Generator	Techno Steam (18kW)	2	I01117			

Equipment Inventory – IDC 2							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Months	**Quarterly**	**Annually**
2.13	Reception	Eco-air Midwall Split Unit	1	CC18	N/A		N/A
3.	**1st Floor**						
3.1	1st Floor AHU Plantroom (East)	Cold Magic Upblow Fan Coil Unit	1	CW- 070-4	N/A		
3.2	1st Floor AHU Plantroom (East)	Cold Magic Upblow Fan Coil Unit	1	CW- 040-4	N/A		
3.3	1st Floor AHU Plantroom (East)	Danfoss Variable Speed Drives	1	6.3Kw 178B2021	N/A	N/A	N/A

3.4	1st Floor AHU Plantroom (East)	Danfoss Variable Speed Drives	1	3.6Kw 195N1049	N/A	N/A	N/A
3.5	1st Floor AHU Plantroom (East)	Anstan Humidifier	2	RU7113-P4-DA	N/A		N/A
3.6	1st Floor AHU Plantroom (East)	MCC	1		N/A		
3.7	1st Floor AHU Plantroom (West)	Cold Magic Upblow Fan Coil Unit	1	CW- 080-4	N/A		
3.8	1st Floor AHU Plantroom (West)	Cold Magic Upblow Fan Coil Unit	1	CW- 045-4	N/A		
3.9	1st Floor AHU Plantroom (West)	Danfoss Variable Speed Drives	2	VLT 6000	N/A	N/A	N/A
3.10	1st Floor AHU Plantroom (West)	Anstan Humidifiers	2	RU7113-P4-DA	N/A		N/A
3.11	1st Floor AHU Plantroom (West)	MCC	1		N/A		
3.12	1st Floor	Sefico VAV Diffusers&Deman Terminal Ctrls	37		N/A	N/A	N/A
4.	**2nd Floor**						
4.1	2nd Floor AHU Plantroom (East)	Cold Magic Up Blow Fan Coil Unit	1	CW- 070-4	N/A		
4.2	2nd Floor AHU Plantroom (East)	Cold Magic Up Blow Fan Coil Unit	1	CW- 040-4	N/A		
4.3	2nd Floor AHU Plantroom (East)	Danfoss Variable Speed Drives	2	VLT 6000	N/A	N/A	N/A
4.4	2nd Floor AHU Plantroom (East)	Anstan Humidifiers	2	RU7113-P4-DA	N/A		N/A
4.5	2nd Floor AHU Plantroom (East)	MCC	1		N/A		
4.6	2nd Floor AHU Plantroom (West)	Cold Magic Up Blow Fan Coil Unit	1	CW- 080-4	N/A		

Equipment Inventory – IDC 2							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Months	**Quarterly**	**Annually**
4.7	2nd Floor AHU Plantroom (West)	Cold Magic Up Blow Fan Coil Unit	1	CW- 045-4	N/A		

4.8	2nd Floor AHU Plantroom (West)	Danfoss Variable Speed Drives	2	VLT 6000	N/A	N/A	N/A
4.9	2nd Floor AHU Plantroom (West)	Anstan Humidifiers	2	RU7113-P4-DA	N/A		N/A
4.10	2nd Floor AHU Plantroom (West)	MCC	1		N/A		
4.11	2nd Floor	Sefico VAV Diffusers & Deman Terminal Ctrls	38		N/A	N/A	N/A
4.12	2nd Floor – Server Room	RC Group Down blow DX type A/C units	2	033.Z1.H4	N/A		
4.13	2nd Floor – Server Room	HIREF Down Blower	2	EVO402			
5.	**3rd Floor**						
5.1	3rd Floor AHU Plantroom (East)	Cold Magic Upblow Fan Coil Unit	1	CW- 075-4	N/A		
5.2	3rd Floor AHU Plantroom (East)	Cold Magic Upblow Fan Coil Unit	1	CW- 045-4	N/A		
5.3	3rd Floor AHU Plantroom (East)	Danfoss Variable Speed Drives	2	VLT 6000	N/A	N/A	N/A
5.4	3rd Floor AHU Plantroom (East)	Anstan Humidifiers	2	RU7113-P4-DA	N/A		N/A
5.5	3rd Floor AHU Plantroom (East)	MCC	1		N/A		
5.6	3rd Floor AHU Plantroom (East)	Chilled water expansion tank	1		N/A	N/A	N/A
5.7	3rd Floor AHU Plantroom (West)	Cold Magic Up Blow Fan Coil Unit	1	CW- 050-4	N/A		
5.8	3rd Floor AHU Plantroom (West)	Cold Magic Up Blow Fan Coil Unit	1	CW- 035-4	N/A		
5.9	3rd Floor AHU Plantroom (West)	Danfoss Variable Speed Drives	2	VLT 6000	N/A	N/A	N/A
5.10	3rd Floor AHU Plantroom (West)	Anstan Humidifiers	2	RU7113-P4-DA	N/A		N/A
5.11	3rd Floor AHU Plantroom (West)	MCC	1		N/A		
5.12	3rd Floor	Sefico VAV Diffusers and Deman Terminal Controls	39		N/A	N/A	N/A
6.	**Roof**						
6.1	Tea Kitchen Extract Fan	System Air Extract Fan	1	BXU-315/150/5	N/A		N/A

Equipment Inventory – IDC 2							
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**		
					Every 2 Months	**Quarterly**	**Annually**
6.2	Toilet Extract Fan	System Air Extract Fan	1	BXU-400/150/5	N/A		N/A
6.3	Toilet Extract Fan	System Air Extract Fan	1	BXU-315/150/5	N/A		N/A
6.4	Geyser Heat Pump	Thermowise	1	TKRS- 100E/SN2-M	N/A		
Sub-Total 1 (VAT Excl.)							

Refrigeration Units						
No.	**Area**	**Make and type**	**Qty.**	**Model**	**Costs (VAT Excl.)**	
					Quarterly	**Annually**
1	Kitchen fridges	Coolline upright 2 door stainless steel	3	Coolline 600L		N/A
Sub-Total 2 (VAT Excl.)						

8.2 PREVENTATIVE MAINTENANCE: SUMMARY OF SCHEDULE A and SCHEDULE B

The table below is meant to provide a summary of the maintenance costs provided in the detailed costing tables above i.e. the seven (7) sub-totals reflected in the detailed costing above for Schedule A: IDC1.

Sub-Totals		Every 2 Months	Quarterly	Annually
1	HVAC Equipment– Auditorium, Canteen, Kitchen			
2	HVAC Equipment – Block A			
3	HVAC Equipment – Block B			
4	HVAC Equipment – Block C			
5	HVAC Equipment – Block D			
6	HVAC Equipment – Block E			
7	Refrigeration Units			
Sub Totals (VAT Excl.)				
Total Cost of Service (Year 1) Combined Sub Totals (Every 2 Months, Quarterly and Annually) (VAT Excl.)				

The table below is meant to provide a summary of the maintenance costs provided in the detailed costing table above i.e. the sub-totals for Schedule B: IDC 2 reflected in the detailed costing above.

Sub-Totals		Every 2 Months	Quarterly	Annually
1	IDC 2 Building			
2	Refrigeration Units			
Sub Totals (VAT Excl.)				
Total Cost of Service (Year 1) Combined Sub Totals (Every 2 Months, Quarterly and Annually) (VAT Excl.)				

TOTAL MAINTENANCE PRICE FOR A PERIOD OF THREE (3) YEAR

Description		Total Price (VAT Excl.)
Preventive Maintenance	**Total Cost of Service IDC1 + IDC2 (Year 1)**	
	Total Cost of Service IDC1 + IDC2 (Year 2)	
	Total Cost of Service IDC1 + IDC2 (Year 3)	
SUB-TOTAL A (VAT Excl.)		
Annual Escalation Percentage (%)		

8.3 ONCE-OFF PROJECTS - BUILDING CONDITION ASSESSMENT (BCA)

The successful service provider shall be responsible for the corrective maintenance and rectification of all immediate-priority HVAC-related findings arising from the Building Condition Assessment (BCA), as per below Annexure C and the detailed BCA report shall be shared with the successful service provider.

Item No.	Building	Description	Material Cost	Labour Cost	Total Price (Excluding VAT)
1	IDC 2	Remove the plastic covering the fresh air intake.			
2	IDC 2	Replace diffusers master control units.			
3	IDC 2	An investigation of the causes and preventative measures are to be investigated. Causes could be following: Dirty filters; Low Refrigerant levels; Malfunctioning defrost cycle; Airflow restrictions; Extreme outdoor temperatures.			
4	IDC 2	Install a duct on the discharge of the heat pumps to redirect air to an adjacent open area.			
5	IDC 2	Upsize the mechanical fan to accommodate the added terminals to the system.			
6	GYM	Modify ductwork to incorporate fresh air intake as per air requirement.			
7	GYM	Install a mechanical ventilation system as per ventilation requirements.			
8	GYM	Replace extraction disc valve balancing plate.			
9	GYM	Waterproofing to be applied on all duct flange connections.			
10	GYM	Provide mechanical support of the pipework with UV-protected cable ties to reduce strain and vibration.			
11	GYM	Re-insulate exposed refrigerant pipes to prevent thermal losses and condensation.			
12	GYM	Secure and route cables in compliant cable trays.			
13	GYM	Secure and route cables in compliant cable trays.			
14	GYM	Introduce cross over stairs on the roof to enable for a safe movement of personnel. (By Structural Engineer)			
15	Canteen	Install automatic fire suppression system			
16	Canteen	Install access panels on the canopy exhaust ducting as per SANS1850.			
17	Canteen	Install weather proofing on all flange duct connections.			
18	Canteen	Reinstate the outside air filter bank.			
19	Canteen	Move equipment to alternative locations on the roof to make clearance for personnel and equipment movement on the roof.			
20	Canteen	Install aircon unit that utilizes environmentally friendly refrigerant.			
21	Canteen	Install a fan to supply filtered outside air into the area. Fresh air rates to comply with local building regulations.			
22	Auditorium	Remove covering on fresh air intake.			

23	Auditorium	Install balancing dampers.			
24	Auditorium	Re-instate fresh air fan.			
25	Auditorium	Aircon units to be replaced with environmentally friendly refrigerant. Exhaust ducting to be repaired.			
26	Auditorium	Install door grilles based on the air balance calculations.			
27	Auditorium	Desktop study of the air-conditioning serving the auditorium.			
28	Auditorium	Install refrigerant piping insulation and cladding.			
29	Auditorium	Duct piece to be replaced.			
30	IDC 1	Install zoning partitions to retain heat.			
31	IDC 1	Replace faulty thermostats.			
32	IDC 1	Install balancing dampers in ductwork.			
33	IDC 1	Aircon units to be replaced with environmentally friendly refrigerant. Exhaust ducting to be repaired.			
34	IDC 1	Add a wall extraction fan.			
35	IDC 1	Replace old isolator with new isolator.			
36	IDC 1	Relocate the rooftop package unit to radiation free location.			
37	IDC 1	Replace or repair air-conditioning unit.			
38	IDC 1	Replace or repair wall thermostats.			
39	IDC 1	Add supply air to system through air-conditioning i.e mid-wall split unit.			
40	IDC 1	Redo heat load design and condition space according to design load.			
41	IDC 1	Install new refrigerant tray to fully support refrigerant.			
42	IDC 1	Open fresh air dampers.			
43	IDC 1	Open fresh air dampers to allow intake of fresh air.			
44	IDC 1	Complete AHU and piping installation.			
				Sub-Total (Excl. VAT)	

8.4 SUPPLY OF EQUIPMENT AND PARTS (AD-HOC BASIS)

The preferred bidder will be required to supply and deliver equipment on a need basis (ad-hoc). For evaluation purposes, bidders are required to provide prices for the following items. The quantities reflected below are only estimates based on the current trends. **Prices must be valid for the first 12 months of the duration of the contract.**

	Description	Product Code / Unit of Measure	QTY	Unit Price (VAT Excl.)	Total Price (VAT Excl.)
1	Tube type condensers - brushed, chemically cleaned and de-scaled.	Carrier Chiller 30 HXC230 - A0449 - PEE	2		

	Heat Eliminators	Carrier Chiller 30 HXC230 - A0449 - PEE	3		
2	Diffuser	Ricard Diffuser	20		
4	Overheat stats (Manual)	Ty60-R	10		
5	Overheat stats (Auto)	Ty-60	10		
6	Master unit	SDVLB11	10		
7	Slave units	SDVDLB10	15		
9	Carel Controllers	PJEZSNP010	20		
10	Panel Filters	595X595X48	200		
11	Panel Filters	595X295X48	60		
12	Pocket Filters (5-pocket)	595X595X292	200		
13	Pocket Filters (5-pocket)	595X295X292	60		
14	Pocket Filters (Auditorium)	625X625X292	10		
15	Cassette Filters	595X595X130	50		
16	Cassette Filters	595X295X130	30		
17	R22 Refrigerant	kg	200		
18	R134A Refrigerant	kg	120		
20	R407C Refrigerant	kg	60		
22	R410 Refrigerant	kg	60		
23	Finder relays (Double throw)	Type 40.52 (220V coil)	5		
24	Finder relays (Double throw)	24V coil	5		
25	Ducting Galvanised	800 x 500	20m		
26	Ducting Galvanised	1000 x 1000	20m		
27	Upright Double Door Fridges Stainless Steel	600L	4		
28	Under Counter Fridges	Vulcan 610-850l	1		
Description		**Product Code / Unit of Measure**	**QTY**	**Unit Price (VAT Excl.)**	**Total Price (VAT Excl.)**
35	Carrier Cooling Towers Inlet Louvres Inserts - ESWA 102-34l	069-3100SA	14		
36	Carrier Cooling Towers Inlet Louvres Inserts - ESWA 102-34l	E030-00131SA	2		
37	Carrier Cooling Towers Inlet Louvres Inserts - ESWA 102-34l	E030-00132SA	4		
41	Compressor for SJ300 Scroll - Daiken Chiller	EWAQ260DAYN	1		
42	Water Pump 30Kw	each	1		

43	Water Pump 5,5Kw	each	1		
44	Water Pump 7,5Kw	each	1		
45	Fan Motor 5,5kw	each	1		
46	Fan Motor 1.5Kw	each	1		
47	Mid-wall inverter heating and cooling A/C Unit	12 000 Btu	1		
48	Mid-wall inverter heating and cooling A/C Unit	24 000 Btu	1		
49	Mid-wall inverter heating and cooling A/C Unit	36 000 Btu	1		
50	Under Ceiling Split Inverter heating and cooling A/C Unit	24 000 Btu	1		
51	Under Ceiling Split Inverter heating and cooling A/C Unit	36 000 Btu	1		
52	Cold Magic Air Handling Unit	CW370-S	1		
53	Cold Magic Air Handling Unit Fan Motor	18.5Kw	1		
54	Danfoss Variable Speed Drives	38Kw	2		
55	Danfoss Variable Speed Drives	11Kw	4		
SUB TOTAL (VAT Excl.)					

8.5 ADHOC SERVICES: COSTING FOR WORK THAT DOES NOT FALL UNDER MAINTENANCE SCHEDULE

The IDC may request the service provider to perform additional repair work, installation or commissioning and attend to call-outs on a need basis. The following information is required and will form the basis to price the additional work/callouts.

Rates:

Description	Unit of Measure	Rate per Hour (Normal Working Hours (07h00 to 16h00)	Rate per Hour (After Hours)
Call-out (to include first hour on site and kms travelled)	Each	R	R
Technician	Per hour	R	R
Assistant	Per Hour	R	R

Description	Unit of Measure	Rate per Hour (Saturday)	Rates per Hour (Sunday & Public Holidays)
Call-out (to include first hour on site and kms travelled)	Each	R	R
Technician	Per hour	R	R

Assistant	Per Hour	R	R

Description	Unit of Measure	Rate per Hour	Rates per after-Hour
HVAC Engineer fees	Each	R	R

Material Purchased:

Item	%Mark-up
Less than R1 000	
R5 000 - R10 000	
R10 000-R15 000	
Above R15 000	

8.6 SUMMARY OF COSTS

Cost Element			Total Cost (VAT Excl.)
Preventative Maintenance Cost	**Sub-Total A & B**	**Preventative Maintenance: IDC1 and IDC2**	
Once-off Projects	**Sub-Total C**	**Building Condition Assessment (BCA) Findings and Rectification Work**	
Supply of Equipment and Parts	**Sub-Total D**	**Estimated Equipment & Parts**	
Total Bid Price for One (1) Year (A+B+C+D) (VAT Excl.)			
Total Bid Price for Two (2) Year (A+B+C+D) (VAT Excl.)			
Total Bid Price for Three (3) Year (A+B+C+D) (VAT Excl.)			

PRICE DECLARATION FORM

Dear Sir,

Having read through and examined the Request for Proposal (RFP) Document, ***T62-11-26*** the General Conditions, The Requirement and all other Annexures to the RFP Document, we offer for preventative maintenance, once-off repairs, and installation of heating, ventilation and air-conditioning (HVAC) systems for a period of three (3) years to the IDC, at a total amount of:

R..... VAT incl.)

In words

R..... VAT incl.)

We confirm that this price covers all activities associated with the project management and consulting service, as called for in the Tender document. We confirm that IDC will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer; we will commence with the provision of service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

SIGNED _____ **DATE** _____

(Print name of signatory) _____

Designation _____

FOR AND ON BEHALF OF: COMPANY NAME _____

Tel No _____

Fax No _____

Cell No _____

SECTION 4: ANNEXURES

ANNEXURE 1: RESPONSE FORMAT FOR SECTION 2

Bidder's Experience and the proposed Project Team

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[*Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 3.*

The bidder must provide the following information:

Table (a) Details of the bidder's experience in *installation, maintenance and repair of HVAC Systems and Refrigeration Units* (please refer to Section 2 par 5.2.1):

Client' Name	Industry	Monthly Production/Volumes	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title and telephone contact of client

Table (b) Bidder's current and past experience in *installation, maintenance and repair of HVAC Systems and Refrigeration Units* (please refer to Section 2 par 5.2.1):

Client' Name	Industry	Monthly Production/Volumes	Project period (Start and End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title and telephone contact of client

Table (c) Details of the key personnel of the bidders' proposed team: (please refer to par 5.2.3 of Section 2 of this RFP document):

Name	Position	Role / Duties in this Project	Relevant Project Experience	
			Project description, Client, Project period	Project Cost

ANNEXURE 2: ACCEPTANCE OF BID CONDITIONS AND BIDDER'S DETAILS

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[*Note to the Bidder: The Bidder must complete all relevant information set out below*.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders that are registered on the Central Supplier Database (CSD) of National Treasury are required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:	
Supplier Number	

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Subcontractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
cell phone Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Email address	
Postal Address	
Physical Address	

Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Email address	
Postal Address	
Physical Address	
Work as a % of the total value of the contract and description of the work	
Sub-contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell phone Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract and description of the work	

ANNEXURE 3: TAX COMPLIANCE REQUIREMENTS

1. TAX COMPLIANCE REQUIREMENTS
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
2.1 IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
2.2 DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
2.3 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
2.4 DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

ANNEXURE 4: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest [1] in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full name	Identity Number	Name of State Institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

……..

……..

[1] the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)…… in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium[2] will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

……	..……
Signature	Date
……	……
Position	Name of bidder

[2] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

ANNEXURE 5: SHAREHOLDERS AND DIRECTORS INFORMATION

[*Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.*]

1. Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

2. Trust Information

Should a trust form part of the Company / Group structure then the following must be submitted as part of your proposal.

Documents necessary to verify the Identity of a Trust	☐ Copy of trust deed or other founding document by which trust is created. ☐ Letters of authority (as issued by the Master of the High Court) ☐ Personal details of each Trustee, each Beneficiary, the Founder, and the person authorised to act on behalf of the Trust

3. Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% Shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

4. Directors

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME)……

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

…….. ..……

Signature Date

…… …….

Position Name of bidder

ANNEXURE 6: BEE COMMITMENT PLAN

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the Specific Goals which requires the bidder to have a valid B-BBEE certificate or a sworn affidavit in case of a EME or QSE.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.

ANNEXURE 7: DISCLOSURE STATEMENT

In terms of the tender condition 8.4, which allows the IDC to conduct background checks on bidders and its shareholders and directors, the IDC hereby requires bidders to provide the following additional information:

1. The IDC considers the integrity of its appointed service providers to be of critical importance. The IDC reserves the right to apply its objective criteria to award any bidders whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.

2. To this end, the IDC requires each bidder to include in its bid, a disclosure statement which details the following (sufficient information and supporting documentation for the IDC to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct): any criminal charges made against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct;

2.1. any civil proceedings initiated against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct; and

2.2. any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders, or management officials regarding their professional conduct.

3. Where the bidder is a consortium, the disclosure statement referred to in paragraph 2.2 above must be made separately in respect of each consortium partner.

4. In the event that the bidder's circumstances change, after submission of its bid, regarding any matter referred to in paragraph 2.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to IDC indicating the nature and extent of such changed circumstances.

5. The IDC reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 2.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the IDC.

6. Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the IDC will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the IDC; and if it reaches an adverse conclusion the IDC will in its sole discretion have the right not to award a contract or order.

SIGNED _____ **DATE** _____

(Print name of signatory) _____

Designation _____

FOR AND ON BEHALF OF:

COMPANY NAME _____

Tel No _____

Fax No _____

Cell No _____

ANNEXURE 8: PRIVACY & PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 REQUIREMENTS

Request for Proposal No:	
Name of Bidder:	
Authorised signatory:	

Protecting personal information is important to the Industrial Development Corporation (IDC). To do so, IDC follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

IDC's role as a responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective clients, third parties, suppliers, and operators.

Who is an Operator? A person or body/ entity which processes personal information for the IDC in terms of a contract or mandate.

Who is a Supplier? a natural or juristic person that provides a product or renders a service to the IDC. A supplier could also be considered as an operator, an independent responsible party or (together with IDC) a joint responsible party.

If the supplier or business partner provides IDC with its related persons' personal information, the supplier or business partner warrants that the related persons are aware of and have consented to the sharing and processing of their personal information with/by IDC. IDC will process the personal information of related persons as stated under a contractual agreement or as required by any related legislation.

Examples of the personal information of the supplier or business partner where relevant may include (but are not limited to): financial information, including bank statements provided to the IDC; invoices issued by the supplier or business partner; the contract/ legal agreement between the IDC and the supplier or business partner; other identifying information, which includes company registration numbers, VAT numbers, tax numbers and contact details; marital status and matrimonial property regime (e.g. married in community of property); nationality; age; language; date of birth; education; financial history; identifying numbers (e.g. an account number, identity numbers or passport numbers); email address; physical address (e.g. residential address, work address or physical location); information about the location (e.g. geolocation or GPS location); telephone numbers; online and other unique identifiers; social media profile/s; biometric information (like fingerprints, facial recognition signature; race; gender; sex; criminal history.

Example of Special personal information is personal information about the following: · criminal behaviour, or any proceedings in respect of any offence allegedly committed by a data subject or the disposal of such proceedings; religious and philosophical beliefs; trade union membership; political beliefs; health, including physical or mental health, disability, and medical history; or biometric information (e.g. to verify identity).

RESPONSIBILITIES OF SUPPLIERS AND BUSINESS PARTNERS WHO ARE OPERATORS UNDER POPIA

Where a supplier or business partner, in terms of a contract or mandate, processes personal information for the IDC and is considered an operator of the IDC, the supplier or the business partner will be required to adhere to the obligations set out in the IDC data privacy or POPIA policy. This policy sets out the rules of engagement in relation to how personal information is processed by suppliers and business partners on behalf of the IDC as well as the minimum legal requirements that IDC requires the suppliers and business partners to adhere to, including compliance with POPIA as summarised in the below table.

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
1.	**Accountability** The respective clients, third parties, suppliers and operators and its members will ensure that the provisions of POPIA, the guiding principles outlined in the policy and all the measures that give effect to such provisions are complied with at the time of the determination of the purpose and means of the processing and during the processing itself. In the event that an employee of the IDC or any person acting on behalf of the corporation who through their intentional or negligent actions and/or omissions fail to comply with the principles and responsibilities outlined, proper corrective measures will be applied.	Yes ☐	No ☐
2.	**Processing Limitation** The respective clients, third parties, suppliers and operators and their members will ensure that information is only processed for a justifiable reason and processing is compatible with the purpose of the collection.	Yes ☐	No ☐
3.	**Purpose Specification** All respective clients, third parties, suppliers and operators and their members will process personal information only for specific, explicitly defined, and legitimate reasons. The respective clients, third parties, suppliers and operators will inform IDC of reasons prior to collecting or recording their PI.	Yes ☐	No ☐
4.	**Further Processing Limitation** Personal information will not be processed for a secondary purpose unless that processing is compatible with the original purpose. Thus, where the respective clients, third parties, suppliers and operators seek to process personal information it holds for a purpose for which it was originally collected, and where this secondary purpose is not compatible with the original purpose, respective clients, third parties, suppliers and operators will first obtain additional consent from the IDC.	Yes ☐	No ☐
5.	**Information Quality** The respective clients, third parties, suppliers and operators will take reasonable steps to ensure that all personal information collected is complete, accurate and not misleading. Where PI is collected or received from third parties, the respective clients, third parties, suppliers and operators will take reasonable steps to confirm that the information is correct by verifying the accuracy of the information directly with the data subject or by way of independent sources.	Yes ☐	No ☐

ITEM	GUIDING CONDITIONS FOR PROCESSING PERSONAL INFORMATION	YES	NO
6.	**Open Communication** Reasonable steps will be taken by the respective clients, third parties, suppliers and operators to ensure that the IDC is notified of the purpose for which the information is being collected, used, and processed.	Yes ☐	No ☐
7.	**Security Safeguards** It is a requirement of POPIA for responsible parties, business partners and operators to adequately protect personal information. IDC will need to review suppliers or business partner security controls and processes to ensure that personal Information is compliant with the conditions of the lawful processing of personal information as set out in the POPIA. This would be continuous monitoring and review that will be conducted by the IDC at its discretion.	Yes ☐	No ☐
8.	**Data Subject Participation** A data subject whose PI has been collected, stored, and processed by the respective clients, third parties, suppliers and operators must have communication channels to attend to may request for the correction or deletion of such information.	Yes ☐	No ☐

I, _____ (print name) hereby certify that the information, facts, and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company/ Entity: _____

Company/ Entity Registration Number: _____

Company/ Entity VAT Registration Number: _____

_____
Signature (Company/ Entity Representative)

_____
Date

ANNEXURE 9: BILL OF QUANTITY