

**Mining Qualifications Authority**  
7 Anerley Rd, Parktown, Johannesburg, 2193  
Tel: 011 547 2600  
Email: info@mqa.org.za  
www.mqa.org.za



**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER FOR  
GENERATOR SERVICING AND MAINTENANCE, AT THE MINING  
QUALIFICATIONS AUTHORITY FOR A  
PERIOD OF TWO (2) YEARS.**

# TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER FOR GENERATOR SERVICING AND MAINTENANCE, AT THE MINING QUALIFICATIONS AUTHORITY FOR A PERIOD OF 2 YEARS

## 1. Introduction

The Mining Qualification Authority (MQA) is a public entity regarded as a Sector Education and Training Authority (SETA) in terms of item 4A to the second schedule of the Skills Development Act, Act no. 97 of 1998 (SDA). The MQA is listed as a schedule 3(a) public entity in terms of the Public Finance Management, Act no. 1 of 1999 (PFMA) and has an Accounting Authority (the Board) that is constituted in terms of the MHTSA, the SDA and its constitution.

MQA operates [one (1)] generator for backup power supply at its facilities located at 07 Anerley Road in Parktown. The generator is critical for ensuring uninterrupted operations during power outages. To ensure the reliability and optimal performance of the generator, MQA requires the services of a qualified service provider to perform regular servicing and maintenance.

The objective of the contract is to ensure that the generator remains in optimal condition, ready to provide backup power whenever needed, and to minimise the risks and costs associated with generator failure.

## 2. Scope of Work

- Conduct routine servicing of the generator.
- Perform preventive maintenance to identify and rectify potential issues.
- Respond promptly to any breakdowns or faults reported by the MQA.
- Keep detailed records of all servicing, maintenance, and repairs conducted on the generator.
- Provide emergency call-out services as required.
- Supply all necessary parts and consumables required for servicing and maintenance.

***Please see the attached specifications of the genset***

**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER FOR  
GENERATOR SERVICING AND MAINTENANCE, AT THE MINING  
QUALIFICATIONS AUTHORITY FOR A PERIOD OF 2 YEARS**

**3. Time Frame**

The appointment of the supplier is expected to be made as soon as the Service Level Agreement (SLA) is done, for the period of 24 months from date of appointment.

**4. Project Pricing**

- The amount quoted must be denominated in South African Rand, and should include VAT.
- The quoted price should be as per the scope of work.
- Provision should be made for annual escalation.
- In line with the Preferential Procurement Regulations 2022; the MQA may subject the award of the RFQ to price negotiation with the preferred bidder. This will however be exercised subject to the following principles:
  - i. Negotiation may not allow any preferred bidder a second or unfair opportunity.
  - ii. Is not detriment of any other bidder; and
  - iii. Does not lead to higher price than the bid as submitted.

**6. Evaluation Criteria**

Proposals for the appointment of the service providers will be evaluated in four (4) phases. The first phase will be compliance, the second phase will be mandatory requirements, the third phase will be functionality and the fourth phase will be pricing and specific goals in accordance with the Supply Chain Management Procurement. A bidder will only go to the next phase of evaluation if they have met the requirements of the previous phase of evaluation.

**6.1 Phase One (1): Compliance**

**6.1.1 Returnable documents to be submitted**

- Valid Tax PIN (Refer to SBD 2:)
- SBD 4: Declaration of Interests Form fully completed and appropriately signed; and

**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER FOR  
GENERATOR SERVICING AND MAINTENANCE, AT THE MINING  
QUALIFICATIONS AUTHORITY FOR A PERIOD OF 2 YEARS**

- SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed.

**NB: Bidders who fail to submit the above documents will be disqualified and will not be evaluated further, however, to the extent that the applicable laws and regulations permit, bidders will be contacted to address outstanding information within a reasonable timeline as determined by the MQA. The request of such outstanding information will not be information that affect the substance of the bid or give a bidder unfair advantage to the other bidders.**

**6.2 Phase Two (2): Mandatory Requirements**

- Submit a certified copy (not older than 6 months) of Electrical Generating Systems Association (EGSA) certification or equivalent certification demonstrating proficiency in servicing and maintaining generators or performing electrical work in generators.
- Be registered with CIDB and should have a minimum CIDB contractor grading of 2EP / 2ME or higher.

**NB: Bidders who fail to submit the above documents will be disqualified and will not be evaluated further.**

**6.3 Phase Three (3): Functionality**

The proposal will be evaluated on a five-point scale as follows:

0 = Required documents not submitted.

1 = Poor, does not meet criteria.

2 = Fair, less than acceptable. Not sufficient for performance requirements.

3 = Satisfactory, adequate for the performance requirements.

4 = Very good, above the average compliance to the requirement.

5 = Excellent, exceptional mastery of the requirement

**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER FOR  
GENERATOR SERVICING AND MAINTENANCE, AT THE MINING  
QUALIFICATIONS AUTHORITY FOR A PERIOD OF 2 YEARS**

The following criteria and weights shall apply when considering bids:

<b>KPA CRITERIA</b>	<b>SUB CRITERIA</b>	<b>SCORING CRITERIA</b>	<b>WEIGHT</b>
<p><b>1. Reference letters</b></p> <p>Organisational experience in providing similar service.</p>	<p>Provide a minimum of 3 reference letters</p> <p>For the reference letter to comply it must have the following:</p> <ul style="list-style-type: none"> <li>➤ be on the client's letter head, signed, work done within 3 (three) years prior to closing date of this request.</li> <li>➤ Explaining or narrating the services provided: generator servicing and maintenance.</li> </ul> <p>NB: The MQA reserves the right to contact the provided reference clients via their provided contact details and should such reference clients not confirm the work and services as in the reference letter, the MQA shall consider such provided letter to not be compliant.</p>	<p>0=No compliant reference letters submitted</p> <p>1=1 compliant reference letter provided</p> <p>2=2 compliant reference letters provided</p> <p>3=3 compliant reference letters provided.</p> <p>4=4 compliant reference letters provided.</p> <p>5=5 or more compliant reference letters provided</p>	30



**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER FOR  
GENERATOR SERVICING AND MAINTENANCE, AT THE MINING  
QUALIFICATIONS AUTHORITY FOR A PERIOD OF 2 YEARS**

<p><b>2. CV</b></p> <p>Capacity and expertise in providing generator maintenance and servicing.</p> <p>Please indicate the name of the technician.</p> <p>1. Capacity and expertise to conduct Board and Board evaluation.</p> <p>NB: The proposal must indicate the names of the individuals to be evaluated as the technician. Failure will result in a score of zero (0) will be awarded.</p>	<p>Provide a copy of a CV/ Resume of the company technician with a minimum of 3 years' experience in providing generator maintenance and servicing.</p> <p>NB: CV must also indicate where the experience was acquired</p>	<p><b>0</b>= No CV submitted</p> <p><b>1</b> = A CV provided of the company technician with 1 day – 12 months' relevant experience.</p> <p><b>2</b> = A CV provided of the company technician with 13 – 35 months' relevant experience</p> <p><b>3</b> = A CV provided of the company technician with 36 months' relevant experience</p> <p><b>4</b> = A CV provided of the company technician with 37 – 59 months' relevant experience</p> <p><b>5</b> = A CV provided of the company technician with 60 or more months' relevant experience.</p>	<p>40</p>
<p><b>3. Qualifications</b></p> <p>Technician's relevant qualification and certification.</p> <p>NB: The qualifications certifying date stamp</p>	<p>-Provide a certified copy (not older than 6 months) of a minimum of NQF Level 6 in Electrical/ Mechanical Engineering or equivalent qualification.</p>	<p><b>0</b>= No certified copies of qualification and trade test/equivalent certification provided.</p> <p><b>1</b> = Certified copies of Level 4 of the relevant</p>	<p>30</p>

**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER FOR  
GENERATOR SERVICING AND MAINTENANCE, AT THE MINING  
QUALIFICATIONS AUTHORITY FOR A PERIOD OF 2 YEARS**

<p>must be valid. Validity period must be 6 months prior to the closing date of this request for proposal.</p>	<p>- Provide a certified copy (not older than 6 months) of the technician's trade test or equivalent certification. -Foreign qualifications should be SAQA verified/evaluated.</p>	<p>qualification and trade test/equivalent certification. <b>2</b> = Certified copies of Level 5 of the relevant qualification and trade test/equivalent certification. <b>3</b> = Certified copies of Level 6 of the relevant qualification and trade test/equivalent certification. <b>4</b> = Certified copies of Level 7 of the relevant qualification and trade test/equivalent certification. <b>5</b> = Certified copies of Level 8 and above of the relevant qualification and trade test/equivalent certification</p>	
<b>TOTAL</b>			100

**The minimum threshold is 60 points**

**All service providers who will score less than 60 out of 100 points for functionality will not be considered further and will be regarded as having submitted a non-responsive proposal.**



**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER FOR  
GENERATOR SERVICING AND MAINTENANCE, AT THE MINING  
QUALIFICATIONS AUTHORITY FOR A PERIOD OF 2 YEARS**

**6.4 Phase Four (4): Price and specific goals**

During the fourth phase proposals will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
Specific goals	20

**6.4.1 Specific goals Points will be awarded to a bidder in accordance with the table below:**

PREFERENCE GOAL	80/20	Documents for verification
GOAL 1 – B-BBEE Status Level of Contributor Maximum Points	20	B-BBEE Certificate/Sworn Affidavit
1	15	B-BBEE Certificate/Sworn Affidavit
2	14	B-BBEE Certificate/Sworn Affidavit
3	10	B-BBEE Certificate/Sworn Affidavit
4	8	B-BBEE Certificate/Sworn Affidavit
5	6	B-BBEE Certificate/Sworn Affidavit
6	5	B-BBEE Certificate/Sworn Affidavit
7	4	B-BBEE Certificate/Sworn Affidavit
8	2	B-BBEE Certificate/Sworn Affidavit
Non-compliant contributor	0	

GOAL 2 – Promotion of Black Woman/Youth/Disable/Rural Area Maximum Points	5	Documents for verification
---	---	----------------------------

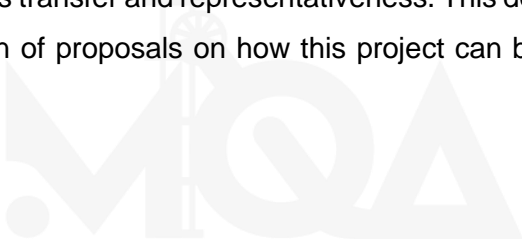
**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER FOR  
GENERATOR SERVICING AND MAINTENANCE, AT THE MINING  
QUALIFICATIONS AUTHORITY FOR A PERIOD OF 2 YEARS**

Business owned by equal to or more than 50% black people who are woman	2	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people who are youth	1	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people with disability	1	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people living in rural areas	1	B-BBEE Certificate/Sworn Affidavit

Service Providers must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) or Sworn Affidavit, together with their bids, to substantiate their specific goals claims.

Service Providers who do not submit B-BBEE Status Level Verification Certificate or Sworn Affidavit are non-compliant contributors to be B-BBEE and do not qualify for preference points for specific goals.

The Mining Qualifications Authority (MQA) is an equal opportunity, affirmative action employer. It shows the same commitment to those who wish to provide services to the Mining Qualifications Authority (MQA) via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously disadvantaged, or which show evidence of ability to do skills transfer and representativeness. This does not preclude the formation of consortia or the inclusion of proposals on how this project can be used to further the aims of transformation.



**TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER FOR  
GENERATOR SERVICING AND MAINTENANCE, AT THE MINING  
QUALIFICATIONS AUTHORITY FOR A PERIOD OF 2 YEARS**

**Pricing Schedule**

Description of goods and services	Frequency (per year)	Cost (Year 1)	Cost (Year 2)
Quarterly service	4		
Major Service	1		
Mains fail test	2		
<b>Emergency call out rate per hour</b>	Ad hoc		
<b>Sub Total</b>			
<b>VAT @15%</b>			
<b>Grand Total VAT incl.</b>			
<b>Mark-up on material and spares</b>	Ad hoc	%	%

*Costs to include travel expenses and labour costs.*

