



APPOINTMENT OF A SERVICE PROVIDER FOR GENERAL ELECTRICAL MAINTENANCE ON AN AS-AND-WHEN-REQUIRED BASIS, FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

1. PURPOSE

The purpose of this Terms of Reference (ToR) is to appoint a suitably qualified and experienced electrical contractor to provide comprehensive electrical maintenance, repair, installation, fault-finding, testing, upgrading, and related electrical services at the MQA Head Office Offices on an as-and-when-required basis. The appointed contractor will be responsible for ensuring that all electrical systems, infrastructure, and associated components remain functional, safe, compliant, and operational in accordance with applicable legislation, standards, and Occupational Health and Safety requirements.

2. SCOPE OF WORK

The appointed contractor shall provide comprehensive electrical maintenance, repair, installation, fault-finding, replacement, testing, upgrading, and related electrical services on an as-and-when-required basis. The scope of work shall include, but not be limited to, all electrical-related works required to ensure the safe, compliant, and uninterrupted operation of the organisation's electrical infrastructure and associated systems.

The contractor shall be responsible for attending to planned maintenance, preventative maintenance, corrective maintenance, breakdown maintenance, emergency repairs, minor electrical installations, upgrades, alterations, and replacements relating to electrical systems and components within the facilities.

The services may include work relating to:

- Electrical reticulation systems
- Distribution boards
- Circuit breakers and earth leakage units
- Internal and external lighting systems
- Plug points and power outlets
- Electrical cabling and wiring
- Isolators and switches
- Emergency lighting systems
- Trunking and conduits

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- Office electrical connections
- Power supply interruptions and electrical faults
- Compliance testing and inspections
- Electrical infrastructure upgrades and modifications
- Installation of new electrical points and circuits
- Relocation of electrical services
- Electrical safety inspections
- Issuing of Certificates of Compliance (CoC) where required
- Any other electrical-related maintenance, repair, installation, replacement, or upgrade work required within the facilities.

The MQA reserves the right to request the contractor to perform additional electrical-related work not specifically listed above, provided such work falls within the general scope of electrical maintenance, repair, installation, and associated services. The contractor shall provide all labour, supervision, tools, equipment, transport, consumables, materials, spares, and any other resources necessary for the execution of the required works unless otherwise agreed in writing.

All work shall be carried out in accordance with:

- Occupational Health and Safety Act (Act 85 of 1993)
- Electrical Installation Regulations
- SANS 10142
- Any other applicable legislation and regulations

The contractor shall ensure that all electrical work performed is safe, compliant, and executed by suitably qualified and registered personnel.

3. SERVICE LEVEL REQUIREMENTS

The appointed contractor shall:

- Respond to emergency electrical faults within two (2) hours of notification
- Respond to routine maintenance requests within twenty-four (24) hours
- Attend scheduled maintenance activities as agreed with the MQA
- Ensure minimum disruption to business operations during execution of work
- Ensure all work areas are left clean and safe upon completion of work
- Provide qualified and competent personnel at all times
- Ensure proper supervision of all personnel performing work on site

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4. MANDATORY REQUIREMENTS

Bidders must submit the following mandatory documents:

- Valid CIDB Registration grading of 2EB or higher
- Valid Electrical Contractor Registration Certificate issued by the Department of Employment and Labour
- Provide a minimum of three (3) reference letters/completion letters from previous clients for related work. For the reference letter/completion letter to comply, it must be on the client's letterhead, signed, work done within 3 (three) years prior to the closing date of this request, and explaining or narrating the services provided. The reference letter/completion letter must clearly explain or describe the services rendered, which may include electrical maintenance, electrical installations, fault finding, repairs, upgrades, electrical infrastructure works, or related electrical services.

5. PRICING SCHEDULE

Bidders are required to provide fixed labour rates, call-out rates, and a percentage mark-up on materials and spares for the duration of the contract.

| Item Description | Unit | Rate (Including VAT) |
|---|-----------------|----------------------|
| Labour Rate – Qualified Electrician | Hour | |
| Labour Rate – Electrical Assistant | Hour | |
| Normal Call-Out Fee | Per Call | |
| Emergency / After-Hours Call-Out Fee | Per Call | |
| Electrical Fault Finding | Hour | |
| Certificate of Compliance (CoC) Issuing Fee | Per Certificate | |
| Percentage Mark-Up on Materials and Spares | % | |



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6. CONTRACT PRICE ADJUSTMENT / ANNUAL ESCALATION

- Annual price escalations may be considered, subject to:
 - Written request by the contractor;
 - Approval by the MQA;
 - Budget availability; and
 - Compliance with applicable SCM policies and National Treasury guidelines.
- Any approved escalation shall be limited to the prevailing Consumer Price Index (CPI) or a maximum of 6%, whichever is lower, unless otherwise approved by the MQA.
- The percentage mark-up tendered on materials and spares shall remain fixed for the full duration of the contract and shall not be subject to escalation.
- The contractor shall submit all escalation requests with supporting documentation at sixty (60) days prior to the contract anniversary date.
- The MQA reserves the right to negotiate or reject any escalation request that is deemed unreasonable or not sufficiently justified.

7. MATERIALS AND SPARES

- The contractor shall procure and supply all required electrical materials and spares necessary for the execution of works.
- The contractor shall apply only the approved percentage mark-up tendered in the pricing schedule above.
- No high-value work involving substantial material costs may proceed without prior written approval from the MQA representative.
- The MQA further reserves the right to request multiple quotations for specialised or high-value electrical components where deemed necessary.

