



TERMS OF REFERENCE

25 Thornhill Office Park, 84 Bekker Rd, Vorna Valley, Midrand, 1686 (Head Office)
88 Loop Street, Cape Town, 8001 or PO Box 15223, Vlaeberg, 8018 (Regional Office)
T: 021 426 0577 • F: 021-426 2598 • E-mail: contacts@sheriffs.org.za

TERMS OF REFERENCE

ROOF MAINTENANCE FOR THE SABFS OFFICE BUILDING

Reference Number: SABFS016/2024

Advertisement Date: 29 August 2024

Closing Date: 18 September 2024

Closing time: 17:00

Tender Type: Public

1. BACKGROUND

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in terms of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status of sheriffs, and the improvement of the standard of training and functions performed by sheriffs.

2. THE CORE OBJECTIVES OF THE SABFS ARE TO:

- Liaise with the sheriffs and relevant stakeholders;
- To monitor the conduct of sheriffs;
- Promote the sheriff’s profession; and
- To provide overall Policy directives.

3. OBJECTIVES

The SABFS is seeking to appoint a registered, experienced and professional construction company to perform a thorough survey of the office building roof at 88 Loop Street property in Cape Town, 8001 and determine all roof areas which requires repairs before conducting mint repairs.

4. SCOPE OF WORK

The preferred service provider will be required to complete the following urgent work with professionalism and skilfulness to guarantee quality and durability of repairs.

4.1. DELIVERABLES

4.1.1. The following are the full responsibilities of the contractor:

- a. The contractor is required to conduct a throughout and complete structural survey of the building roof with detailed measurements of all materials and elements which require replacement/fixing.
- b. The contractor is responsible to ensure that all necessary measurements are correct to ensure that correct material and material sizes are secured/purchased.
- c. No items shall be taken from the structure without prior consultation with the SABFS Project Manager.
- d. If there is a need to clear debris to gain access to higher elevations to better acquire measurements, this shall be under the responsibility of the constructor but not without prior notice to the SABFS.
- e. In a case of areas which are difficult to access (due to safety etc.), these shall be arranged by the consultant in consultation with the SABFS
- f. Recommend the best possible solution for the roof repair.

4.1.2. The following works will be required with regards to the roof:

- a. Waterproof all flashing points on the roof where it meets the wall
- b. Seal up all visible hole in the corrugated roof sheeting
- c. Pressure wash and clean all dirt and debris out of the gutters

- d. Seal all joining surface of the roof and gutter with foam/proper material, then waterproof the inside of the gutter to direct water flow easier.
- e. Fasten all loose roof sheets where needed
- f. Waterproof the endpoints of the gutters
- g. Inspect all joints of the corrugated arched roof for ingress and seal with weather-resistant silicone
- h. Seal the aircon inlet hole where pipes enter the building
- i. Paint all worked areas with a matching existing colour paint to finish
- j. Install a mesh barrier on drain pipes to lessen the chance of a clog
- k. Seal around air vents on the roof to stop leaking

4.1.3. Additional Notes:

- a. Building Address: 88 Loop Street, Cape Town, 8001
- b. You are required to provide a project plan/schedule for completion
- c. The SABFS will not be responsible for wrong material purchase or any loss that results from the contractor's miscalculations.
- d. Bidders can schedule viewing of the building between 29 August to 18 September 2024 using the email provided under (7) below.

5. EVALUATION CRITERIA

5.2. Phase 1: Technical Evaluation

Evaluation of the technical part of the proposal will be based on the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal may be given a technical score.

Criteria	Points
Company experience in the provision of the required services including specialized skills, expertise, and value-added services	40
Methodology and Approach	40
Qualifications and experience of team members	20
TOTAL	100

The proposals will receive further consideration if they score at least 70% minimum points out of the 100 points on the technical criteria as listed above.

5.2. Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- i. Pricing 80 points
- ii. B-BBEE Points 20 points

5.2.1. Supervision

The successful service provider will be regularly in contact with the Human Resources and Auxiliary Manager whenever applicable.

5.2.2. Completion Criteria and Payment

Payment will be made based on an agreement between the SABFS and the successful bidder.

5.2.3. Pricing Schedule

The following cost table should be utilized to submit the cost proposal:

Item	Quantity	Unit Price in (R)	Total Price in (R)
Additional Costs			
VAT			R
TOTAL AMOUNT			R

To enable the SABFS to evaluate the entity on the above criteria, please ensure that adequate documentation is attached.

6. REGISTRATION REQUIREMENTS:

Service providers must submit the following information when preparing their bid documents: (ignore if already applied to be on the SABFS database)

- a) Company profile and Registration documents
- b) Constructions certificate
- c) Insurance liability certificate
- d) Valid and original tax clearance certificate at the time of bid closing (only for quotes above R30 000)
- e) Valid and certified B-BBEE certificate/Sworn Affidavit (Not Compulsory – only used for claiming B-BBEE Points)
- f) List of two referees being clients previously consulted for, not older than 18 months, along with the contact person and contact details;
- g) Proof of banking details.
- h) Pricing Schedule
- i) Declaration of Interest

NB:

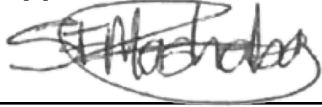
- Please note that the above requirements are mandatory and **MUST** accompany the proposal.
- Non-compliance with the above mandatory submissions will lead to disqualification.
- Proposals must be properly indexed.

7. All inquiries relating to the tender must be communicated in writing only by no later than 12h00 on the 18 September 2024. All written communication should be sent to the following email address only: proposals@sheriffs.org.za, Subject Heading: SABFS016/2024 – Roof Maintenance For The SABFS Office Building.

8. All applicants are strictly forbidden to communicate with the office of the South African Board for Sheriffs in respect of their application, other than through the required communication channels as stipulated in this document; and

9. Each applicant is required to submit one (1) Softcopy to proposals@sheriffs.org.za, no later than the stipulated closing date and time.
10. The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.

Approved



Mrs. S Mashaba

Executive Manager: South African Board for Sheriffs