

QUOTATIONS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00 UP TO A TRANSACTION VALUE OF R200 000, 00 (INCLUDING VAT).

SECONDARY PLANT MAINTENANCE

DATE OF ADVERTISEMENT	20 June 2017
DATE OF CLOSING	28 June 2017 @12h00
COMPULSORY BRIEFING SESSION (IF APPLICABLE)	22 June 2017 @11h00 at the Infrastructure Services Boardroom
DETAILS OF BIDDER	
FULL NAME	
ADDRESS OF BIDDER	
ID NUMBER (SOLE PROPRIETOR) COMPANY OR CC NUMBER	
REGISTRATION NUMBER (PTY) LTD	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER (IF ANY)	
CONTACT PERSON	
ALTERNATIVE CONTACT PERSON	
TELEPHONE NUMBER	
CELL PHONE NUMBER	
FAX NUMBER	
CIDB NUMBER (IF ANY)	

Must be completed in full

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED “**SECONDARY PLANT MAINTENANCE**” TO THE QUOTATION BOX SITUATED AT: RATES AND TAXES HALL (LESEDI OFFICES)

C/O LOUW AND HF VERWOERD STREET
HEIDELBERG
1438

ALL ENQUIRIES SHOULD BE REFERRED TO JACQUELINE CHAUKE (016) 492 0240 OR MS SIBULELO NXATHI@ 016 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: INFRASTRUCTURE SERVICES

The following information must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Tax Pin- Municipality will verify
- CSD Registration
- Forms listed below (MBD 2, MBD 4, MBD 6.1, MBD 8, MBD 9, Clearance Certificate for Water & Lights)
- Latest Municipal Account
- Letter of good standing

Bidders who did not submit an original or certified copy of their BBEE Certificate will not be allocated preference points and will only be evaluated on price.

Evaluation Criteria: 80/20 Preference point system as presented in the Preferential Procurement Policy Framework Act no 5 of 2000, for this purpose MBD 2, MBD 4, MBD 6.1 MBD 8, MBD 9 and the Clearance certificate for water & lights can be downloaded on our website on the following link:

www.lesedilm.gov.za/key/scm. MBD forms should be scrutinized, completed and submitted together with your quotation. All objections and complaints must be lodge within 14 days and in writing to the municipal's manager's office.

NB: Bidders who are not registered on the Lesedi Local Municipality's database should make sure that they fill in the application form and submit it as part of their bids on a separate envelope.

ANNEXURE A: SCOPE OF SERVICES

Secondary Plant Maintenance

1. SCOPE OF WORKS

Lesedi Local Municipality requires the services of experienced contractor/s to supplement the Power Systems Secondary Plant Section. The contractor will perform the maintenance, commissioning and fault investigation duties on secondary plant equipment on the Lesedi Local Municipality network. This equipment shall include all protection, related equipment. Maintenance and commissioning shall be fully inclusive of all secondary plant equipment.

The maintenance duties shall include general maintenance, fault finding and repair of secondary plant related equipment. Also required shall be the upgrade, retrofitting, modification and general repair of protection, equipment where necessary or where requested by Lesedi Local Municipality. This service shall include the fitting, connection, configuration and final commissioning of the affected equipment, such as to restore the complete plant to normal service.

The commissioning duties shall include the testing of any new, refurbished or modified protection. The maintenance and commissioning of the secondary plant systems shall take place during Lesedi Local Municipality normal hours of business. Provision however shall be made by the contractor to work outside the normal business hours including weekends and public holidays when planned maintenance and commissioning situations arise.

The Contractor's personnel on this contract shall possess their own tools, laptops and the necessary testing equipment needed to fully and comprehensively carry out their duties. Lesedi Local Municipality shall monitor the contractor's staff members performing work under this contract and decide where and when work is to be executed.

2. DETAILS OF RESPONSIBILITIES & WORK TO BE EXECUTED BY THE CONTRACTOR

2.1 Protection and Control

2.1.1 Execute planned maintenance and/or commissioning work (e.g. primary injection, secondary injection, CT magnetization curve testing, configuration of relays, and replacement of relays) at intervals determined by Lesedi Local Municipality. Relay/IED test results shall be evaluated by the contractor according to the manufacturer's specifications and passed or failed as a result. It shall be the responsibility of the contractor to resolve all found defects.

2.1.2 Consumables and all necessary material needed to resolve defects will be provided by Lesedi Local Municipality once requested by the contractor. In instances where material cannot be supplied by the Municipality, the successful contractor/s can be requested to supply the required material according to the LLM specification at market related cost (proof of purchase will be required which must be market related) and the successful contractor/s will be allowed a mark-up on the said purchased equipment and should be indicated on the BOQ.

2.1.3 Provide all test results and certificates for maintenance and/or commissioning work performed. Two signed copies of test results and/or certificates shall be handed over to Lesedi Local Municipality upon completion of the work. No plant may be re-energized unless test results and/or certificates are provided.

2.1.3.1 Test results shall be provided for all maintenance and/or commissioning work performed by the contractor. Typical maintenance work shall include the testing of protection and control schemes after faulty equipment is repaired,

testing due to non performance of a scheme, testing after any modifications or alterations to a scheme is done (including settings). Typical commissioning work shall include the testing of new or modified protection and control schemes.

- 2.1.3.2 Test certificates shall be provided by the contractor after any modifications or alterations to the protection and control schemes are done. Test certificates shall also be provided after the commissioning of new, refurbished or modified protection and control schemes.
- 2.1.4 Perform inter-trip testing in accordance to Lesedi Local Municipality procedures. Ensure that faulty inter-tripping equipment or circuitry is repaired and reinstated to service as soon as possible.
- 2.1.5 Perform auto re-close testing on overhead lines in accordance with Lesedi Local Municipality procedures. Ensure that faulty auto re-close equipment or circuitry is repaired and reinstated to service as soon as possible.
- 2.1.6 Perform circuit breaker speed tests in accordance with Lesedi Local Municipality procedures.
- 2.1.7 Perform function testing on protection and control automation schemes. Ensure that faulty protection and control automation equipment or circuitry is repaired and reinstated to service as soon as possible.
- 2.1.8 Protection and control schematics shall be marked up after any alterations to the circuitry are done or if any deviation from the schematic is discovered. The mark ups shall be done using a red ball point pen. All marked up schematics shall be returned to the Lesedi Local Municipality Protection Engineer.
- 2.1.9 The generation of new as-built drawings for Lesedi Local Municipality protection and control schemes shall be done on an ad hoc basis on the request of Lesedi Local Municipality. Drawings shall be in the AutoCAD *.dxf file format.
- 2.1.10 Special requests shall be made by Lesedi Local Municipality for specialized studies such as the review of relay settings and configurations, protection time grading/co-ordination, network modeling for fault level calculation, and protection scheme optimization.

2.2

3. TEST REPORTS AND TEST CERTIFICATES

3.1 Each test report submitted by the contractor shall have as a minimum the following information displayed on the front page:

- a. The contractor's company logo.
- b. The name and signature of the person who has compiled the report.
- c. The date and time of the test.
- d. The substation name and the equipment/relay designation.

NB. No handwritten reports will be accepted, reports should be typed.

3.2 Each test certificate submitted by the contractor shall have as a minimum the following information:

- a. **Panel Information** – Substation name, Panel designation, Panel number, Panel make, Panel type, Rated voltage and Panel serial number.
- b. **Breaker Information** – Make, type, rated voltage, rated current, rated fault current and serial number.
- c. **Current Transformer Information** – CT make, type, ratio's, VA, class, STC, application, ratio selected. These should be indicated for each core.
- d. **Protection Information** – Relay make, type/model, serial number and the settings on the relay.
- e. **Test Results** – Protection relay test results, meter results, circuit breaker test result (speed test, minimum trip voltage, trip and close coil resistances), loop resistance tests, on load readings from each CT core.
- f. **DC Test results** – Dc voltage should be measured between positive – negative, positive – earth and negative – earth.
- g. **Check and defect list** – This list should be provided for each bay and should highlight the outstanding items that could not be corrected and the reason for not correcting them.
- h. The settings and configuration of the each relay/IED should be checked against the provided copy and the discrepancies should be noted and corrected.

4. TYPICAL MAINTENANCE AND COMMISSIONING WORK

Maintenance and commissioning work shall include extensive maintenance routines on all secondary plant equipment, but not be limited to the following:

1. Current transformer magnetization curve test.
2. Current transformer primary injection test.
3. Current transformer polarity test
4. Relay secondary injection test.
5. Circuit breaker speed/time test.
6. Testing and repairing of pilot schemes.
7. Substation battery earth fault location and repair.
8. Checking and correcting of secondary plant settings and configuration.
9. Protection and control scheme testing and repair.
10. Auto re-close testing on overhead power lines.
11. The replacement of all secondary plant equipment.
12. Gathering and documenting of substation protection and control information.
13. Marking up existing schematics for any alterations or deviations.
14. Generation of new schematics using AutoCAD.
15. RTU/Gateway specific routine maintenance and simulations.
16. Testing of fibre optical and copper pilot cables.

5. CONTRACTORS TIME KEEPING AND VEHICLE USE

The contractor shall fill in time sheets which shall be approved by the Lesedi Local Municipality Team Leader in charge. The timesheets shall indicate the location of the work, nature of the work performed, the date the work was performed, the hours taken to do the work. Normal time and overtime should be clearly indicated.

6. CONTRACTORS SKILL LEVELS AND SAFETY- REQUIREMENTS

The contractor will have to provide supporting documents as proof that he/she is suitable for the job. The following must be attached to the bid document, failing the bid will be rejected,

- ✚ A trade certificate-electrician with wireman's license plus N3
- ✚ A technician with a national diploma
- ✚ An Engineer with B-Tech or BSC with ECSA registration
- ✚ HV regulations certificate(ORHVS)
- ✚ Have 1EP CIDB rating
- ✚ A certificate in good standing from Workmen's' Compensation must be provided
- ✚ A detailed Curriculum Vita of similar previous experience and/or expertise must be provided- minimum of 3 years' experience will be applicable.
- ✚ A minimum of 1 verifiable letters of appointment on a similar project with value equals to or above R200 000 must be attached. Letter should not be older than three years. The bidder must supply full details, including the names of contact persons, of similar work, which he/she has successfully completed.
- ✚ Must have or must be able to hire the following plant and equipment
 - 1X Surge generator for medium and high voltage for fault locating
 - 1X LDV
 - Cable identifier equipment
 - Pressure test equipment
 - Primary and Secondary Injection set
 - CT Tester

Acceptable proof of plant and equipment ownership will be an invoice of plant/equipment in the company's name, registration documents and proof of calibration certificate on company's name and all valid certificates for any other required qualification above.

Hired plant will only be considered if an original letter of intent is attached from the plant hire company registered with Contractors' Plant Hire Association (CPHA) or from the registered manufacture of the plant. The letter is to clearly indicate that the plant intended for the contract will be available for the full duration of the project. Such letter of intent is to be unqualified and certified by Registered Commissioner of Oaths. For the contractor who owns the plant proof of ownership need to be attached.

The contractor shall supply the LLM and include in the bid document, copies of all documentation in support of the qualifications and experience of the personnel he intends to use and all resources as specified under requirements. Contractors who cannot offer competent, qualified electricians, (as defined in the Occupational Health and Safety Act (Act 85, 1993)) and inexperienced personnel in this field and provide proof specified under requirements will not be considered and their bid will be rejected. Tenderers are required to demonstrate their ability to undertake the work and provide proof of previous experience, expertise and availability of plant and equipment to undertake a project of this nature. The onus rests with the tenderer to supply sufficient information to allow acceptance of proof required. If insufficient proof is provided, the bid will be rejected. Requirements serve only to qualify a tender for further evaluation for Price and Preference.

OVERVIEW OF THE WORKS

The contractor may however be requested by the Electricity Department's authorised representative to carry out only a certain item/section/portion of the work as per the bill of quantities and be paid accordingly.

All work carried out by the contractor shall comply in all respects with the requirements of the regulations prescribed within the South African Occupational Health and Safety Act 85/1993, as amended, and with the requirements of any other Regulations and Acts to which Lesedi Local Municipality is subject. The contractor's staff members performing work under this contract shall at all time use/wear personal protective equipment as prescribed.

7. SCHEDULE OF RATES (BOQ)

The following tables must be completed. The rate per hour should be inclusive of all chargeable items.

RATES FOR NORMAL WORKING HOURS

DESCRIPTION	Rate
Engineer (BSc ,BTech) with ECSA registration per hour	
Electrician per hour	
Technician National Diploma per hour	
Material Mark up	

RATES FOR OVERTIME (MONDAY-SATURDAY)

DESCRIPTION	Rate
Engineer (BSc ,BTech) with ECSA registration per hour	
Electrician per hour	
Technician National Diploma per hour	
Material Mark up	

RATES FOR OVERTIME (SUNDAY & PUBLIC HOLIDAY)

DESCRIPTION	Rate
Engineer (BSc ,BTech) with ECSA registration per hour	
Electrician per hour	
Technician National Diploma per hour	
Material Mark up	

Prices should include all costs

ISAAC RAMPEDI
ACTING MUNICIPAL MANAGER

DATE

BIDDER (SIGNATURE)

DATE