



**ASSURING QUALITY HOMES**

# **REQUEST FOR PROPOSALS: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO SUPPLY, REPAIR AND SERVICE OF ALL HEATING, VENTILATION AND AIR CONDITIONING SERVICES TO THE NHBRC ERIC MOLOBI (SOSHANGUVE) OFFICES FOR A PERIOD OF TWO (02) YEARS.**

**Date: 06 June 2025**

## **1. OBJECTIVES**

- 1.1 The objective of the RFQ is to appoint a service provider with requisite skills, experience, and competencies to render Heating, Ventilation and Air Conditioning services (HVAC) to the NHBRC.
- 1.2 The successful service provider will be required to enter into a Service Level Agreement (SLA) with NHBRC for a period of two (02) years. Regular performance appraisals to monitor the identified Key Performance Indicators shall form part of the SLA.

## **2 .SCOPE OF WORK**

- 2.1 The successful service provider shall focus on the provision of Heating, Ventilation and Air Conditioning services, repairs, maintenance, and limited supply of associated components as and when required in line with commercial best practice.
- 2.2 The service provider will be expected to:
  - 2.2.1 Provide a scheduled, unscheduled, and emergency service for Heating, Ventilation and Air Conditioning encompassing repairs, and installation to all areas of the NHBRC in accordance with the negotiated access times to specific areas.
  - 2.2.2 The Heating, Ventilation and Air Conditioning services shall include but not limited to, inter alia:
  - 2.2.3 Provide Heating, Ventilation and Air Conditioning units of any model.
  - 2.2.4 Provide maintenance as in when required.
  - 2.2.5 Supply and Installation of new Heating, Ventilation and Air Conditioning when the need arises.
  - 2.2.6 Repairs and services fridges as in when required.
  - 2.2.7 Provide minor and major Heating, Ventilation and Air Conditioning service in the building.
  - 2.2.8 Supply, repair and services micro waves, stoves, dishwashers and washing machines.
  - 2.2.9 Any other Heating, Ventilation and Air Conditioning services repairs, installation and maintenance work arising in the NHBRC Eric Molobi buildings.



- 2.2.10 It may be not feasible to include every item on the above scope of work should material/service which is not on the above scope of work be required then the NHBRC will request from the successful bidder a written quotations to supply such services.
- 2.2.11 The service provider shall ensure that routine maintenance Heating, Ventilation and Air Conditioning, NHBRC processes and all business areas are not adversely affected, by the Heating, Ventilation and Air Conditioning services.
- 2.2.12 The service provider shall ensure safe working practices are followed when Heating, Ventilation and Air Conditioning repairs and services are done in the building.
- 2.2.13 An appropriate safe signage must be used for warning employees of Heating, Ventilation and Air Conditioning work progress, etc.
- 2.2.14 All equipment and material complies with the relevant SABS specification and code of practice.
- 2.2.15 The service provider shall follow state and local building regulations based on the National Building Regulations and Building Standards Act 103 of 1977.
- 2.2.16 Heating, Ventilation and Air Conditioning materials used in a safe and proper manner, in compliance with Occupational Health and safety Act 85 of 1993.

### **3. HEATING VENTILATION AND AIR CONDITIONING CERTIFICATE OF CONFORMITY**

3.1 The service provider must ensure that they self-certified their Heating, Ventilation and Air Conditioning work to ensure compliance to all regulatory installation requirement by Issuing a certificate of conformity (COC) to the NHBRC.

Prepared & Approved By: Kgosi Mashaba

Date : 06 June 2025

Signature : 