

ANNEXURE A

RFP UJ 103/2024: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SERVICE AND MAINTENANCE TO THE PV SOLAR ENERGY GENERATING SYSTEM ON UJ CAMPUSES

The University of Johannesburg (UJ) invites you to provide a quotation for the Service, Maintenance and performance reporting for its 2.28 MWp Solar PV system situated across four campuses for a total contract period of three years, as per the specification contained.

Purpose

UJ wishes to appoint suitably qualified persons or organizations for the following work at the University of Johannesburg over a period of three years:

Auckland Park Campus:

1. Quarterly Maintenance of its **800KWp Carport** Solar PV system
2. Performance monitoring and quarterly performance reporting

Bunting Road Campus: APB

1. Quarterly Maintenance of its **300KWp Rooftop** Solar PV system
2. Performance monitoring and quarterly performance reporting

VC House: APK

1. Quarterly Maintenance of its **80KWp Carport** Solar PV system
2. Performance monitoring and quarterly performance reporting

JBS Park: APB

1. Quarterly Maintenance of its **200KWp Rooftop** Solar PV system
2. Performance monitoring and quarterly performance reporting

UJ On Empire: APB

1. Quarterly Maintenance of its **150KWp Carport** Solar PV system
2. Performance monitoring and quarterly performance reporting

UJ On Stanely: APB

1. Quarterly Maintenance of its **150KWp Rooftop** Solar PV system
2. Performance monitoring and quarterly performance reporting

Doornfontein Campus: DFC

1. Quarterly Maintenance of its **300KWp Rooftop** Solar PV system
2. Performance monitoring and quarterly performance reporting

Soweto Campus: SWC

1. Quarterly Maintenance of its **300KWp Carport** Solar PV system
2. Performance monitoring and quarterly performance reporting

Scope of Work

Recommended Service activities (Quarterly)

Site Inspection	
Activity	Frequency
Checking for any plant growth in and around the site that may reduce the performance efficiency of the panels (vegetation growth, shading etc.)	Quarterly

PV Module support structure	
Activity	Frequency
Check PV Module support structure anchors and/or bolts and nuts (e.g. bolt rusting), tighten, remove rust, apply paint/grease, and advise if major structural works are required.	Quarterly
Check steel or aluminum members are in a satisfactory condition and frame and panels are firmly secured. Advise if major works are required.	Quarterly

PV Modules	
Activity	Frequency
Remove dust and dirt from PV modules and clean panels	Quarterly
Check combiner and/or fuse boxes for obvious damage and advise if work is required	Quarterly

Inverters	
Activity	Frequency
Check that wires leading to and from the inverters are intact and advise on repairs if required.	Quarterly
Check functioning by observing LED indicators and any data loggers connected.	Quarterly

Check if inverter's stand-by mode is functioning correctly. Advise engineer if work is required.	Quarterly
Check for dirt and clean dust and dirt from equipment. ✓	Quarterly
Check air vents on the inverter and clean them	Quarterly

Wiring	
Activity	Frequency
Check all connectors for damage, cracks, breaks, deterioration or discoloration. Advise on any maintenance work to be done.	Quarterly
Check the condition of all junction boxes and advise if any maintenance is required.	Quarterly
Check for satisfactory conditions and secure fixing of isolators. Check that all switches and circuit breakers are operating correctly.	Quarterly
Check for satisfactory condition of connections and repair defects.	Quarterly
Check wiring cables and terminations and tighten all terminals.	Quarterly

Cable Ways	
Activity	Frequency
Clean all cable ways.	Quarterly
Check whether all cable tray covers are in place and secure. Advise if replacement is necessary.	Quarterly
Check for bonding between sections of cableways for continuity. Tighten fixings and secure if required.	Quarterly

Earthing	
Activity	Frequency
Check the status of all earthing cables	Quarterly
Check and secure all labelling and advise if replacement is required.	Quarterly

System Performance Monitoring and Reporting	
Activity	Frequency
Quarterly yield reports, indicating the irradiance conditions, and performance of the plant, when compared to the predicted yields. Checking to be conducted on a daily basis.	Quarterly
Checking and reporting on the status of the monitoring system	Quarterly

Coordination

Activity	Frequency
Coordination of claims against third parties- coordinate the gathering of information and the exchange of information with warrantors, insurers and the operation and maintenance manufacturers.	Per incident

Compiling of the Safety File

It is a requirement that the appointed contractor be able to supply the university with a Safety File with the items listed below; where applicable to the scope of work being tendered upon

1. Section 37 (2) (Mandatory agreement)
2. Project description/Scope of work
3. Risk Assessments
4. Safe Work Procedures
5. Personal Protective Equipment
6. Checklists of all equipment
7. Details of employees on site
8. Appointment letters
9. Letter of good standing/Insurance
10. Incident Management
11. Emergency Plan &Emergency numbers
12. Waste Management
13. MSDS's (if applicable)
14. Fall Protection Plan
15. Health and Safety Policy
16. Tool box talks
17. Safety meetings
18. Monthly Health & Safety Rep inspection sheets
19. Site Safety Rules
20. Training
21. Isolation procedures for electrical contractors
22. Permits (such as Hot work /Confined space entry)

EVALUATION CRITERIA

The tender will be evaluated in Three Stages:

- Stage 1 – Tender Compliance
- Stage 2 – Technical / Functionality Capabilities
- Stage 3 – Financial and B-BBEE

The submitted tenders will be evaluated based on the list of criteria defined below and in the specific sequence. A tender which fails to meet any one criterion will not be considered in subsequent evaluations.

The tender evaluation criteria are listed in sequence below:

1. Stage 2: Technical / Functionality

No	Functionality Criteria	Maximum Points Obtainable
1	Reference Letters of similar projects (Solar PV service and Maintenance). The reference letters must not be older than 10 years. The reference list must include the company name, brief scope of work, contact details, and value of contract. (10 points for each relevant reference letter)	50
2	Contractors Resources Engineers and Technicians with relevant experience in conducting service and maintenance in solar pv CV's with qualifications from ECSA accredited institutions (5 points per cv with qualification), 6 is required in total to obtain maximum points	30
3	Programme Methodology Logistical arrangements (5 points), scheduled maintenance plan (5 points), response time for a call out (5 points), project organogram (5 points)	20
Total Points Awarded		100

A minimum of 70 points is required by any bidder in stage 2 (above) in order to advance to stage 3 evaluation. All bidders who achieve 70 points or more will be evaluated further in terms of stage 3: Financial and B-BBEE.

2. Stage 3: Financial and B-BBEE

Price - (80 points)

BBBEE - (20 points)

Pricing table

All bidders must use the pricing table below to indicate your proposed cost.

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		Cost Excluding VAT - 2025	Cost Excluding VAT - 2026	Cost Excluding VAT - 2027	Total Cost for Three Years
	1st Quarterly Service				
	2nd Quarterly Service				
	3rd Quarterly Service				
	4th Quarterly Service				
	Sub Total				
	VAT 15%				
	Final Total Including VAT				

RATE PER CALL OUT PER HOUR (BREAKDOWNS) Normal and After Hours

	Rates Including VAT - 2025	Cost Excluding VAT - 2026	Cost Excluding VAT - 2027
Rate per Hour (Breakdown) Normal Hours			
Rate per Hour (Breakdowns) After Hours			