



Warning against tender scams: The WRC urges members of the public to report any suspicious Request for Quotation, Purchase Order or Letter of Award to its Fraud Hotline on 0800 227 007 or email: hotline@kpmg.co.za. If a request or procurement communication appears to be suspicious Suppliers are advised to contact the WRC Supply Chain Management office on 012 761 9300 to verify its authenticity

PART A REQUEST FOR INFORMATION

RFI NUMBER:	001-07-23-24	CLOSING DATE:	01 AUGUST 2023	CLOSING TIME:	24h00
DESCRIPTION OF GOODS/SERVICES	PROVISION OF HANDYMAN SERVICES				
RFI RESPONSE DOCUMENTS MAY BE EMAILED TO: quotations@wrc.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Supply Chain Management		CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER	012 761 9300		TELEPHONE NUMBER	012 761 9300	
E-MAIL ADDRESS	quotations@wrc.org.za		E-MAIL ADDRESS	quotations@wrc.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



TERMS OF REFERENCE / SCOPE OF WORK

1. BACKGROUND AND INTRODUCTION

The WRC operates as legislated by the Water Research Act (Act 34 of 1971) and is an entity of national importance to ensure water security, support to the DWS and water sector stakeholders through funding of research entities (universities, consultants and SMMEs). The Primary Function of the WRC is to (1) Promote coordination, cooperation, and communication in water research; (2) Establish water research needs and priorities; (3) Stimulate and fund water research according to priority; (4) Promote the effective transfer of information and technology; and (5) Enhance knowledge and capacity building within the water sector.

2. SCOPE OF WORK: REQUIREMENT / SPECIFICATION

The objective of this request for information is to invite prospective service providers to please submit your applicable hourly rates for handyman services as per the summarised scope of work below.

The appointed service provider would perform the following tasks (on need basis):

- To perform duties in line with health and safety requirements and take remedial action where hazards are identified.
- General maintenance and minor repair work including doors, windows, toilet seats, flushes, furniture, tap washers, some painting of doors and walls. Appropriate painting and redecoration.
- To undertake basic maintenance of plumbing, by ensuring that all drains are free flowing and clean and determine when further attention is required.
- Perform repair on the company appliances including Stoves, refrigerators, Ovens, Microwaves.
- Report serious hazards to the Facilities and the GE: Corporate Services immediately.
- Carry out repair task on blinds, door locks, and wooden objects as and when need arise.
- Repair loose tiles, carpet, wallpapers as and when the need arise.
- Move heavy Furniture, appliance, and equipment.
- Identify and report the need for major repairs.
- Undertake duties as assigned and or emergency task.
- Certification on jobs as and when completed and required.
- General handyman services.

Service delivery address: Lynnwood Manor, Pretoria



3. PRICING

PRICING SCHEDULE

Note

- Fees must be quoted in South African Rand
- Price(s) must be firm and all-inclusive and VAT where applicable.

Description of Services to be rendered	Rate per hour Inclusive of: <ul style="list-style-type: none">• Sundries (all applicable charges)• VAT @ 15%
• Handyman services (Rate per hour)	R
• Assistant Handyman services (Rate per hour per individual)	R
• Mark-up percentage (%) for any parts which the supplier might need to purchase to repair or maintain the identified fault	_____ %

NB: Your rate per hour must be inclusive of all applicable charges, such as VAT, call-out fee).

4. CLOSING DATE AND TIME

- ☐ The closing date for the RFI is the **01 AUGUST 2023 @ 24h00**.
- ☐ Quotations should be sent to quotations@wrc.org.za to reach the WRC before **24h00** on the closing date and time.

5. ENQUIRIES

- ☐ For any technical enquiries and commercial enquiries please contact: the WRC Supply Chain Unit at quotations@wrc.org.za