



**T UJ 10/2025 CONCEPT TENDER APPROVAL**

**I**  
**REPAIRS AND MAINTENANCE OF WINDOWS AND ASSOCIATED WORKS AT APK, APB, DFC,  
SWC CAMPUS ON AN 'AD-HOC' BASIS FOR THREE (3) YEARS**

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**1. PURPOSE**

Approval is required to invite tenders for the project scope of work from contractors and to adjudicate tenders by the defined evaluation criteria.

**2. BACKGROUND**

The project encompasses repairs and maintenance of windows and associated works at APK, APB, DFC, and SWC on an 'ad-hoc' basis.

**3. SCOPE OF WORKS**

The University of Johannesburg requires the services of suitably qualified and experienced Contractors for:

- Maintenance and repairs of windows and associated works (ie, sealing, glass sliding doors, frame replacements, etc.) on an "ad-hoc" basis.
- Establishing scaffolding or rope access certified by a competent person and de-establishing upon completion of the works (*where applicable i.e for high-rise windows*).

**4. MANDATORY DOCUMENTS**

- Valid minimum CIDB Grade 2SG
- Valid Tax Pin
- Valid B-BBEE Certificate
- Valid COIDA Certificate or FEM or RMA
- 3-year financial statements
- Valid SAGGA (South African Glass and Glazing Association)
- Valid certificate AAMSA (Association of Architectural Aluminum Manufacturers of South Africa)
- Copy of Public Liability Insurance with a minimum of R10m
- Copy of Contractor all all-risk insurance with a minimum of R2m

**5. ANNEXURES**

- Annexure 1 – Evaluation criteria & Pricing Schedule

## **EVALUATION CRITERIA:**

### **3-Year SLA for service and maintenance of windows at the University of Johannesburg**

#### **Suppliers should meet the following:**

- Priced Bills of Quantities
- Program of works
- Programme methodology
- CIDB grade 2 SG

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.

#### **1. Phase 2: Functionality**

No	Functionality Criteria	Points	Maximum Points Attainable														
(i)	<table><tr><td colspan="2"><b>Related Work Experience</b></td></tr><tr><td>SCORE</td><td>DESCRIPTION OF EXPERIENCE: <b>Appointment letters, completion certificates and reference letters with company letterhead, contact details and contract amount. Work must be of similar nature.</b></td></tr><tr><td>Score <b>0 points.</b></td><td>No or inadequate information supplied to determine scoring level.</td></tr><tr><td>Score <b>20 points.</b></td><td>Tenderer has successfully completed glass replacement and repair work with a project value of less than R 100 000.00.</td></tr><tr><td>Score <b>30 points.</b></td><td>Tenderer has successfully completed glass replacement and repair work with a project value of greater than R 250 000.</td></tr><tr><td>Score <b>50 points.</b></td><td>Tenderer has successfully completed glass replacement and repair work with a project value of greater than R 500 000.</td></tr><tr><td colspan="2"><b>NB: Points will only be allocated when ALL THREE documents have been submitted.</b></td></tr></table>	<b>Related Work Experience</b>		SCORE	DESCRIPTION OF EXPERIENCE: <b>Appointment letters, completion certificates and reference letters with company letterhead, contact details and contract amount. Work must be of similar nature.</b>	Score <b>0 points.</b>	No or inadequate information supplied to determine scoring level.	Score <b>20 points.</b>	Tenderer has successfully completed glass replacement and repair work with a project value of less than R 100 000.00.	Score <b>30 points.</b>	Tenderer has successfully completed glass replacement and repair work with a project value of greater than R 250 000.	Score <b>50 points.</b>	Tenderer has successfully completed glass replacement and repair work with a project value of greater than R 500 000.	<b>NB: Points will only be allocated when ALL THREE documents have been submitted.</b>			<b>50</b>
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	<p>(Project Manager) + CV, ID copies, certificates + ID copy, certificates and CV showing 2 Years' Experience = <b>10 points</b>.</p> <p>1 x Supervisor with a valid certificate for rope access (IWH/IRATA Level 3) + ID copy, certificates and CV showing 3 Years' Experience = <b>5 points</b>.</p> <p>1 x Technicians with a valid certificate for rope access (IWH/IRATA Level 1) / Working on heights certificate + ID copy, certificates and CV showing 2 Years' Experience = <b>5 points</b></p> <p>1x Carpenter + ID Copy and CV showing 2 Years' Experience = <b>5 points</b></p> <p><b>NB: ONLY CERTIFIED COPIES will be allocated points. No points will be allocated is any of the required documents is missing.</b></p>		
(iii)	<p><b>Programme Methodology</b></p> <p>Service Methodology (How? Service Schedule, Service Stickers, Jobcards, etc.) = <b>10 Points</b></p> <p>Breakdowns - Turnaround times of less than 2 hours = <b>5 Points</b></p> <p>Logistical Arrangements (Support staff, Equipment &amp; Vehicles) = <b>5 Points</b></p> <p><b>NB: All the above must be relevant to the project. No points will be allocated for generic submission.</b></p>		<b>20</b>
	<b>Total Points Awarded</b>		<b>100</b>

Notes: ***A minimum of 70 points is required by any tenderer in terms of the Phase 2: Functionality. All tenderers who achieve 70 points or more will be evaluated in terms of Phase 3: Financial and Other.***

