



University of Fort Hare
Together in Excellence

**SUPPLY, DELIVERY, INSTALLATION AND
MAINTENANCE OF AIR CONDITIONERS**

REQUEST FOR INFORMATION (RFI)

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1 BACKGROUND

- 1.1 The University of Fort Hare has various models of air-conditioners installed in buildings. The University intends to standardise its air-conditioners, so that after due procurement processes only one contracted party is able to undertake and carry maintenance as and when required.
- 1.2 Air-conditioners are installed for staff offices, computer laboratories and other areas that need air conditioners. Some of these air-conditioners need to be replaced, maintained, while new air conditioners will also required for installation.
- 1.3 It is within the above-mentioned context that, the University as part of its research and information gathering process; is requesting all interested service providers to provide it with comprehensive information on air conditioners solutions available to enable the University to better scope its requirements and make informed management decision regarding procurement of such equipment or goods.

2 OBJECTIVES

- 2.1 The objectives of this RFI include:
 - a) To provide prospective service providers with adequate information to understand and respond to University of Fort Hare's requirements.
 - b) To provide prospective service providers with opportunity to present University of Fort Hare with best suitable options that meet the requirements of University of Fort Hare.
 - c) To provide prospective service with an opportunity to provide costing schedule for each proposed solution.

3 PURPOSE OF RFI

- 3.1 The purpose of the RFI is to gather comprehensive information regarding air conditioners solution and their costs and that will subsequently enable University of Fort Hare to better scope their functional and pricing requirements during the drafting of the Terms of Reference.

4 HIGH LEVEL REQUIREMENTS

The university currently use South African Standards which is 380/400V for 3 phase and 220/240V for single phase with a frequency of 50Hz. The information required on air conditioners is meant for office and boardroom use and we therefore looking for the best effective and cost effective solution for such needs.

The prospective bidders are at liberty to provide us with information on technical features, costing and maintenance of the air conditioner types listed below and more;

- 9000 BTU
- 12000 BTU
- 18000 BTU
- 24000 BTU
- 30000 BTU
- 36000 BTU
- 48000 BTU

5 COSTING OF THE PROPOSED SOLUTION

5.1 COST

- a) Prospective service providers are required to provide a complete and detailed breakdown of the costs associated with the supply, deliver, installation and maintenance of the proposed air conditioners. Full transparency is expected and should include items such as any contingency factors applied for unknown variables. Information should be provided regarding the areas stated on 5.2 to 5.5 below

5.2 Installation

- a) The cost charged for the installation of the proposed air conditioners per unit. Should there be different types of units, all prices for such different types of units be provided.

5.3 Maintenance

- a) Estimated maintenance costs must be included with a description of what maintenance comprises and the staff typically involved in such maintenance.

5.4 Hardware

- a) Cost associated with the purchasing of air conditioners, for all different types of air conditioners proposed for different solutions. If delivery cost is not included in any of the cost listed above, it must be specified separately.

5.5 Other costs

- a) Any other costs relating to the proposed solution that has not been addressed above should be detailed in this section.

6 RESPONSES

6.1 Prospective service providers are requested to provide their responses as follows;

- a) Introduction (Company profile)
- b) Proposed Solution - Detailed functional and technical requirements. This will be in the form of completing the high level requirements table that and further necessary information.
- c) Implementation approach and project methodology
- d) Maintenance and support
- e) Costs estimate – This will be in the form of the notes provided above.
- f) Schedule for contactable references (List of previous clients where the solution has ever been implemented)
- g) Other items of significance
- h) Response to RFI must be submitted on or before 14th June 2013 at 11h00, in the tender box (Yellow and Blue Box) situated on the foyer, at 50 Church Street or by post to address: 50 Church Street, Gasson Building, Room 416, 4th Floor, Quigney, East London, 5200

7 SPECIFIC CONDITIONS

- 7.1 Responses received from the prospective service providers give no rise to any contractual obligation to University of Fort Hare.
- 7.2 University of Fort Hare reserves its own right to utilise or not utilise any of the information provided by the prospective service providers.
- 7.3 Cost estimates are to be in South African Rand current, inclusive of Vat.
- 7.4 University of Fort Hare reserves the right to request further information should they deem necessary to do so.
- 7.5 The Request for Information (RFI) is not bid but a request for information to achieve the objectives as outlined on paragraph 3.1.