



**REQUEST FOR A QUOTE FOR ELECTRICAL MAINTENANCE CONTRACT /
PANEL FOR A 12 MONTH PERIOD - MTF RFQ 444/2025 - 2026**

The Market Theatre Foundation

Request for Quotation:

**REQUEST FOR A QUOTE FOR ELECTRICAL
MAINTENANCE CONTRACT / PANEL FOR A 12 MONTH
PERIOD - MTF RFQ 444/2025 - 2026**

Advert Date: 24 MARCH 2026

Closing Date: 08 APRIL 2026

Closing Time: 12:00

Tender Price: N/A

**RFQ'S to be emailed to the email below clearly addressed MTF RFQ 444/2025 -
2026:**

rfq@markettheatre.co.za

Non-Compulsory Briefing Session: N/A

Address: N/A

Company Name: _____



REQUEST FOR A QUOTE FOR ELECTRICAL MAINTENANCE CONTRACT /

The Market Theatre Foundation is looking for a supplier / panel for electrical maintenance contract for a 12 month period

The Market Theatre is renowned world-wide for brilliant anti-apartheid plays that have included *Woza Albert*, *Asinamali*, *Bopha*, *Sophiatown*, *You Strike the Woman You Strike a Rock*, *Born in the RSA*, *Black Dog – Inj'emnyama*, as well as the premieres of many of Athol Fugard's award-celebrating the past, but it is also confidently looking forward to playing a major cultural role in the 21st century for South Africa, and the African continent.

During the past four decades, The Market Theatre has evolved into a cultural complex for theatre, music, dance and the allied arts. Today, The Market Theatre remains at the forefront of South African theatre, actively encouraging new works that continue to reach international stages.

The Market Theatre Foundation is looking for a supplier / panel for electrical maintenance contract for a 12 month period Fault finding,

1. MTF reserves the right to appoint a single supplier or a panel of suppliers.
2. Work will be assigned rotationally or based on urgency and availability.
3. All tasks must be certified monthly via job cards and maintenance reports.
4. Contractors must respond within agreed SLA periods for call-outs.
5. Payments subject to verification of work done and submission of compliance documentation.
6. There is 3 buildings that will be services (Market Square Building, Market Theatre Building and Windybrow Arts Centre)

The supplier will be responsible for the following

MARKET SQUARE BUILDING

1. Distribution Boards (19 Boards)

Item Description

- 1.1 Inspect DB equipment and replace any faulty components if needed
- 1.2 Clean exterior surfaces
- 1.3 Check indicator lights/meters and replace if faulty
- 1.4 Clean interior
- 1.5 Check terminations and tighten/replace as needed
- 1.6 Inspect protection systems and replace if required
- 1.7 Test equipment functions and restore faults
- 1.8 Verify circuit diagrams & labels
- 1.9 Check safety compliance labels and replace if missing/damaged
- 1.10 Earth resistance test



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2. Small Power & Lighting (1450 Lights, 422 Plugs)

Item Description

- 2.1 Inspect all lights and replace faulty/damaged fittings
- 2.2 Inspect socket outlets, isolators & power points; replace if required
- 2.3 Clean exterior surfaces
- 2.4 Earth leakage tests and replace faulty devices
- 2.5 Clean interior
- 2.6 Check terminations and repair as needed
- 2.7 Test equipment functions and restore any failure
- 2.8 Verify circuit diagrams & labels
- 2.9 Ingress protection check

3. Sump Pumps

Item Description

- 3.1 Wet test & inspect sump pump functionality, repair or replace if necessary

B. THEATRE BUILDING

4. Distribution Boards (18 Boards)

Item Description

- 4.1 Inspect DB equipment and replace any faulty components if needed
- 4.2 Clean exterior surfaces
- 4.3 Check indicator lights/meters and replace if faulty
- 4.4 Clean interior
- 4.5 Check terminations and tighten/replace as needed
- 4.6 Inspect protection systems and replace if required
- 4.7 Test equipment functions and restore faults
- 4.8 Verify circuit diagrams & labels
- 4.9 Check safety compliance labels and replace if missing/damaged
- 4.10 Earth resistance test

5. Small Power & Lighting (594 Lights, 710 Plugs)

Item Description

- 5.1 Inspect all lights and replace faulty/damaged fittings
- 5.2 Inspect socket outlets, isolators & power points; replace if required
- 5.3 Clean exterior surfaces
- 5.4 Earth leakage tests and replace faulty devices
- 5.5 Clean interior



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- 5.6 Check terminations and repair as needed
- 5.7 Test equipment functions and restore any failure
- 5.8 Verify circuit diagrams & labels
- 5.9 Ingress protection check

C. WINDYBROW ARTS CENTRE

6. Distribution Boards (5 Boards)

Item Description

- 6.1 Inspect DB equipment and replace any faulty components if needed
- 6.2 Clean exterior surfaces
- 6.3 Check indicator lights/meters and replace if faulty
- 6.4 Clean interior
- 6.5 Check terminations and tighten/replace as needed
- 6.6 Inspect protection systems and replace if required
- 6.7 Test equipment functions and restore faults
- 6.8 Verify circuit diagrams & labels
- 6.9 Check safety compliance labels and replace if missing/damaged
- 6.10 Earth resistance test

7. Small Power & Lighting (212 Lights, 87 Plugs)

Item Description

- 7.1 Inspect all lights and replace faulty/damaged fittings
- 7.2 Inspect socket outlets, isolators & power points; replace if required
- 7.3 Clean exterior surfaces
- 7.4 Earth leakage tests and replace faulty devices
- 7.5 Clean interior
- 7.6 Check terminations and repair as needed
- 7.7 Test equipment functions and restore any failure
- 7.8 Verify circuit diagrams & labels
- 7.9 Ingress protection check

D. OTHER ITEMS (APPLICABLE TO ALL SITES)

Item Description

- D.1 Emergency electrical call-outs (estimated)
- D.2 Monthly maintenance reports per site
- D.3 Labour – Reactive Maintenance (Weekdays)
- D.4 Labour – Reactive Maintenance (Weekends/After Hours)
- D.5 Minor materials and consumables



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Supporting documents that needs to be completed in full and be sent back with your quote.

- SBD 4 : Declaration of Interest (See attached)
- SBD 6.1 – BBBEE claim form (See Attached)
- Proof of a CIDB Grading of EB 2
- Certified Copy of your valid BBBEE Certificate
- Proof of CSD registration starting with MAAA.....

Functionality

The MTF needs to be satisfied, in all respects, that the Service Provider selected has the necessary resources, skills, knowledge and experience for this project, and that all submissions are regarded in a fair manner in terms of the evaluation criteria.

Knowledge of government regulations is an advantage. The bidder should have the necessary expertise, capacity and previous experience in electrical services.

| <u>Description</u> | <u>Weighting</u> |
|--|-------------------------|
| <p>1. <u>Company Experience –</u> Provide a company profile indicating years of experience in electrical maintenance works.</p> <ul style="list-style-type: none"> • 5 years and more – 30 • 3 to 4 Years – 20 • 2 to 3 Years – 10 • 1 Year - 5 • Less then 1 year - 0 | <u>30</u> |
| <p>2. <u>Experience of electrician provided for MTF</u> Please provide a detailed CV with years of experience of the electrician.</p> <ul style="list-style-type: none"> • 5 years and more – 30 • 3 to 4 Years – 20 • 2 to 3 Years – 10 | <u>30</u> |



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| | |
|---|------------------|
| <ul style="list-style-type: none"> • 1 Year - 5 • Less than 1 year - 0 | |
| <p>3. <u>Qualification of electrician provided for MTF</u></p> <ul style="list-style-type: none"> • NQF levels (N1 - N3), secondly, a wireman's license, thirdly, SANS 10142-1 and registered with the Department of Labour (DoL). – 20 • None of the above - 0 | <u>20</u> |
| <p>4. <u>Reference Letters</u></p> <p>Please provide a minimum of 3 reference letters of similar work done.</p> <p>(Must be on a company letterhead and signed. Letters must not be older than 5 years)</p> <ul style="list-style-type: none"> • 3 or more letters – 20 • 2 letters – 10 • 1 letter – 5 • No letters - 0 | <u>20</u> |

The threshold for the functionality is 75. Any company that do not score 75 and more will be disqualified and will not proceed to the next evaluation process.



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ANNEXURE A - Declaration of Interest



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SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| FULL NAME | IDENTITY NUMBER | NAME OF STATE INSTITUTION |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2.2 Do you, or any person connected with the bidder, have a relationship
1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution?

YES/NO



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2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 2.1 I have read and I understand the contents of this disclosure;
- 2.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the



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institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



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ANNEXURE B

SBD 6.1: Preference points claim form to the Preferential Procurement Regulations
2022



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SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 **To be completed by the organ of state**
(delete whichever is not applicable for this tender).
- a) The applicable preference point system for this tender is the **80/20** preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.
- 1.4 **To be completed by the organ of state:**
The maximum points for this tender are allocated as follows:



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| | POINTS |
|--|---------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE



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3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:



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- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

| | The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|----|---|---|---|
| 1. | 100% Black owned or | 6 | |
| | 51-99% Black owned | 4 | |
| 2. | 100% Black women owned or | 6 | |
| | 51% to 99% Black women owned | 4 | |
| 3. | 5% Youth Ownership | 2 | |
| 4. | 2% Owned by persons with disabilities | 1 | |



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| | | | |
|-----------|---|----------|--|
| 5. | Exempt Micro Enterprise (EME) or | 5 | |
| | Qualifying Small Enterprise (QSE) | 3 | |

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –



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- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

| | |
|---|-------|
| SIGNATURE(S) OF TENDERER(S) | |
| SURNAME AND NAME: | |
| DATE: | |
| ADDRESS: | |
| | |
| | |

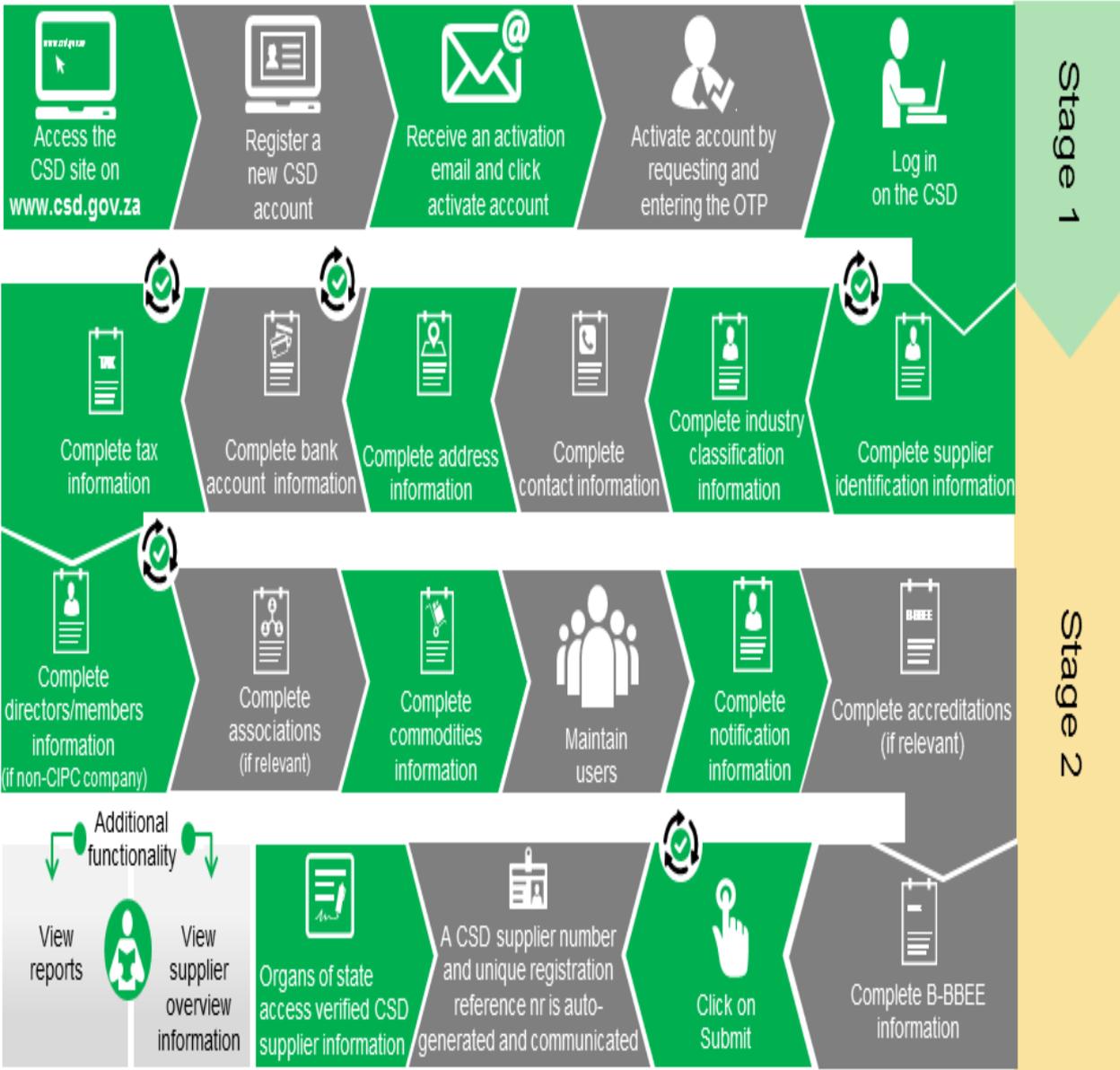


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Annexure C
CSD REGISTRATION PROCESS

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Supplier Self-Registration Process



 Auto verification of supplier information with SARS, CIPC etc.



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ANNEXURE E
PRICING SCHEDULE



**REQUEST FOR A QUOTE FOR ELECTRICAL MAINTENANCE CONTRACT /
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Pricing Schedule

The MTF has developed the following pricing schedule as a baseline to assist in the evaluation of bids. Each bidder is required to complete and submit the Pricing Table. Additional price components not included in the Pricing Table should be clearly itemized below.

A. MARKET SQUARE BUILDING

1. Distribution Boards (19 Boards)

| Item | Description | Unit | Quantity (Annual) | Amount (Total QTY) |
|-------------|--|-------------|--------------------------|---------------------------|
| 1.1 | Inspect DB equipment and replace any faulty components if needed | Visit | 12 | R |
| 1.2 | Clean exterior surfaces | Visit | 6 | R |
| 1.3 | Check indicator lights/meters and replace if faulty | Visit | 6 | R |
| 1.4 | Clean interior | Visit | 6 | R |
| 1.5 | Check terminations and tighten/replace as needed | Visit | 6 | R |
| 1.6 | Inspect protection systems and replace if required | Visit | 6 | R |
| 1.7 | Test equipment functions and restore faults | Visit | 6 | R |
| 1.8 | Verify circuit diagrams & labels | Visit | 6 | R |
| 1.9 | Check safety compliance labels and replace if missing/damaged | Visit | 6 | R |
| 1.10 | Earth resistance test | Test | 1 | R |
| | Total Inclusive of VAT @ 15% | | | R |

2. Small Power & Lighting (1450 Lights, 422 Plugs)

| Item | Description | Unit | Quantity (Annual) | Amount (Total QTY) |
|-------------|---|-------------|--------------------------|---------------------------|
| 2.1 | Inspect all lights and replace faulty/damaged fittings | Visit | 12 | R |
| 2.2 | Inspect socket outlets, isolators & power points; replace if required | Visit | 12 | R |
| 2.3 | Clean exterior surfaces | Visit | 6 | R |
| 2.4 | Earth leakage tests and replace faulty devices | Visit | 6 | R |
| 2.5 | Clean interior | Visit | 6 | R |
| 2.6 | Check terminations and repair as needed | Visit | 6 | R |



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| | | | | |
|-----|--|-------|---|---|
| 2.7 | Test equipment functions and restore any failure | Visit | 6 | R |
| 2.8 | Verify circuit diagrams & labels | Visit | 6 | R |
| 2.9 | Ingress protection check | Visit | 6 | R |
| | Total Inclusive of VAT @ 15% | | | R |

3. Sump Pumps

| Item | Description | Unit | Quantity (Annual) | Amount (Total QTY) |
|------|--|------|-------------------|--------------------|
| 3.1 | Wet test & inspect sump pump functionality, repair or replace if necessary | Test | 4 | R |

B. THEATRE BUILDING

4. Distribution Boards (18 Boards)

| Item | Description | Unit | Quantity (Annual) | Amount (Total QTY) |
|------|--|-------|-------------------|--------------------|
| 4.1 | Inspect DB equipment and replace any faulty components if needed | Visit | 12 | R |
| 4.2 | Clean exterior surfaces | Visit | 6 | R |
| 4.3 | Check indicator lights/meters and replace if faulty | Visit | 6 | R |
| 4.4 | Clean interior | Visit | 6 | R |
| 4.5 | Check terminations and tighten/replace as needed | Visit | 6 | R |
| 4.6 | Inspect protection systems and replace if required | Visit | 6 | R |
| 4.7 | Test equipment functions and restore faults | Visit | 6 | R |
| 4.8 | Verify circuit diagrams & labels | Visit | 6 | R |
| 4.9 | Check safety compliance labels and replace if missing/damaged | Visit | 6 | R |
| 4.10 | Earth resistance test | Test | 1 | R |
| | Total Inclusive of VAT @ 15% | | | R |

5. Small Power & Lighting (594 Lights, 710 Plugs)

| Item | Description | Unit | Quantity (Annual) | Amount (Total QTY) |
|------|--|-------|-------------------|--------------------|
| 5.1 | Inspect all lights and replace faulty/damaged fittings | Visit | 12 | R |



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| | | | | |
|-----|---|-------|----|---|
| 5.2 | Inspect socket outlets, isolators & power points; replace if required | Visit | 12 | R |
| 5.3 | Clean exterior surfaces | Visit | 6 | R |
| 5.4 | Earth leakage tests and replace faulty devices | Visit | 6 | R |
| 5.5 | Clean interior | Visit | 6 | R |
| 5.6 | Check terminations and repair as needed | Visit | 6 | R |
| 5.7 | Test equipment functions and restore any failure | Visit | 6 | R |
| 5.8 | Verify circuit diagrams & labels | Visit | 6 | R |
| 5.9 | Ingress protection check | Visit | 6 | R |
| | Total Inclusive of VAT @ 15% | | | R |

C. WINDYBROW ARTS CENTRE

6. Distribution Boards (5 Boards)

| Item | Description | Unit | Quantity (Annual) | Amount (Total QTY) |
|------|--|-------|-------------------|--------------------|
| 6.1 | Inspect DB equipment and replace any faulty components if needed | Visit | 12 | R |
| 6.2 | Clean exterior surfaces | Visit | 6 | R |
| 6.3 | Check indicator lights/meters and replace if faulty | Visit | 6 | R |
| 6.4 | Clean interior | Visit | 6 | R |
| 6.5 | Check terminations and tighten/replace as needed | Visit | 6 | R |
| 6.6 | Inspect protection systems and replace if required | Visit | 6 | R |
| 6.7 | Test equipment functions and restore faults | Visit | 6 | R |
| 6.8 | Verify circuit diagrams & labels | Visit | 6 | R |
| 6.9 | Check safety compliance labels and replace if missing/damaged | Visit | 6 | R |
| 6.10 | Earth resistance test | Test | 1 | R |
| | Total Inclusive of VAT @ 15% | | | R |

7. Small Power & Lighting (212 Lights, 87 Plugs)

| Item | Description | Unit | Quantity (Annual) | Amount (Total QTY) |
|------|--|-------|-------------------|--------------------|
| 7.1 | Inspect all lights and replace faulty/damaged fittings | Visit | 12 | R |



**REQUEST FOR A QUOTE FOR ELECTRICAL MAINTENANCE CONTRACT /
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| | | | | |
|-----|---|-------|----|---|
| 7.2 | Inspect socket outlets, isolators & power points; replace if required | Visit | 12 | R |
| 7.3 | Clean exterior surfaces | Visit | 6 | R |
| 7.4 | Earth leakage tests and replace faulty devices | Visit | 6 | R |
| 7.5 | Clean interior | Visit | 6 | R |
| 7.6 | Check terminations and repair as needed | Visit | 6 | R |
| 7.7 | Test equipment functions and restore any failure | Visit | 6 | R |
| 7.8 | Verify circuit diagrams & labels | Visit | 6 | R |
| 7.9 | Ingress protection check | Visit | 6 | R |
| | Total Inclusive of VAT @ 15% | | | R |

D. OTHER ITEMS (APPLICABLE TO ALL SITES)

| Item | Description | Unit | Quantity (Annual) | Amount (Total QTY) |
|------|--|-----------|-------------------|--------------------|
| D.1 | Emergency electrical call-outs (estimated) | Call-Out | 24 | R |
| D.2 | Monthly maintenance reports per site | Report | 36 | R |
| D.3 | Labour – Reactive Maintenance (Weekdays) | Hour | Provisional | R |
| D.4 | Labour – Reactive Maintenance (Weekends/After Hours) | Hour | Provisional | R |
| D.5 | Minor materials and consumables | Prov. Sum | 1 | R |
| | Total Inclusive of VAT @ 15% | | | R |

| | |
|--|----------|
| Grand Total (1 + 2 + 3 + 4 + 5 + 6 + 7 + D) Inclusive of VAT @ 15 % | R |
|--|----------|