

SCOPE OF WORK AND TECHNICAL EVALUATION

A Term Service contract – Long Term contract is required. The following tasks will be done as part of the contract:

1. Scope of work/supply

To perform repairs, service, calibration and supply of consumables for the following equipment:

- Cannon Viscometers including Mini AV
- Tannas
- Tanaka
- Tamson Specification of Product or Goods

1.1. Description of instruments:

Cannon CAV 2000 & MiniAV, TANNAS RBOT, TAMSON TC16, TANAKA MPC-102S

- 1.2. Provide service on Cannon, Tannas, Tanaka and Tamson instruments for P&FS Johannesburg Laboratories annually, see list of instruments on table 1 below. Maintenance on these instruments will be done as and when require. The list of instruments described below:

Table 1- List of instruments

Instrument Name			Serial Number	Frequency of service
Cannon	CAV	2200	6029-A1306	3
Viscometer				
Cannon	CAV	2100	7383-A1812	3
Viscometer				
Cannon MiniAV	Viscometer		1097-A4708	3
Tannas	RPVOT	Tester	QOT-286	3
TannasS	RPVOT	Tester	QOT-279	3
Tannas	RPVOT	Tester	QOT-492	3
Tannas	RPVOT	Tester	QOT-493	3
Tanaka	MPC-102S	Pourpoint Tester	47647	3
Tamson	TC16	Copper Corrosion Tester	13T325	3

1.2.1. Requirements:

- Supplier to provide a report after each service/maintenance/repair done in each laboratory.
- Service/maintenance/repair agent must respond to the request within 48hrs of purchase order being issued.
- Calibration certificate must contain minimum information as follows:
 - ✓ Name of the requester,
 - ✓ unique number for the certificate,
 - ✓ address of requester and supplier,
 - ✓ supplier company name,
 - ✓ accreditation number (if accredited),
 - ✓ Serial number of instrument being calibrated,
 - ✓ Summary of status,
 - ✓ Results,
 - ✓ Uncertainty of measurements,

- ✓ Environmental conditions at the time of calibration,
 - ✓ Date calibrated,
 - ✓ Name and signature of the technician calibrated the instrument
- d. Supplier to provide proof that the instrument used to calibrate Zutek equipment is calibrated and calibration is traceable to NIST.
- e. If the supplier is not accredited according to ISO 17025 or any other equivalent standard, the following **documents as per SANAS TR 25 section 3.3 in house calibration must be provided:**

- ✓ A documented and validated calibrated procedure or method;
- ✓ A calibration certificate or report, or some other suitable method of recording the calibration and measurement data;
- ✓ Appropriate educational and training records to demonstrate the competence of the personnel performing the calibration;
- ✓ Copies of certificates and reports to demonstrate traceability to the SI system of units or RMs;
- ✓ All reference standards and measuring instruments shall be calibrated at appropriate intervals, the facility shall have and apply a documented procedure for establishing these calibration intervals.
- ✓ A documented procedure for the estimation of the measurement uncertainty, which shall be applied for at least each type of calibration. The uncertainty of measurement shall be taken into account when making a statement of compliance.
- ✓ Records to demonstrate the assurance of the calibration results i.e., participation in Inter-Laboratory Comparisons or Proficiency Testing;
- ✓ Documented requirements for environmental conditions, and records where applicable; and
- ✓ Evidence of internal audits of all activities that could influence the quality of calibration results.

1.3. Supply of spares and consumables as and when required for a period of three (3) years.

Table 2 List of spares and consumables: Cataloguing

Part #	INSTRUMENT	ADD INFO ON INSTRUMENT	Description	Quantity for a 3yr period
VISCOMETER				
MAINTAIN, EQUIPMENT	VISCOMETER	CANNON CAV 2200 & 2100	MAINTENANCE	3
CALIBRATE	VISCOMETER	CANNON CAV 2200 & 2100	CALIBRATION	6
REPAIR, EQUIPMENT	VISCOMETER	CANNON CAV 2200 & 2100	HEAD GASKET	4
REPAIR, EQUIPMENT	VISCOMETER	CANNON CAV 2200 & 2100	VACUUM PUMP	2
REPAIR, EQUIPMENT	VISCOMETER	CANNON CAV 2200 & 2100	CONNECTOR WIRES	2
REPAIR, EQUIPMENT	VISCOMETER	CANNON CAV 2200 & 2100	TEMPERATURE SENSORS	6
REPAIR, EQUIPMENT	VISCOMETER	CANNON CAV 2200 & 2100	SENSOR CABLE	2

REPAIR, EQUIPMENT	VISCOMETER	CANNON 2200 & 2100	CAV	SENSOR LIGHTS	6
REPAIR, EQUIPMENT	VISCOMETER	CANNON 2200 & 2100	CAV	SOLVENT LINES & AIR LOCKS	6
REPAIR, EQUIPMENT	VISCOMETER	CANNON 2200 & 2100	CAV	CHILLER	6
REPAIR, EQUIPMENT	VISCOMETER	CANNON 2200 & 2100	CAV	DEFECTIVE COPPER LINE	6
REPAIR, EQUIPMENT	VISCOMETER	CANNON 2200 & 2100	CAV	FRICTION RINGS	6
REPAIR, EQUIPMENT	VISCOMETER	CANNON 2200 & 2100	CAV	MAGNETIC SCREW	6
REPAIR, EQUIPMENT	VISCOMETER	CANNON 2200 & 2100	CAV	CHILLER PUMP	6
REPAIR, EQUIPMENT	VISCOMETER	CANNON 2200 & 2100	CAV	BATH	6
REPAIR, EQUIPMENT	VISCOMETER	CANNON 2200 & 2100	CAV	AIR LEAK	6
REPAIR, EQUIPMENT	VISCOMETER	CANNON 2200 & 2100	CAV	Stirrer Motor Complete FOR CIRCULATION PUMP	6
REPAIR, EQUIPMENT	VISCOMETER	CANNON 2200 & 2100	CAV	Vacuum Pump Kit Diaphragm Replacement	6
REPAIR, EQUIPMENT	VISCOMETER	CANNON 2200 & 2100	CAV	Viscometer Tubes	4
REPAIR, EQUIPMENT	VISCOMETER	CANNON 2200 & 2100	CAV	ADHOC	6

RPVOT

MAINTAIN, EQUIPMENT	RPVOT	TANNAS	MAINTENANCE	10
CALIBRATE	RPVOT	TANNAS	CALIBRATION	12
REPAIR, EQUIPMENT	RPVOT	TANNAS	ERROR FLOAT	10
REPAIR, EQUIPMENT	RPVOT	TANNAS	FANS AND COOLING TANK	10
REPAIR, EQUIPMENT	RPVOT	TANNAS	FRICTION BAND AND MAGNET PICK SCREW	10
REPAIR, EQUIPMENT	RPVOT	TANNAS	AIR REGULATOR	10
REPAIR, EQUIPMENT	RPVOT	TANNAS	TEMPERATURE SENSOR	10
REPAIR, EQUIPMENT	RPVOT	TANNAS	LEAKAGES	10
REPAIR, EQUIPMENT	RPVOT	TANNAS	ADHOC	10
TEST, EQUIPMENT	RPVOT	TANNAS	LEAK	10

POUR POINT

MAINTAIN, EQUIPMENT	POUR POINT TESTER	TANAKA MPC102S	MAINTENANCE	3
CALIBRATE	POUR POINT TESTER	TANAKA MPC102S	CALIBRATION	3
REPAIR, EQUIPMENT	POUR POINT TESTER	TANAKA MPC102S	LEAKAGE	3
REPAIR, EQUIPMENT	POUR POINT TESTER	TANAKA MPC102S	SYRINGE	3

REPAIR, EQUIPMENT	POUR POINT TESTER	TANAKA MPC102S	O-RINGS	3
REPAIR, EQUIPMENT	POUR POINT TESTER	TANAKA MPC102S	ADHOC	3
TEST	POUR POINT TESTER	TANAKA MPC102S	LEAK	3

MINI-VISCOMETER

MAINTAIN, EQUIPMENT	MINI- VISCOMETER	CANNON MINI-AV	MAINTENANCE	3
CALIBRATE	MINI- VISCOMETER	CANNON MINI-AV	CALIBRATION	3
REPAIR, EQUIPMENT	MINI- VISCOMETER	CANNON MINI-AV	TEMPERATURE SENSORS	3
REPAIR, EQUIPMENT	MINI- VISCOMETER	CANNON MINI-AV	UPS BATTERY	3
REPAIR, EQUIPMENT	MINI- VISCOMETER	CANNON MINI-AV	O-RINGS	3
REPAIR, EQUIPMENT	MINI- VISCOMETER	CANNON MINI-AV	BEARINGS	3
REPAIR, EQUIPMENT	MINI- VISCOMETER	CANNON MINI-AV	TIMING BELT	3
REPAIR, EQUIPMENT	MINI- VISCOMETER	CANNON MINI-AV	TUBES	3
REPAIR, EQUIPMENT	MINI- VISCOMETER	CANNON MINI-AV	ADHOC	3

COPPER CORROSION TESTER

MAINTAIN, EQUIPMENT	COPPER CORROSION TESTER	TAMSON TC16 PMT	MAINTENANCE	3
CALIBRATE	COPPER CORROSION TESTER	TAMSON TC16 PMT	CALIBRATION	3
REPAIR, EQUIPMENT	COPPER CORROSION TESTER	TAMSON TC16 PMT	TEMPERATURE SENSOR	3
REPAIR, EQUIPMENT	COPPER CORROSION TESTER	TAMSON TC16 PMT	ADHOC	3

STANDARDS

STANDARD	RPVOT	RBOT Ref Material	RBOT Standards	6
STANDARD		Cannon Standards	Viscosity Standards N4 500ML	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - N10	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - N35	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - N100	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - N1000	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - N2	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - N75	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - N350	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - N2500	3

STANDARD		Cannon Standards	Viscosity Standards 500ML - N140	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - N44	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - N750	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - S6	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - S200	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - S20	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - S600	3
STANDARD		Cannon Standards	Viscosity Standards 500ML - S60	3
STANDARD	POUR POINT TESTER	Pour Point Standards	Pour Point Standards - PARAGON - CRMU- PPLU - 250ML	4
STANDARD	POUR POINT TESTER	Pour Point Standards	Pour Point Standards - PARAGON - CRMU- PPLU1 - 250ML	4
STANDARD		Flashpoint Standards	Flashpoint Standards - FPRM16 - 250ML	4
STANDARD		Flashpoint Standards	Flashpoint Standards - FPRM4D - 250ML	4
STANDARD		Flashpoint Standards	Flashpoint Standards - FPRM14 - 250ML	4

CONSUMABLES

			RBOT Beakers	16
			CAV Vials (144 pack)	5
			Pour Point Vials	10
			QMR RPVOT REFERENCE OIL 2.5L	3
			O-Ring SET	1
			RPVOT Copper Catalyst Wire Coil Pack (24 pack)	25

GENERAL ITEMS

			Certificate	
			Travel time	
			Travel rate p/km	
			Labour rate p/hour	
			Delivery charge	

1.3.1 Requirements:

- Spares/consumables must be for Cannon, Tanaka, Tamson and Tannas brand of equipments.

1.4. Other requirements

1.4.1. Supplier to include in the quotation:

- ✓ Labour rate per hour (certified technician)
- ✓ Travel rate per km
- ✓ Travel time per hour
- ✓ Delivery charge

1.5. Instrument service/calibration/repairs/spares and consumables to be delivered to the following address:

P&FS laboratory (Rosherville)
 Eskom Research & Innovation Centre
 Oil lab - Block B - Reception
 Lower Germiston Road
 Rosherville
 2022
 Contact person: 011 629 5715/5669

1.6. Requirements:

- Supplier must be able to provide service to P&FS Johannesburg Laboratories.
- Service/repair agent must respond to the request within 48hrs.

2. Technical Evaluation

Technical Criteria	Description	Proof	Score allocation (%)	Total Score (%)
Availability of Spares and consumables	Supplier to provide all the spares/consumables as per the scope of work in table 1.	Quotation	10	10
Competency	Supplier to prove that they can service and repair: Cannon, Tamson, Tannas and Tanaka instruments.	CV and basic advanced service training certificates on Cannon, Tamson, Tannas and Tanaka instruments.	20	20
On-site service and repairs	Supplier must be able to perform service and repairs on P&FS Johannesburg laboratory site	Confirm commitment on company letterhead	15	15
Turnaround time	The supplier must respond to request for repairs within 48 hours of receiving the purchase order number.	Confirm commitment on company letterhead	10	10
Experience	Relevant experience of not less than three (3) years on working on Cannon, Tamson, Tannas and Tanaka instruments.	Submit three (3) letter/s of reference from customer/s where related services were rendered.	20	20
		Submit two (2) letter/s of reference from	10	

		customer/s where related services were rendered.		
OEM	OEM supplier 10pts Not an OEM - 5pts – Must provide letter from OEM that they will support your tender	Indicate in a letterhead that supplier is an OEM	15	15
		Submit a letter from OEM that they will support tenderer with sale of spares and consumables.	10	
Base criteria on Standards certificate and example	Must provide examples of certificates of analysis for standards provided.	Submit example of Certificates of analysis		10
Total				100%

Threshold 75%

3. SHEQ Criteria

SHEQ evaluation criteria	Submitted (Yes/No)
• Baseline SHE risk assessment	
• Signed 37(2) agreement	
• Acknowledgement of Eskom's rules and requirements	
• Valid letter of good standing	
• SHE policy	

