



REQUEST FOR QUOTATION (RFQ) FOR SERVICING OF AIR CONDITIONING AT THE NHBRC BUILDING IN SUNNINGHILL.

1. INTRODUCTION

- 1.1 The National Home Builders Registration Council (NHBRC) wishes to appoint the service provider for a period of six (6) months to do servicing, supply and install air condition.
- 1.2 The NHBRC building is a five-storey building (**4664m²**).
- 1.3 Proof thereof, a valid copy of registration with SAQCC Gas or SARACCA, must be attached.
- 1.4 The service provider must submit a copy HVAC trade certificates accredited by Quality Council for Trade and Occupations (QCTO).

2. SCOPE OF WORK

The successful service provider shall be responsible for the provision of Heating, Ventilation, and Air Conditioning (HVAC) services, including repairs, maintenance, and the limited supply of associated components as required, in accordance with commercial best practices.

The service provider will be expected to:

- 2.1 Provide scheduled, unscheduled, and emergency HVAC services, including repairs and installations, across all areas of the NHBRC, subject to agreed access times.
- 2.2 Deliver HVAC services which include, but are not limited to, the above.
- 2.3 Supply HVAC units of any model.
- 2.4 Perform maintenance, supply, and installation of new HVAC systems as needed.
- 2.5 Repair and service refrigerators.
- 2.6 If materials or services not listed in this scope are required, the NHBRC will request a written quotation from the service provider for the provision of such additional services.
- 2.7 Ensure all HVAC repairs and services are performed following safe working practices.
- 2.8 Ensure all equipment and materials comply with the relevant SABS specifications and codes of practice.
- 2.9 Display appropriate safety signage to warn employees of ongoing HVAC work.



Council: Ms Noxolo Kiviet (Chairperson) / Prof Mandlakhe Radebe (Deputy Chairperson) / Mr Songezo Boli (Chief Executive Officer) / Ms Renaire Huntley / Ms Siphindile Memela / Ms Lucia Ngcobo / Ms Mandy Jayakody / Mr Kganki Matabane / Ms Nontuthuko Chiluvane / Mr Donavon Goliath / Ms Neo Muhlwa (Company Secretary)

www.nhbrc.org.za

3. RESPONSE TO CALL OUTS

3.1 The NHBRC operates 24/7, with normal office hours from 08:00 to 16:30. Therefore, the contractor will be required to respond to any work call-out from the NHBRC within 24 hours. For emergency repairs, the contractor shall ensure that appropriate personnel are available at any time—day or night—seven (7) days a week, including all statutory holidays, throughout the contract period. The response time to emergency call-outs must be within two (2) hours from the time of notification. The service provider must confirm receipt of the call.

3.2 The response must comply with the following:

Types of Calls	Response Time	Repair Time
1. Emergency Call	1. Hours	10 Hours
1. Adhoc Maintenance	4 Hours	24 ours

4. PRICING INSTRUCTION

4.1 All Heating, Ventilation, and Air Conditioning (HVAC) work must be preceded by a submitted quotation. No work shall be carried out without prior approval of the quotation.

4.2 Equipment, spares, and materials will be charged at cost plus a 15% markup.

Section A	Labour	Unit Rate	QTY	Normal Hours Rate	After Hours Rate	Holiday Hour Rate	Total
1.1	Technician Supervisor	Hour	1	R	R	R	R
1.2	Technician	Hour	1	R	R	R	R
1.3	Technician Assistant	Hour	1	R	R	R	R
1.5	Call out fee	N/A	N/A	N/A	N/A	N/A	R
TOTAL (VAT INCLUSIVE)							R

Developed by: Andile Nyubatya

Verified by: Fanele Majozi

Approved by Joshua Hadebe

Signature

Date.....

25/06/25