



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



Tel : +27 47 401 6400  
Fax : +27 47 401 6431  
Email: [Info@kinghintsacollege.edu.za](mailto:Info@kinghintsacollege.edu.za)

## 1. REQUEST FOR QUOTATION

**RFQ Name:** PARTITIONING AND RENOVATIONS TO THE MALES  
RESIDENCE AT TEKO CAMPUS

**RFQ Number:** KHC/RFQ/49/2025

**Specification Enquires:** Mr. S. Tyingwa

**Contact Details:** 047 401 6400/6407

**Email address:** [styingwa@khc.edu.za](mailto:styingwa@khc.edu.za)

**SCM Enquiries:** Ms N. Maseme

**Contact No:** 047 401 6400/6437

**Email address:** [nmaseme@khc.edu.za](mailto:nmaseme@khc.edu.za)

### **Compulsory briefing session:**

**Date:** 01 December 2025

**Venue:** Teko campus

**Time:** 10:00 am (Gates will be closed strictly at 10:15am and no service provider will be allowed to into the premises)



## SECTION A

### GENERAL RFQ TERMS AND CONDITIONS

#### 1. NOTICE AND INVITATION TO SUBMIT QUOTATIONS

King Hintsa TVET College invites quotations for the RFQ NO: KHC/RFQ/49/2025 – **PARTITIONING AND RENOVATIONS TO THE MALES RESIDENTS AT TEKO CAMPUS.**

Only service providers who are already registered in terms of the Construction Industry Development Regulations in CIDB grading designation Level 2 are eligible to submit quotations.

#### 2. COMPULSORY BRIEFING AND SITE INSPECTION

A compulsory clarification meeting will take place at **King Hintsa TVET College, Teko campus, Tracor farms, Centane Road, 4960 at 10:00am.**

The tenderer shall inspect and examine the Site and its surroundings and shall satisfy themselves before submitting their quotation.

Attendance of the site inspection is **compulsory**, and a service provider will be disqualified if the site inspection is not attended by a representative of the tenderer.

#### **Supply Chain enquiries**

Should you require any further information in this regard, please do not hesitate to contact:

Tel number: 047 401 6400  
Email: [nmaseme@khc.edu.za](mailto:nmaseme@khc.edu.za)



## SECTION B

### 2.COMPLIANCE DOCUMENTATION

#### 2.1 PRE-QUALIFICATION/MANDATORY DOCUMENTATION:

- Original SARS Valid Tax Clearance Certificate or tax pin
- Certified copy of Business Registration Document (CIPC)
- Proof of valid Shareholder Certificate.
- Proof of registration with Central Supplier Database as per Treasury Regulations
- Completed SUPPLIER declaration forms i.e. SBD 4 (Obtainable from the College Website)
- Proof of valid registration with CIDB grade 2GB
- Valid COID certificate issued by Department of labour
- Submit an original briefing session certificate of attendance

#### 2.2 OTHER REQUIREMENTS

- Company profile with proof of relevant experience and contactable references.
- Fully Completed and signed Preference Points Claim SBD 6.1 Preferential points claim form in terms of Preferential Procurement Regulations 2022 and submission of applicable documents outlined on Specific goals document. **(Obtainable from the College website)**
- Certified ID copies of owners/shareholders. The certification should not be older than 6 months.
- All proposal submissions are to be clearly subject referenced with the **RFQ number and RFQ Description.**
- Proposals submitted must be signed by a person or persons duly authorised.
- Quotations must be stamped and signed by the service provider.



## FUNCTIONALITY

### Technical evaluation criteria (Phase 2)

Evaluation criteria	Documentation to be provided	Points allocation (Weight)	Maximum Points allocated
<p><b><u>I. Company Experience</u></b></p> <p>Company Experience in the construction/ refurbishment projects related building partitions, or construction/refurbishment of office buildings, or such similar projects.</p>	<p><b>Portfolio of evidence should be provided as (Purchase Orders or Appointment Letters) and (Completion certificates or Letters of Completion or Reference letters) for previous projects in the construction/refurbishment works related to building partitions, or construction/refurbishment of office buildings, or such similar projects; For JVs, the lead partner to provide proof of experience.</b></p> <p>Only signed Purchase Orders or Appointment Letters and Completion Certificates or Reference Letters on the letterheads of the previous client or employer with a clear description of works, contract value, contact person, and contact details of the contact person (day telephone number and company email address) will be accepted</p>	<ul style="list-style-type: none"> <li>• Four and above completed projects = <b>40 points</b></li> <li>• Three completed projects = <b>30 points</b></li> <li>• Two complete projects = <b>20 points</b></li> <li>• One completed project = <b>10 points</b></li> <li>• No submission of completed projects = <b>0 points</b></li> </ul>	<p><b>40</b></p>

<p><b><u>2. Methodology and Project Understanding</u></b></p> <p>Detailed Comprehensive Methodology that demonstrates Project Understanding which comprises of the following 3 components:</p> <p><b>1) Shows detailed explanation of how the works will be carried out.</b></p> <p><b>2) Indicating tools and resources to be used for the entire project life cycle.</b></p> <p><b>3) Quality Control Plan</b></p>	<p>All bidders to submit detailed methodology covering the project objectives, scope of work and deliverables and shows detailed explanation of how the works will be carried out, indicating tools and resources to be used for the entire project life cycle. Relevance and suitability of tools and processes to ensure quality control and assurance in all phases of the project.</p>	<p>Service provider has submitted a detailed Method Statement Inclusive of all 3 components = <b>30 points</b></p> <p>Service Provider has submitted a detailed Method Statement Inclusive of 2 components = <b>20 points</b></p> <p>Service Provider has submitted the Method Statement Inclusive of only 1 component = <b>10 points</b></p> <p>Non- submission = <b>0 points</b></p>	<p><b>30</b></p>
<p><b><u>3.</u></b></p> <p>Relevant years' Experience of Key Project Members The key project team with relevant years Expertise. The Portfolio of evidence (CV and Qualifications) should be provided for each member indicating the years and the type of projects involved in. This does not limit bidders from providing all the necessary project members NB: All experiences shall be calculated post-attainment of the qualifications/Trade Test certificate</p>	<p>A portfolio of evidence should be provided indicating number of years' experience on projects of similar nature as the required. The name of the project involved must be indicated and the key project designation indicated. The bidder must clearly indicate in the submitted CV's the overall experience of the key project managers.</p> <p><b>Team Leader / Contractor Manager: Required Qualification &amp; CV: CV and Civil Engineering/ Construction Management/ Quantity Survey Qualification</b></p> <p><b>Health and safety Officer Required Qualification &amp; CV: CV and H&amp;S training certificate</b></p>	<p>5 years and above experience = <b>8 points</b> Less than 3 years' experience = <b>5 points</b> Less than 2 years' experience = <b>2 points</b> No experience = <b>0 points</b></p> <p>5 years and above experience = <b>8 points</b> Less than 3 years' experience = <b>5 points</b> Less than 2 years' experience = <b>2 points</b> No experience = <b>0 points</b></p> <p><b>TOTAL POINTS</b></p>	<p><b>30</b></p> <p><b>100</b></p>

NB: Proposals with functionality / technical points of less than overall percentage of 70% will be eliminated from further evaluation on Price and Preference Points Evaluation.



## **Pricing Schedule**

- Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered in cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- The offer must be valid for a minimum of 90 days from the closing date of the RFQ.
- Descriptions in the Bill of Quantities are abbreviated and may differ from those in the Standardized and Project Specifications. No consideration will be given to any claim by the Contractor submitted on such a basis.
- The amounts and rates to be inserted in the Bill of Quantities shall be the full inclusive amounts to the College for the work described under the several items. Such amounts shall cover all the direct and indirect costs and expenses that may be required in and for the construction of the work described, and shall cover the costs of all general risks, profits, taxes (but excluding value-added tax), liabilities and obligations set forth or implied in the documents on which the Tender is based.
- The quantities set out in the schedule of quantities are only approximate quantities. The quantities of work finally accepted and certified for payment, and not the quantities given in the schedule of quantities, will be used to determine payments to the contractor.
- Mistakes made by the Tenderer in completion of the Pricing Schedule shall not be erased or covered with correcting fluid. A line shall be drawn through the incorrect entry and the correct entry shall be written above the deletion and initiated the Tenderer. Failure to observe this Condition may lead to the Tender being disqualified.
- Bidders are required to complete the pricing schedule in full. Failure to complete the pricing in full will result in disqualification. The following will be accepted to be a fully completed pricing schedule (Bidders should indicate accurately):
  - a. price is written/typed in Ink. No pencil or tippex will be accepted. Please note that where bidders opt to type in the prices, the original bid document will be accepted by College. The document is not to be retyped and no additional pricing schedule in the bidder's format will be accepted. In the event that there are two pricing schedules submitted by the bidder, the original issued document from the College will prevail.
  - b. No charge = N/C
  - c. Included = Incl
  - d. Not applicable = N/A
  - e. Strike through will be accepted as no offer
  - f. R0 will be accepted as no charge.
  - g. If pricing is left blank, it will be accepted to be an incomplete pricing schedule.

Failure to complete the pricing in full will result in disqualification. The College reserves the right to accept any bid or part thereof, to award the bid to more than one bidder and does not bind itself to accept the lowest or any bid and not to consider any bid not suitably endorsed or comprehensively completed. Pricing must provide direct and indirect fees including transport and labour.



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**FORM OF OFFER**

**RFQ Number: KHC/RFQ/49/2025**

**Bid Name: PARTITIONING AND RENOVATIONS TO THE BOYS RESIDENTS AT TEKO CAMPUS**

**TOTAL RFQ VALUE IN RANDS INCLUDING VAT (TRANSFERRED FROM THE BOQ)**

**R.....**

**Amount in words:**

.....  
.....

**Name of bidder: .....**

**Signature of bidder: .....**

**Date: .....**

**NB:**

**This contract shall not be subject to Contract Price Adjustments, foreign fluctuations, etc and all rates and prices shall remain FIXED, final and binding for the full duration of this contract**

**Pricing to be valid for a period of 90 days.**



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### **Submissions**

**ALL COMPLETED RFQ DOCUMENTS, ACCOMPANIED BY ALL MANDATORY/ AND OTHER /REQUIREMENTS AS SET OUT HEREIN MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT:**

King Hintsa TVET College,  
Administration Centre,  
218 Mthatha Road,  
**Butterworth**  
4960

Sealed envelopes must be deposited during office hours between Monday to Thursday from 08:00-16:30 on Fridays at 08:00 am-14:00 pm in the Tender Depositing Box situated at the Reception of Administration Centre, 218 Mthatha Road, Butterworth, 4960

**NO FAXED, POSTED OR E-MAILED AND LATE RFQ WILL BE ACCEPTED. RFQ'S SENT BY COURIER, MUST BE DEPOSITED IN THE TENDER BOX AND NOT LEFT WITH THE RECEPTIONIST.**

**Closing date: 11 December 2025**

**Time: 14:00 pm**

Written enquiries: [nmaseme@khc.edu.za](mailto:nmaseme@khc.edu.za)





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## BILL OF QUANTITIES (BOQ)

Description	Unit	Qty	Rate	Total
Construct half-brick (110mm) wall partition using standard cement bricks, including mortar joints and proper alignment (build in stretcher bond)	m <sup>2</sup>	220		
Provide steel anchors or wall ties at wall junctions for stability	Item	1		
Apply internal cement plaster to new partition walls, both sides, finished smooth	m <sup>2</sup>	440		
Apply two coats of approved PVA paint to both sides of the plastered wall, including primer	m <sup>2</sup>	440		
Prepare and paint external plastered walls using a three-coat high-quality exterior paint system, including washing down, filling cracks, sealing, priming, and applying two finishing coats	m <sup>2</sup>	351		
Clean, prepare, and paint metal roof sheeting with a three-coat roof paint system, including removal of moss/debris, high-pressure cleaning, rust treatment, primer, and roof coating	m <sup>2</sup>	280.80		
Prepare existing concrete surface by removing old finish, cleaning, and leveling	m <sup>2</sup>	280.80		
Supply and lay matte glazed porcelain tiles (600mm x 600mm or similar approved), including approved adhesive and grout	m <sup>2</sup>	280.80		

Supply and install ceramic tile skirting (100mm high) using matching tiles and adhesive	m	309,6		
Clean completed floor tiling and remove excess grout and adhesive	item	1		
Supply and install new hollow-core door with timber frame, complete with hinges, handles, and 3 lever door locksets	No.	18		
Pre-Cast Concrete lintels 70 x 110mm, 1.2 m long	No.	18		
Supply and install new exterior meranti doors with timber frame, complete with handles, and 3 lever door locksets	No.	9		
Paint door and frame with undercoat and two coats of enamel paint	m <sup>2</sup>	103		
70mm Coved gypsum cornice or similar approved, fixed to wall and ceiling with cornice adhesive, jointing, and preparation for decoration.	m	171		
Prepare and apply three-coat paint system (PVA) to ceilings, including cleaning, sanding, stopping, priming, and applying two finishing coats	m <sup>2</sup>	360		
Provide and install purpose-made built-in cupboards, melamine finish, including all panels, hinges, shelves, backing boards, handles, and ironmongery; 4-door configuration per room (2 doors per student), standard 600mm depth, including all cutting, fitting, and fixing to walls complete.	No.	9		
Prepare steel window frames (size 1.5m x 1.2m) including sanding, wire brushing, rust treatment, cleaning down with appropriate solvents	No.	36		

Apply three-coat anti-rust enamel paint system to prepared steel window frames, including primer and two finishing coats	No.	36		
Carefully remove existing curtain rails and dispose of as instructed	No.	36		
Supply and install new 1.6m curtain rails, including brackets, end-stops, and fixings.	No.	36		
Prepare and paint existing external door burglar bars with three-coat enamel paint system, including cleaning, sanding, corrosion treatment, priming, and finish coats	No.	9		
Break out loose or damaged screed; prepare existing substrate; apply bonding liquid; supply and lay new screed to match existing levels and falls, finished smooth to receive finish.	m <sup>2</sup>	52		
Relocate existing light fitting and switch to suit new room layout	Item	1		
Supply and install one new light switch and ceiling-mounted light fitting	Item	1		
Cleaning of site and removal of all debris upon completion	Item	1		
Allow for compliance with Occupational Health and Safety Act (OHSA) requirements	Item	1		
<b>Subtotal</b>				
<b>Add VAT (15%)</b>				
<b>Total Incl of VAT</b>				