



1. REQUEST FOR QUOTATION

RFQ Name: Renovations to Carpentry workshop at Teko campus

RFQ Number: KHC/RFQ/08/2026

Specification Enquires: Mr. S. Tyingwa

Contact Details: 047 401 6400/6407

Email address: styingwa@khc.edu.za

SCM Enquiries: Ms N. Maseme

Contact No: 047 401 6400/6437

Email address: nmaseme@khc.edu.za

Compulsory briefing session:

Date: 30 March 2026

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/08/2026 – **RENOVATIONS TO carpentry workshop 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

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/ Valid proof of ownership of other type of entities
- 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 or higher
- Letter of Good Standing issued by the Department of Labour in respect to the Compensation for Occupational Injuries and Diseases Act 130 of 1993 (as amended. (COIDA)
- Briefing session certificate of attendance
- Bidders who are not registered with CIDB should source from registered companies and provide a signed proof of the agreement with the registered company and further submit the certified copy of CIDB grade 2GB or higher of that company.
- Service providers can submit one of the following as proof of the above bullet: A signed subcontracting agreement;
 - A signed letter of intent;
 - A partnership agreement;
 - A CIDB grade 2GB of the company in agreement;

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.
- In case of a **JV** for all the above Mandatory documents requested, partners **MUST** submit individually.

FUNCTIONALITY

Technical evaluation criteria (Phase 2)

Evaluation criteria	Documentation to be provided	Points allocation (Weight)	Maximum Points allocated
<p><u>1. Company Experience</u></p> <p>Company Experience in the construction/ refurbishment projects related building partitions, or construction/refurbishment of office buildings, or such similar projects.</p>	<p>Attach reference letters from clients with contactable references and contact details.</p> <p>NB: The College may contact the references provided. Please note that if references are unreachable or do not respond, the associated points cannot be allocated.</p>	<ul style="list-style-type: none"> • Four and above completed projects = 40 points. • Three completed projects= 30 points. • Two complete projects = 20 points. • One completed project = 10 points. • No submission of completed projects = 0 points 	<p>40</p>
<p><u>2. Methodology and Project Understanding</u></p> <p>Detailed Comprehensive Methodology that demonstrates Project Understanding which comprises of the following 3 components:</p> <p>1) Shows detailed explanation of how the works will be carried out.</p> <p>2) Indicating tools and resources to be used for the entire project life cycle.</p> <p>3) Quality Control Plan</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 = 30 points</p> <p>Service Provider has submitted a detailed Method Statement Inclusive of 2 components = 20 points</p> <p>Service Provider has submitted the Method Statement inclusive of only 1 component = 10 points</p> <p>Non- submission = 0 points</p>	<p>30</p>

<p>3. Technical expertise</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>Team Leader / Contractor Manager: Required Qualification & CV: CV and Civil Engineering/ Construction Management/ Quantity Survey Qualification</p> <p>Health and safety Officer Required Qualification & CV: CV and H&S training certificate</p>	<p>5 years and above experience = 15 points Less than 3 years' experience = 10 points Less than 2 years' experience = 05 points No experience = 0 points</p> <p>5 years and above experience = 15 points Less than 3 years' experience = 10 points Less than 2 years' experience = 05 points No experience = 0 points</p> <p>TOTAL POINTS</p>	<p>30</p> <p>100</p>
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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.

FORM OF OFFER

RFQ Number: KHC/RFQ/08/2026

Bid Name: Renovations to carpentry workshop at Teko Campus

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

R.....

Amount in words:

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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.

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: 13 April 2026

Time: 11:00 am

Written enquiries: nmaseme@khc.edu.za

Telephonic enquiries: 047 401 6400/6437



TEKO CARPENTRY WORKSHOP RENOVATIONS

TENDER BILL OF QUANTITIES

<i>Item</i>	<i>Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>Rate</i>	<i>Total</i>
PRELIMINARIES AND GENERAL					
1	Contractor's site establishment, supervision, temporary facilities, services and demobilisation.	Item	1		R
2	Health & Safety compliance including OHS file, PPE, signage and safety measures.	Item	1		R
3	Allow for insurances, bonds and statutory compliance.	Item	1		R
4	Temporary work, protection of existing structures and cleaning of site.	Item	1		R
EARTHWORKS					
5	Clear site and remove 200mm topsoil around workshop including parking, sides and rear areas.	m ²	250		R
6	Excavation behind workshop not exceeding 1.5m deep including grading to 1:12 slope.	m ³	140		R
7	Preparation of platform using G5 material for paved parking area.	m ²	320		R
PAVING					
8	Concrete paving to parking area including bedding layer and compaction.	m ²	260		R
9	Concrete paving to walkway/apron around workshop.	m ²	69		R

BRICKWORK					
10	Brickwork: 1 brick wall in stretcher bond to form office, storeroom and changing room.	m ²	11.8		R
11	Brickwork: 2 brick walls separating rooms.	m ²	9		R
12	Remove existing double door and close opening with brickwork, plaster both sides and prepare for painting finish.	No.	1		R
13	Break through existing masonry wall to form opening for aluminum sliding window and make good reveals.	No.	1		R
DOORS AND WINDOWS					
14	Remove and replace hardwood meranti 3 double doors and 1 single door including ironmongery.	Item	1		R
15	Supply and install aluminium sliding window complete.	No.	1		R
16	Make good existing door frames.	No.	4		R
17	Replace damaged door frames.	No.	2		R
18	Replace 3mm clear glass windowpanes.	m ²	13.36		R
CEILINGS					
19	38x38 timber branderling and Nutec ceiling boards including cover strips.	m ²	24		R
20	Cornices to ceilings.	m	40		R
21	Form gypsum board bulkhead on galvanised steel framing including provision for light fittings, recessed features and cornices, complete with jointing, skimming and preparation for paint finish.	m ²	24		R
Built-in Fittings					

22	Supply and install STEEL double door storage cabinets.	No.	3		
23	Supply and install wall-mounted shelving.	m	4		
PLASTERING					
24	Plaster to both sides of new brick walls.	m ²	28		R
FLOOR FINISHES					
25	Prepare surfaces and apply epoxy floor paint.	m ²	112		R
26	Workshop floor remarking to Carpentry standard.	m	358		R
ELECTRICAL WORKS					
27	Supply and install new light fittings including wiring and connections (Provisional).	Item	1		R
PAINTWORK					
28	Prepare and paint new internal walls (primer + two coats).	m ²	280		R
29	Prepare and paint internal and external building surfaces.	m ²	284		R
30	Prepare and paint roof sheeting.	m ²	252		R
ROOF AND RAINWATER GOODS					
31	Remove and reinstall clear roof sheets.	No.	26		R
32	Remove and reinstall box gutter (100x75).	m	72		R
33	Remove and reinstall downpipe boxes.	No.	8		R
34	Supply and install swan necks and toes to rainwater system.	No.	8		R
PRICING SUMMARY					

Sub-Total Construction Works	
Preliminaries & General (P&G)	
Contingencies (10%)	
Subtotal Before VAT	
VAT (15%)	
TOTAL TENDER AMOUNT	