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Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: PROFESSIONALLY REGISTERED ARCHITECTS

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to weziwe@bccollege.co.za; cc: zimkhitha@bccollege.co.za

Kindly submit the following **REQUIRED** documents when responding to the RFQ

- Signed quotation (quotations not signed will be eliminated)
- Declaration forms (SBD 4, 8 and 9)
- Certified BEE certificate (0 points will be awarded for BEE certificates that are not certified)
- Tax Clearance Certificate
- CSD report
- Bank Confirmation Letter (not older than 3 months)

Closing Date: 28 February 2022 at 11h00 am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

Enquiries: Ms Weziwe Gwabavu / Zimkhitha Jikwana

043 704 9241



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**BUFFALO CITY
TVET COLLEGE**

To : Whom it may concern
From : Buffalo City TVET College
Subject : Request for price quotation
Date : 20/01/2022

Background information:

Buffalo City TVET College invites Professionally Registered (PR) Architects to submit quotations for Architectural services to develop, design, provide drawings, and outline specifications for paraplegic facilities at Buffalo City TVET College (St Marks Campus, East London Campus and John Knox Bokhwe Campus).

Scope of works

To provide services of a registered professional Architect that will provide architectural services for the project which are from Stage 1 to Stage 6.

1. The quotations are to cover from stage 1 - 6.

Service providers are requested to submit their quotations in sealed envelopes to the Procurement department with the following attachments:

- Certified BEE
- Valid Tax Clearance
- SBD4, 8 & 9
- Proof of Professional registration with council SACAP Registration.

Kind regards



N. Ngxekana
Assistant Director: Infrastructure

Z Chola


Deputy Principal: Corporate Services

Date: 24/01/2022

S Siwisa



Assistant Director: Supply Chain Management

ADMIN CENTRE
Corner Lukin Road & King Street
Private Bag X9016
East London, 5201
Tel: (043) 704 9201
Fax: (043) 743 4254
Email: ceo@bccollege.co.za

COLLEGE CAMPUSES

EAST LONDON
Lukin Road, East London
Tel: (043) 722 5453
Tel: (043) 704 9218 Full-Time
Tel: (043) 704 9256 Part-Time
Fax: (043) 743 0116
Email: information@bccollege.co.za

JOHN KNOX BOKWE
Mfaxe Street
Mdantsane
East London
Tel: 043 761 1792
Fax: 043 761 4803
Email: jkadmin@bccollege.co.za

ST MARKS
St Marks Road
East London
Tel: 043 743 6554
Fax: 043 743 9650
Email: training@bccollege.co.za

www.bccollege.co.za



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BUFFALO CITY
TERTIARY COLLEGE

Annexure A - SCOPE OF SERVICE AND FEE SPLIT FOR PROFESSIONAL SERVICE PROVIDER					
STAGE OF DEVELOPMENT	NAME OF STAGE	PERCENTAGE OF TOTAL FEES	SCOPE OF SERVICES: ARCHITECTURAL SERVICES	DELIVERABLES	PORTION OF TOTAL FEES PAYABLE
STAGE 1	Inception	10%	<ul style="list-style-type: none"> Assisting in developing a clear project brief. Attending project initiation meetings Defining the Architect scope of work and services required. Conducting the terms of the client/Architect professional services agreement with the client. Advising on economic factors affecting the project. Advising on appropriate drawing design. Providing necessary information within 	<ul style="list-style-type: none"> Reviewed project implementation Plan Reviewed Assessment Report Record of Technical Team Meetings Consultant's report. Record of Technical Team Meetings. 	10%



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STAGE 2	Concept and Viability (BOQ, Specifications and Cost Estimates)	20%	the agreed scope of works of the project. <ul style="list-style-type: none">Signed client/Architect professional services agreement	20%	
STAGE 3	Design Documentation Stage	20%	<ul style="list-style-type: none">Attend design and consultant's meetingsReviewing and evaluating design concepts and advising on viability.Assisting space allocation against the initial brief.Liaising, co-operating and providing necessary information to the client and other.Incorporate client's and Authorities' detailed requirements into design.	20%	<ul style="list-style-type: none">Design development drawings.Outline Specifications.



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STAGE 4	Documentation and Procurement Stage.	20%	<ul style="list-style-type: none">• Incorporate other consultant's designs and requirements into design the design.• Prepare design development drawings including draft technical details and specifications.• Review and evaluate design and outline specification and exercise cost control.• Liaise, co-operate and provide necessary information to other consultants.• Attend design and consultant's meetings.• Attend design and consultants meeting.	<ul style="list-style-type: none">• Specifications• Services Co-ordination.	20%
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			<ul style="list-style-type: none">• Review designs, drawings and schedules for compliance with approved budget.• Liaise, co-operate and provide necessary information to other consultant.• Assess samples and products for compliance and design intent.	<ul style="list-style-type: none">• Working drawings.	
Stage 5	Construction Documentation	20%	<ul style="list-style-type: none">• Establishing the construction documentation issue process• Agreeing and monitoring issue and distribution of construction drawings.• Attending progress meeting and Technical meetings.	<ul style="list-style-type: none">• Record of Meetings.• Approved Construction drawings.	20% %



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Stage 6	Close out report	10%	<ul style="list-style-type: none">• Co-ordinating and monitoring rectification of defects• Managing procurements and operations and maintenance manuals, guarantee and warranties• Managing preparation of as-built drawings and documentation.• Project close out report	10%	<ul style="list-style-type: none">• As-built drawings• Project Close-out Report• Record of necessary meetings	
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PROFESSIONAL FINANCIAL PROPOSAL (PROFESSIONAL FEE STRUCTURE)

1.1 : Calculated Tender Fees

ANNEXURE B	
ARCHITECTURAL SERVICES SACAP Registration	
Item A. Estimated Construction Costs Of BCTVET Campuses (Full estimate incl Vat)	R 10 000 000
Base fee (Rands)	
Discount Offered (%)	
Discount Fee (Rands)	
Carried to Summary Schedule:	
Total Fee Percentage Converted to Amount (carry forward to summary)	
Activities per stage	Fee percentage weighting
Stage 1	10%
Stage 2	20%
Stage 3	20 %
Stage 4	20%
Stage 5	20%
Stage 6	10 %
	Calculated Tendered Fees/ Stage

1.2 -- Disbursements

Annexure C			
Activity	Unit	Quantity	Rate
Travelling (vehicle only)	KM	2000	R
			Amount
			R



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Travel Time (Proven cost)	HRS	45	R	R
Printing, Typing, Binding & Drawings	SUM	6	R	R
Total Disbursement Amount				R
				Schedule 1.2 – Carry Forward to FINAL OFFER

Summary:

SUMMARY – TOTALS FOR 1.1, FOR FEES & 1.2 DISBURSEMENT – FINAL OFFER	
From Schedules A1 – Total Amount for fees	R
From Schedule A2 – Total Amount for Disbursements	R
Total Consultancy Services Amount Offered (including VAT)	R

Notes

- a) All deliverables but not limited to these listed will be treated as disbursement at a proven cost by BCTVET
- b) All disbursement will be paid as per the National Department of Roads, Public Work's Gazetted Rates and Treasury