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REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY**  
**TVET COLLEGE**

## **REQUEST FOR QUOTATION: ARCHITECTURAL SERVICES**

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

**N.B .Compulsory site briefing will be held on 10 March 2022 @ Corner Lukin Road Selborn (Admin Centre Boardroom)**

**Closing Date: 16 March 2022 at 12h00 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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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"> <li>Assisting in developing a clear project brief.</li> <li>Attending project initiation meetings</li> <li>Defining the Architect scope of work and services required.</li> <li>Conducting the terms of the client/Architect professional services agreement with the client.</li> <li>Advising on economic factors affecting the project.</li> <li>Advising on appropriate drawing design.</li> <li>Providing necessary information within</li> </ul>	<ul style="list-style-type: none"> <li>Reviewed project implementation Plan</li> <li>Reviewed Assessment Report</li> <li>Record of Technical Team Meetings</li> <li>Consultant's report.</li> <li>Record of Technical Team Meetings.</li> </ul>	10%



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



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





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

Service providers are requested to price with the following value range: (R10 00 000 excl vat) for Evaluation purposes.

**Proposed Price Quotations for the Following sites (East London Campus, St Marks Campus, and John Knox Bokwe Campus)**

Specification and Functionalities Requirements	Proportion of fee	Total Amount ( VAT Excl)
Stage 1 : Inception	10%	
Stage 2 : Concept and Viability	20%	
Stage 3 : Design Development	20%	
Stage 4 : Documentation and Procurement	20%	
Stage 5 : Contract Administration Inspection	20%	
Stage 6 : Close-out	10%	
Total	100%	

**Schedule A2 -- Disbursements**

No	Activity	Unit	Quantity	Rate	Amount
1	Travelling (OH&S Agent) (Vehicle only)	KM	1500	R	R
2	Travel Time (OH&S Agent)(Proven cost)	HRS	60	R	R
3	Printing, Typing, Binding, Progress & Audit reports.	Sum	20	R	R





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4	Printing, Typing, Binding, close out reports	Sum	1	R	R
Total Disbursement Amount					R

Specifications and Administrative/ Functionalities Requirements	Quantity	Total (VAT Inclusive)
Professional Engineering Consultancy Fee hourly rate	1	R
Professional Engineering Consultancy Fee project	1	R
Disbursements	1	R
<b>Total Cost (Inclusive of VAT)</b>	<b>R</b>	

Service Providers are requested to submit their quotations in sealed envelopes to the Procurement office with the following compulsory attachments :( failure to submit will lead to automatic disqualification)

- Certified BEE
- Valid Tax Clearance
- SBD4,8 & 9
- Proof of CSD registration



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- Proof of Professional registration with council SACAP (South African Council for Architecture Profession)
  - Proof of at least 3 similar projects to the value of R1 000 000 with their contactable references.
- FURTHER requirements for this contract:**
- Professional Indemnity to the value of R1 000 000 to be provided. This may be demonstrated by insurance cover or letter of intent from an insurance broker to same value specifying details of this RFQ.

**Site Visit: 10 March 2022 @ Corner Lukin Road Selborne (Admin Centre Boardroom)**

**Time: 10h00**

**Closing Date: 16 March 2022 @ Corner Lukin Road Selborne (Procurement Office)**

**Time :12h00**