



higher education  
& training  
Department  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



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

## **REQUEST FOR QUOTATION: FIRE SAFETY CONSULTANT**

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 23 March 2022 @ 10 Am;**

**Address: Cnr Lukin & King Street (East London Campus)**

**East London**

**5201**

**Closing Date: 31 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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## higher education & training

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## BUFFALO CITY TVET COLLEGE

To : Whom it may concern  
From : Buffalo City TVET College  
Subject : Request for price quotation  
Date : 14 February 2022

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Kindly find Buffalo City TVET College's specification below for the appointment of a suitable and reputable service provider as per the details below:

**EXPECTED DELIVERY DATE:**

### Appointment of a Fire Safety Consultant

### Scope of the Fire Safety Consultant for the following sites

- (St Marks Campus
- East London Campus
- John Knox Bokhwe Campus
- King Street
- Belgravia Hostels
- Gloucester House.

### Background Information:

In the effort to ensure that Buffalo City TVET College creates a safe working environment for all our campuses/ sites, BCC requires consultancy services to render the College sites Fire Safety Compliant.

### Mandatory Technical Requirements:

The potential service provider must comply with the following mandatory requirements:

- Comprehensive CV of Project Engineer registered as a Professional as per the required profession
- Proof of registration with ECSA as Professional Mechanical Engineer
- Proof of registration with Fire Detection Installers Associate (FDIA)

### General Scope of Works

- The Fire safety Consultant will be required to assess, select, design and monitor the installation and implementation of mandatory requirements for Fire Compliance

### Scope of Works

The consultant shall in broad terms provide the service to the scope of works as described below:

### Stage 1: Inception

- Advise on rights, constraints, consents and approvals specifically with view to Fire Regulations.
- Advise on the necessary surveys, analyses tests and site or other investigations where such information will be required for stage 2 including the availability and location of infrastructure and services.

- Determine availability of data drawings and plans relating to the project.
- Provide necessary information within agreed scope of the project to other consultants specifically on fire wall construction, water supply for sprinklers, hydrants and hose reels, fire suppression system and rational fire design.

### **Stage 2: Concept and Viability**

- Agree the documentation programme with the principal consultant and other consultants.
- Attend design meetings
- Establish concept design specifications
- Prepare rational fire design for concept design developed by client and architect
- Advise the client regarding further surveys, analyses, test and investigations which may be required.
- Refined and assess concept design to ensure conformance with all regulatory requirement and consents with regards to Fire Regulation.
- Establish regulatory authorities requirements incorporate into the design specifically on fire wall construction, water supply for sprinklers, hydrants and hose reels, fire escape doors, fire suppression system and rational fire design.
- Establish access utilities, services and connections required for the design specifically on fire wall construction, water supply for sprinkler, hydrants and hose reels, fire escape doors, fire suppression system and rational fire design.
- Prepare preliminary design and related documentation for approval by authorities.
- Liaise, cooperate and provide necessary information to the client, principal consultant and other consultants.

### **Stage 3: Design Development**

- Review the rational fire design with the principal consultant and other consultants to ensure sufficient protection as well as compliance to building regulations.
- Attend design and consultants' meeting
- Incorporate the client; and authorities requirements into design
- Prepare design development drawings including draft technical details and outline specifications specifically on fire wall construction, water supply for sprinkler, hydrants and hose reels, fire escape doors, fire suppression system and rational fire design.
- Finalise details on fire signage specifications
- Incorporate natural / mechanical smoke ventilation where required into the design
- Liaise, cooperate and provide necessary information to the client, principal consultant and other consultants

### **Stage 4: Documentation and Procurement**

- Attend design and consultant meetings
- Prepare specifications for the installations and agree quality standards with other consultants
- Prepare specifications for the installation and agree quality standards with other consultants
- Prepare specifications and preambles for the fire design
- Prepare design for the procurement purposes
- Check cost estimate and adjust the design if necessary to remain within the budget

- Review working drawings for compliance with the approved budget
- Liaise, cooperate and provide necessary information to the principal consultant, principal agent and other consultants
- Assess samples and products for compliance and design intent in terms of sprinklers, hydrants, fire hose reels
- Fire plans submission to local Fire Department

#### **Stage 5: Installation**

- Attend the site handover meeting
- Issue installation documentation in accordance with the documentation programme
- Attend regular site, technical and progress meetings
- Inspect the works for conformity to contract documentation
- Assist in the resolution of contractual claims by subcontractors
- Clarify detail and descriptions during installation as required
- Manage, witness and review all test and mock-ups carried out both on and off site
- Check and approve subcontract shop drawings for design intent
- Issue contract instructions as and when required
- Review and comment on operation and maintenance manuals, guarantees, certificates and warranties
- Inspect the installations and issue practical completion and defects list
- Assist in obtaining statutory certificates

#### **Stage 6: Close out**

- Inspect and verify rectification of defects
- Prepare and procure operations and maintenance manuals, guarantees and warranties
- Prepare and/ or procure as built drawings and documentation

#### **Additional requirements**

- Participate in the Tendering procedures to provide guidance (BEC/ BSC/ BAC) (if needed)
- The potential service provider will be required to take lead and be the facilitator of all meetings (inclusive of minute taking etc) and monitoring of works onsite.

#### **Deliverable:**

- Produce a Fire safety Compliance Certificate for all sites by relevant authorities

#### **Escalation Process for Issues that require escalation:**

- Report issues in project site progress for the attention of the contractor
- Escalate to principal contractor.
- Escalate to principal agent.
- Escalate to Buffalo City TVET College project management team.
- Escalate to SHEQ department at which point non-cooperation might result in suspension of construction work until an acceptable corrective plan is approved or implemented.

**Schedule A1 – Price Schedule for required Services (Fees)**

- Whilst the budget has not been determined thus far, service providers are requested to price within the following value range: (R5 000 000 inclusive) ✓✕

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

Specification and Functionalities Requirements	Quantity	Total (VAT Inclusive)
Stage 1 : Inception	1	
Stage 2 : Concept and Viability	1	
Stage 3 : Design Development	1	
Stage 4 : Documentation and Procurement	1	
Stage 5 : Installation	1	
Stage 6 : Close-out	1	
<b>Total</b>		

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>	

**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
4	Printing, Typing, Binding, close out reports	Sum	1	R	R
	<b>Total Disbursement Amount</b>				<b>R</b>


**Summary:**

<b>SUMMARY – TOTAL FOR SCHEDULES A1, A2 FOR FEES &amp; DISBURSEMENT – FINAL OFFER</b>	
From Schedules A1 – Total Amount for Fees	R
From Schedule A2 – Total Amount for Disbursements	R
Total Consultancy Services Amount offered (Including VAT)	R

Service Providers are requested to submit their quotations in sealed envelopes to the infrastructure office with the following attachments:

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

N. Ngxekana

 15/02/2022


A.D : Infrastructure (Requester)

Z.Chola



D.P : Corporate Services (Recommended)

S.Siwisa

 14/03/2022

A.D Procurement