



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



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

**REQUEST FOR QUOTATIONS AND SITE BRIEFING FOR SERVICING OF  
AIRCONS (ADM)**

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to quotations@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)
- Quotations must be detailed as the specification

**N. B. Compulsory site briefing session will be held at Admin Centre on 11 July 2022 @ 12 Pm.**

**Closing Date: 19 July 2022 at 11:00 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**

Relevant Vocational Education for Changing World

TO : WHOM IT MAY CONCERN  
FROM : BUFFALO CITY TVET COLLEGE  
SUBJECT: REQUEST FOR PRICE QUOTATION

Kindly provide Buffalo City TVET College with a quotation as per the specification below:

Location	Size	QTY	Description	
<b>Ground Floor</b>				
AD26	12 000BTU	1	<b>AIR HANDLING UNIT</b> <ul style="list-style-type: none"> <li>• Remove and clean filters</li> <li>• Check filter pressure drops within clean range on Magnehelic/ Manometer gauge.</li> <li>• Check all components for corrosion, clean and treat</li> <li>• Clean out fresh air intake grille and coil</li> <li>• Check condition of fan belts and adjust tension</li> <li>• Check bearings for sweating. Lubricate bearings, bushes, dampers and other moving parts</li> <li>• Clean drip-pan and drain line – test all</li> <li>• Clean fan compartment</li> <li>• Clean evaporator coil</li> <li>• Check fan / motor mounting and tighten</li> <li>• Check all components for excessive noise and vibration</li> <li>• Check and record evaporator fan amps</li> <li>• Check and record overload set point</li> <li>• Check control panel for correct operation, loose connections, labels, corrosion and cleanliness</li> </ul>	
AD33	12 000 BTU	2		
AD28	12 000 BTU	3		
HR SDF OFFICE	12 000 BTU	1		
AD23	14 000 BTU	1		
AD21	12 000 BTU	1		
AD20	12 000 BTU	3		
AD27	12 000 BTU	1		
INFRASTRUCTURE	12 000 BTU	2		
KITCHEN	18 000 BTU	1		
ACADEMIC OUTSIDE OFFICE	18 000 BTU	1		
<b>FIRST FLOOR</b>				
MARKETING	12 000 BTU	3		
FINANCE MANAGER	12 000 BTU	1		
STAKE HOLDER OFFICE	12 000 BTU	1		
ACADEMIC DP	12 000 BTU	1		
OPEN AREA	18 000 BTU	1		
FINANCE DP	12 000 BTU	1		
SSS DP	12 000 BTU	1		
CORPORATE SERVICES	12 000 BTU	1		
SCM MANAGER	12 000 BTU	1		
PRINCIPAL OFFICE	12 000 BTU	1		
PRINCIPAL SECRETARY	12 000 BTU	1		

- Check motor connections are tight
- Record on / off coil temperatures
- Check DX Coil not freezing indicating low air flow or under charge
- Supply fan runs down after unit switched off on unit fitted with heaters
- Heaters come on if set point adjusted
  
- Supply fan runs down after unit switched off on unit fitted with heaters
- Check condition of unit insulation
- Check door seals and hinges
- Record overheat stat settings
- Check air flow / pressure switch is working
- Record on/off coil temperatures

#### **CONDENSING UNIT**

- Clean and check condenser coils
- Record outside air temperature
- Record suction pressure
- Record discharge pressure
- Record liquid level in sight glass
- Check for refrigerant leaks
- Check condition of refrigeration lines and insulation
- Record low pressure trip set point
- Record high pressure trip set point
- Adjust controller and check reverse value
- Record compressor operating amps
- Record compressor overload trip set point
- Check motor connections are tight
- Check all components for corrosion and treat
- Check operation of fire relay
- Check humidifier bottles are clean and free of corrosion and

	<p>dirty water</p> <ul style="list-style-type: none"> <li>• Check humidifier is functioning when set point adjusted and does not drain frequently</li> </ul> <p><b>DUCTING</b></p> <ul style="list-style-type: none"> <li>• Check condition of all ducting and duct fixings</li> <li>• Check integrity of all joints</li> <li>• Check condition of duct insulation</li> <li>• Check all heater connections and operation of heaters</li> <li>• Check and clean all supply and return air grilles</li> <li>• Damper actuators not stuck and are operating</li> </ul> <p><b>CONDITIONED SPACE</b></p> <ul style="list-style-type: none"> <li>• Record controller temperature set points</li> <li>• Record conditioned space temperature</li> <li>• Record supply air temperature</li> <li>• Record return air temperature</li> </ul> <p><b>ELECTRICAL INSTALLATION</b></p> <ul style="list-style-type: none"> <li>• Check all electrical terminations are tight</li> <li>• Check all terminal boxes are watertight</li> <li>• Check all equipment is bonded to the earthing system</li> <li>• Check heater elements and replace if necessary</li> <li>• Check element load ratings</li> <li>• Check all protection devices are installed and operating</li> </ul>
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A compulsory site inspection will take place as determined by the SCM unit.

Kind regards

N.Ngxekana




A.D.: Infrastructure

Z. Chofa

  
DP : Corporate Services

Date: 27/06/2022

S. Siwisa

  
A.D : SCM

Date: 27/06/2022