

ROYAL BAFOKENG NATION



RFQ DOCUMENT

REQUEST FOR QUOTATIONS (RFQ)- RBA/RBN BUILDING MAINTENANCE LABOUR ONLY/2024/RFQ16

July 2024

PREPARED AND ISSUED BY:

Royal Bafokeng Administration
P.O. Box 1
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0335
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NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

REGION: _____

VILLAGE: _____

TEL: _____

Total of the prices inclusive of value added tax: R _____



ROYAL BAFOKENG ADMINISTRATION

P.O Box 1, Phokeng, 0335, Republic of South Africa

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1. BACKGROUND

The Royal Bafokeng Nation (“RBN”), administered through the Royal Bafokeng Administration (“RBA”), is a traditional community based in the Rustenburg Valley in the North West Province, South Africa. The RBN area falls within the Rustenburg Local Municipality (“RLM”) and comprises 29 villages, organized into 5 regions over a land size ranging from 1200 to 1400 km². The area is home to approximately 128 000 people according to the latest count from PULA (i.e. Population and Use of Land Audit, an independent census conducted within the RBN boundary) of those, 67% are descendants of the Bafokeng, whilst 33% are Non-Bafokeng.

2. INTRODUCTION

The Royal Bafokeng Administration (RBA) owns many buildings, from the Royal Bafokeng Sports Palace to farmhouses. These buildings require periodic preventative and ad hoc maintenance.

The RBA thus requires that a Panel of Building Maintenance Contractors be appointed for a two-year period. The contractors who are successful in being selected for the Panel will then be appointed for Maintenance assignments as and when required by the RBA when the need for maintenance arises.

Contractors that are selected for the Panel are not guaranteed any certain amount of work and maintenance work to be done is also determined by the availability of funds. The RBA also does not guarantee that contractors appointed to the Panel will receive the same or similar amounts of work each. In practice, it may be that the most willing, available Panel member who executes the highest quality work may end up receiving more work assignments than others.

3. PURPOSE

The purpose of this request is to appoint a panel of contractors to providers who will be doing civil works **LABOUR ONLY** on behalf of RBA.

4. SCOPE OF WORK

METHODOLOGY AND COST OF MAINTENANCE WORK

Once a Panel Contractor has been identified by the RBA the following methodology will be utilized:

1. Appointment of Contractor for the work assignment, scope of maintenance work identified, and time frame for completion.
2. RBA identifies the work that needs to be done and allocates it to the Contractor.
3. The Contractor visits the site together with the RBA quantity surveyor and RBA engineers to inspect the work to be done.
4. The RBA Quantity Surveyor measures the scope of work together with the Contractor. The material required for the work will be determined by the RBA Quantity Surveyor and the Contractor. The RBA

will provide the required material to the contractor. The RBA Quantity Surveyor may consider a limited amount of material wastage.

5. The RBA generates the Collection Receipt/Sales Receipt of Material for the Contractor to collect the material at the specified supplier. Then, the Contractor or the specified supplier delivers the material to the site where it is required. The material will be checked by the RBA Quantity Surveyor and the Contractor before any work can commence.
6. The Contractor identifies experienced and qualified workers to execute the work and arranges for them to attend the site as and when necessary.
7. The Contractor utilizes tools and equipment owned by himself together with his bakkie to execute the work. Tools and equipment that will be required by all contractors include small tools used by every artisan, small power tools such as drilling machines, angle grinders, welding machines, electricity generators, scaffolding, ladders and trestles, wheelbarrows, etc. The cost of the use of these tools and equipment is to be included in the RFQ rates in the Schedule of Rates (BOQ).
8. The Contractor completes the work to the required quality levels.
9. The Contractor issues a tax invoice to the RBA Quantity Surveyor to re-measure the work done together with the contractor.
10. The RBA makes payment to the Contractor.

RFQ SCHEDULE OF RATES (BOQ)

The Schedule of Rates (BOQ) forms the basis of all payments to the Contractor.

The prices in the Schedule of Rates (BOQ) shall include all items necessary to execute the work except for materials needed for the works.

The prices shall thus include inter alia the following:

1. All labour costs, Skilled, unskilled as tabled in the schedule of rates (BOQ)
2. All insurances of any nature required under the Contract.
3. All tools of such nature which are the normal tools used by the labour category in the normal course of work
4. Protective clothing and safety equipment and all Health and Safety requirements in terms of the Construction Regulations.
5. All costs, risks and expenses, overhead, profit, and/or fees related to the satisfactory performance and completion of the work.
6. Contractors will not be refunded any travel costs/disbursements incurred in respect of providing services for any traveling within a 50km radius from their place of business

ATTACHE A SCHEDULE OF RATE(BOQ)

DETAILED SCOPE OF WORK

REFURBISHMENT OF SCHOOLS AND CLINIC

1. Ceiling, Partitions, and access flooring – Removal of existing work and alterations
 - 1.1 Instal Gypsum/Nutec-cement plasterboard ceiling with steel H-strips(bishop) strip joinery with new brandering at 450mm centres and cross brandering at 900mm
 - 1.2 Horizontal ceilings
2. Tiling including floor tiling - Removal of existing work and alterations
 - 2.1 Install glazed floor tiles fixed with adhesive to screed and flush
 - 2.2 Tiles to walls,
 - 2.3 Tile skirting 100mm high
3. Carpentry and Joinery
 - 3.1 Taking out and removing from site timber doors, windows, etc including thresholds, sills, etc from brickwork
 - 3.2 Timber single door not exceeding 2.5m²
 - 3.3 Timber double door exceeding 2.5m² but not exceeding 5m²
4. Ironmongery
 - 4.1 Locks – install new “Union” 2 lever mortice lockset with striking plate
5. Paintworks

All painting shall be Plascon and shall be applied in accordance with Plascon specifications
Paint Plascon PVA or Enamel paint to interior previously painted cements plaster or concrete surfaces, comprising of two finishing coats.

 - 5.1 Internal walls or columns
 - 5.2 Internal cornice
 - 5.3 Internal ceiling
 - 5.4 External walls
6. Glazing - Removal of existing work and alterations
 - 6.1 Taking out and removing glass
 - 6.2 Damaged and broken glass from steel windows, including cleaning out rebates and preparing new glass
 - 6.3 Install 4mm glass fixed to steel window frames
7. Refurbish carport

8. Wall guards

9. General maintenance work identified during the refurbishment not listed above

N.B: RBA will provide the material related to these jobs.

This offer will be solely at the discretion of the RBA, and no reasons or correspondence will be provided or entered into with any party as to why a specific service provider has been selected for this inquiry or provided a particular work. Since the work will occur in all RBN Regions, work will be prioritized for SMMEs of a Region where work is proposed. Where required skills and experience are unavailable, qualified service providers from other Regions will be considered.

5. OWNERSHIP OF MACHINERY

Schedule of plant, tools, and equipment owned by me/us and immediately available for this contract.

If plant, tools, and equipment are not owned by the bidder, the cost of hiring or purchasing will be for his own account and should be included in the prices in the bidder’s Schedule of Rates.

DESCRIPTION	QUANTITY	YEAR OF MANUFACTURE	How acquired	
			Owned by me/us (Yes / No)	Hiring / buying
Drilling machine				
Angle grinders				
Welding Machine				
Electricity generator				
Scaffolding				
Ladders				
Trestles				
Wheelbarrows				
TLB (if required)				
Tipper truck (if required)				

Other small tools and equipment not listed above are owned by me/us and are immediately available for this contract.

DESCRIPTION	QUANTITY	YEAR OF MANUFACTURE	How acquired	
			Owned by me/us (Yes / No)	Hiring / buying

6. RFQ / QUERIES

All RFP queries must be addressed to:
 Masego Ngolwane
Tel No. (014) 566 1262
Email: Masego.Ngolwane@bafokeng.com

A compulsory briefing meeting will take place at the Civic Center Auditorium on 19 July 2024 starting time 14:00

7. RFQ CLOSING DATE

The RFQ shall close at **14h00** on **26 July 2024**.

RFQ submission shall be submitted to **Royal Bafokeng Civic Centre, Ground Floor** prior to the above-mentioned closing date and time with the heading: **CIVIL WORKS – LABOUR 2024**.

8. VALIDITY OF RFQ SUBMISSION

The RFQ submission shall be held valid for **ninety (90) days** after the closing date.

9. RETURNABLE DOCUMENTS WITH RFQ SUBMISSION TO BE FILLED OUT IN FULL

- ❖ Company profile.
- ❖ CIDB Grading level 2GB/ 2CE – 4GB/CE certificates
- ❖ CIPC confirmation of Company registration and Directors'
- ❖ Workmen Compensation Certificate of Good Standing (COIDA)

- ❖ Valid SARS Tax Compliance PIN, the pin is used to verify the taxpayer's real-time compliance status.
- ❖ B-BBEE Certificate, or Valid B-BBEE Verification Certificate or Sworn Affidavit (Commissioned before a Commissioner of Oath – Less than 3 months old)
- ❖ Public Liability Insurance with Confirmation of R1 million cover (Can still be submitted after confirmation of appointment)
- ❖ Bank confirmation letter.
- ❖ Technical capabilities (Relevant qualifications and CVs of Project Manager).
- ❖ Previous experience of similar projects
- ❖ Current work load (if available)
- ❖ RBED Letter of support.
- ❖ Letter from Kgosana (To Confirm Region).

10. EVALUATION CRITERIA

Responsive bidder will be evaluated in terms of Method 2 of the CIDB evaluation criteria as follows

- a) Bidders are to have a CIDB grading as indicated above and will be evaluated should they submit a RFQ, on several criteria including experience, resources, current workload, etc. RFQ's that meet these and other requirements shall be considered responsive.
- b) Responsive bid will be evaluated in terms of Method 2 of the CIDB evaluation criteria as follows:
 - i. Price - 90
 - ii. Preference - 10

(The RBA only accepts certificates/grading issued by accredited companies certified by the Association of BEE Verification Agencies and Original Sworn Affidavit signed and stamped by a commissioner of oath not older than 3 months)
- c) The Main objective of RBA is to maximize job creation, the successful bidders will be required to utilize local skills and will be expected to appoint local labour through Makgotla.
- d) RBA reserves the right to appoint more than one responsive bidder.



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11. GENERAL INFORMATION

All individual contractors and each partner of a joint venture are requested to complete the information below:

Name of Firm (Firm or lead partner)	
Head Office Address:	
Postal Address:	
Telephone No:	
Fax No:	
Email Address:	
Place of incorporation/registration:	Year of incorporation/registration:
Company Registration number:	VAT Registration number:
Company tax registration number:	Employees PAYE registration number:



12. PREVIOUS EXPERIENCE WITH SIMILAR PROJECTS

The Bidders is required to provide proven experience of previous projects of a similar building and painting maintenance nature and complexity to the contracts under consideration and completed by the bidders in the last five years.

Reference Letters/letters of appointment, etc, are to be attached to every sheet if available. People recorded as references will be contacted by the Employer.

PROVEN EXPERIENCE WITH SIMILAR BUILDING AND PAINTING PROJECTS – SHEET 1

1.	Name of Contract:
	Location:
	Value of projects completed for this Employer in the last five years (Rands Excl. VAT)
2.	Contract Duration (Start date and Completion date):
3.	Name of Employer:
4.	Employer’s representative: Employer’s Telephone No: Employer’s Mobile No.: Employer’s E-mail Address:



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13. INTEND TO BID (TO BE COMPLETED BY BIDDERS)

Name: _____ Signature: _____

Designation: _____ Date: _____

On behalf of: _____

Physical Address: _____

Telephone No.: _____ Telefax No.: _____

Email Address: _____ Cell No.: _____