



## REQUEST FOR QUOTATION “RFQ”

|  |   |        |   |                 |                |
|--|---|--------|---|-----------------|----------------|
| <b>MODE OF REQUESTING QUOTATION:</b>   | CollegeWeb site   | E-mail | <input checked="" type="checkbox"/> Newspaper | Other           | Please Specify |
| <b>NAME OF COLLEGE SITE THAT SUBMIT RFQ:</b>   | Central Office  |        |   |                 |                |
| <b>RFQ NO:</b>   |   |        |   |                 |                |
| <b>DESCRIPTION OF GOODS AND SERVICES REQUIRED:</b>   | <b>SPECIFICATIONS</b>   |        |   | <b>QUANTITY</b> |                |
| <p>Provide servicing, maintenance, and repair of office air-conditioning units located at 37 Long Street, Central Office</p> <p><b>NOTE:</b></p> <p><b>NCUTVET requires Services Providers to conduct an onsite inspection of the airconditioning units before submitting any quotation.</b></p> | <p>The scope of work shall include the following:</p> <p><input type="checkbox"/> <b><u>Routine Servicing &amp; Preventive Maintenance</u></b></p> <ul style="list-style-type: none"> <li>• Inspection and cleaning of indoor and outdoor units</li> <li>• Cleaning of air filters, coils, and drainage systems</li> <li>• Checking refrigerant levels, electrical connections, and overall system performance</li> <li>• Preventive maintenance to ensure efficient and reliable operation</li> </ul> <p><input type="checkbox"/> <b><u>Diagnosis and Repairs</u></b></p> <ul style="list-style-type: none"> <li>• Diagnosis and repair of faults or system breakdowns as they arise</li> <li>• Rectification of cooling, noise, leakage, or performance issues</li> </ul> <p><input type="checkbox"/> <b><u>Replacement of Components &amp; Additional Works</u></b></p> <ul style="list-style-type: none"> <li>• Any replacement of defective components or additional works shall be included in a quotation submitted by the service provider</li> <li>• Work may be executed only after Client approval of the quotation</li> </ul> <p><input type="checkbox"/> <b><u>Reporting</u></b></p> <ul style="list-style-type: none"> <li>• Submission of brief service and maintenance reports</li> </ul> |        |   |                 |                |

|   |   |                        |
|---|---|------------------------|
|   | <input type="checkbox"/> <b>Compliance &amp; Safety</b> <ul style="list-style-type: none"> <li>All works to be carried out in accordance with manufacturer guidelines and relevant safety standards</li> </ul>  |                        |
|   | <ul style="list-style-type: none"> <li>Finance Units</li> </ul>   | 9                      |
|   | <ul style="list-style-type: none"> <li>HR Units</li> </ul>  | 12                     |
| <sup>22</sup> <b>Please submit the following:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Quotation.</li> <li><input type="checkbox"/> CIPCO documents.</li> <li><input type="checkbox"/> Valid B-BBEE Certificate.</li> <li><input type="checkbox"/> Valid Tax Clearance Certificate.</li> <li><input type="checkbox"/> Copy of latest municipal services account for business as proof of residence.</li> <li><input type="checkbox"/> CSD report.</li> </ul> |   |                        |
| <b>ISSUING DATE:</b>  | 27/01/2026  |                        |
| <b>BRIEFING SESSION:</b>  | <b>Compulsory</b>   | <b>Not compulsory</b>  |
|   | Time:   | Date:                  |
| <b>CLOSING:</b>   | Time: 10:00   | Date: 09/02/2026       |
| <b>QUOTATION VALIDITY PERIOD:</b>   |   |                        |
| <b>DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:</b>   | Submission of quotations must be send to:<br><br><b>qc@ncutvet.edu.za</b><br><br>All quotations need to be signed and on an official letterhead. All service providers must be registered on the Northern Cape Urban TVET College's supplier database. Application form can be downloaded from our website. |                        |
| <b>ENQUIRIES</b>  | <b>Faith Modise: 053 839 2089</b>   | <b>DATE</b> 27/01/2026 |

**NORTHERN CAPE URBAN TVET COLLEGE**  
**CENTRAL OFFICE**  
 PRIVATE BAG X6031 KIMBERLEY 8300  
*Heccoko*  
 2023-01-27  
 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 TEL: 053 839 2098 Email: locoko@ncutvet.edu.za  
**SUPPLY CHAIN MANAGEMENT**