Form number – RFQ002

REQUEST FOR QUOTATION "RFQ"

MODE OF REQUESTING QUOTATION	College Website		E-mail	√	Newspaper		Other		Please Specify		
RFQ NO:											

DESCRIPTION OF GOODS AND SERVICES REQUIRED:	**SPECIFICATIONS**	**QUANTITY**
Renovation and Building Works The appointed contractor will be required to undertake renovation, and alteration works at the Hub to improve the utilisation of space, functionality, accessibility and overall suitability of the facility. The works will include relocating the toilet facilities, removing the existing fireplace, extending the computer room wall, installing three glass doors and extending the kitchen area.	**Item 1: Relocation of Toilet Facilities** • Relocate the existing toilet facilities to the rear of the building or designated area, subject to approval of the final layout. • Demolish or alter existing partitions as necessary to accommodate the new toilet location. • Extend or modify water supply pipes, drainage and sewer connections as required. • Install or relocate toilets, washbasins, taps and associated plumbing fittings as necessary. • Provide suitable waterproofing, floor and wall tiling, ventilation and adequate lighting. • Ensure proper drainage gradients, sanitation, privacy and compliance with applicable building and plumbing regulations. • Make good all affected walls, floors and finishes following completion. **Item 2: Removal of Existing Fireplace** • Safely demolish and remove the existing built-in fireplace, which currently occupies excessive floor space. • Remove all associated masonry, cladding and redundant components. • Disconnect or make safe any associated gas, electrical or other services, where applicable, using qualified personnel. • Remove rubble and construction waste from the premises and dispose of it at an authorised facility. • Repair and level the affected floor, walls and surrounding surfaces to match the adjacent finishes. • Confirm structural safety before demolition, particularly if the fireplace or chimney is connected to structural elements. **Item 3: Extension of Computer Room Wall and Installation of Three Glass Doors** • Extend the existing computer room wall to the approved dimensions and layout. • Construct the wall using suitable materials, including brickwork or an appropriate partition system, as specified following site inspection. • Provide necessary structural supports, plastering, painting and finishing. • Supply and install three glass doors, complete with suitable frames, hinges, handles, locks and other required hardware.	

- Use safety-rated toughened or laminated glass suitable for commercial or institutional use.
- Ensure doors are correctly aligned, securely fitted and operate smoothly.
- Make provision for appropriate access, ventilation and electrical or data services where affected by the wall extension.
- Measure and confirm all door openings on site before fabrication and installation.

Item 4: Extension of Kitchen Area

- Extend the existing kitchen area in accordance with the approved layout and available building space.
- Undertake the required building works, including wall construction or alterations, as applicable.
- Extend or modify plumbing, drainage, electrical installations and ventilation to accommodate the expanded area.
- Provide suitable floor and wall finishes that are durable, washable and appropriate for a kitchen environment.
- Alter or extend worktops, cupboards, storage facilities and other fixed fittings where required by the approved design.
- Ensure adequate lighting, safe electrical connections, ventilation and hygienic working surfaces.
- Repair and finish all surfaces affected by the renovation.

General Contractor Requirements

The contractor must:

1. Conduct a site inspection and take accurate measurements before commencing work.
2. Submit a detailed quotation with a separate cost breakdown for each of the four work items.
3. Include labour, materials, equipment, transportation, demolition, rubble removal and finishing costs.
4. Provide a proposed work programme indicating the expected commencement and completion dates.
5. Comply with applicable occupational health and safety requirements and building regulations.
6. Protect existing furniture, computer equipment, kitchen equipment and other property during construction.
7. Coordinate any plumbing, electrical and structural work with suitably qualified professionals.
8. Obtain approval for the proposed layout, materials and any variations before proceeding.
9. Clean the site and remove all construction waste upon completion.
10. Hand over the completed works in a safe, functional and satisfactory condition, subject to inspection and acceptance by the institution.

NB* Important Notes for Procurement

- The final dimensions, quantities of materials and construction methods must be confirmed during a site inspection.
- The toilet relocation and kitchen extension must be assessed for existing drainage, water supply, electrical connections and available space before the quotation is finalised.
- The glass door specifications, including dimensions, glass thickness, frame material and locking arrangements, must be confirmed before ordering.
- Structural alterations and any required approvals must be assessed before work commences.

	The contractor should clearly identify exclusions, provisional costs, and additional work that may affect the final price	

Please submit the following:

- ☐ Quotation
- ☐ CIPCO documents.
- ☐ Valid B-BBEE Certificate.
- ☐ Valid Tax Clearance Certificate.
- ☐ Copy of latest municipal services account for business as proof of residence.
- ☐ CSD report

ISSUING DATE:	22/10/2026			
BRIEFING SESSION:	**Compulsory**		**Not compulsory**	
	Time:		Date:	
CLOSING:	Time:		Date:	27/10/2026
QUOTATION VALIDITY PERIOD:	30 DAYS			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	Submission of quotations must be sent to: **qc@ncutvet.edu.za** 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.			
ENQUIRIES			**DATE**	

NORTHERN CAPE URBAN TVET COLLEGE
CENTRAL OFFICE
PRIVATE BAG X5031 KIMBERLEY 8300
2026 -10- 22
SIGNATURE DATE
TEL: 053 839 2098 Email: lccoko@ncutvet.edu.za
SUPPLY CHAIN MANAGEMENT