



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

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COASTAL KZN TVET COLLEGE

DESIGN, BUILD, AND COMMISSIONING OF AN INTERIM CENTRAL OFFICE INFRASTRUCTURE

CONTRACT PERIOD: 6-8 MONTHS

RFP: CKZN 04/2026

CLOSING DATE & TIME : 24/07/2026

STRICTLY AT 12:00

NAME OF COMPANY:	
CENTRAL SUPPLIER DATABASE REGISTRATION NUMBER.	

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RELOCATION OF CAO

RFP: CKZN 04/2026

1.1 SUMMARY AND BACKGROUND

1.2 PURPOSE OF THE TENDER

1 PURPOSE

The purpose of this bid is to invite suitably qualified service providers to submit comprehensive proposals for the turnkey development of an Interim Central Office Infrastructure to accommodate College Management and Support Staff.

2. BACKGROUND

The Coastal KZN TVET College intends to design, build, and commission an interim Central Office Infrastructure that will accommodate College Management and Support Staff. The facility must be habitable, sustainable, rapidly deployable, and capable of future repurpose.

The project is classified as a capital asset investment, and the appointed service provider will be responsible for delivering a turnkey solution within a maximum period of six (6) to eight (8) months from project inception.

3. OBJECTIVES OF THE PROJECT

The objectives of this project are to:

- Provide a functional and dignified working environment for College management and staff
- Implement a quick build / modular/alternative construction solution
- Ensure sustainability and durability, particularly suited to coastal conditions
- Deliver a facility that can be relocated, repurposed, or expanded in future
- The interim structure must cover office space, ablution facilities, boardrooms, general staff room, and sheltered parking facilities.
- The interim building must cater for the staff composition
- Individual offices with reception area for secretaries: 10 (The Principal (To be larger and accommodate a boardroom table), DPC, DPA, DPI AND DPF)
- Officials should be grouped as per their functions as reflected in the organogram.

Corporate services	Academic services	Finance	PID	PRINCIPAL
AD=3	AD=4	AD=3	AD=4	AD=4
SO=5	SO=2	SO=3	SO=5	SO=3
OFFICERS=7	OFFICERS=1	OFFICER=4	OFFICERS=1	OFFICERS=2
CLERKS=3	CLERKS=1	CLERKS=7	CLERKS=2	CLERKS=0
RECEPTIONIST AND SWITCHBOARD OPERATOR=2				
EAP OFFICE=1				
TOTAL=67				

- Main office with mini offices setup.
- Officials on salary levels 2 to 4 should be accommodated in common rooms.
- EAP office to be private.
- 1 Central assets storeroom with 1 cubicle.
- 1 Boardroom to accommodate 10 people.
- 1 Boardroom to accommodate 15 people.
- 1 Boardroom to accommodate 30 people.
- 1 Open plan cafeteria to accommodate at least 60 people.
- 1 Cafeteria accommodating 10 people.

4. REGISTRATION ON CENTRAL SUPPLIER DATABASE

The bidder must be registered on Central Supplier Database (CSD) to do business with the College. A copy of CSD Report must be submitted with the bid and failure to submit will result in disqualification.

5. COMPULSORY DOCUMENTS/ COMPULSORY CONDITIONS OF THE CONTRACT

The proposal must be submitted in a sealed envelope with the name of the company, item description and bid number clearly marked on the envelope. The following documents **must** be submitted:

- CSD registration report – not older than 3 months
- SARS tax compliance pin
- CIPC registration documents
- Registered with CESA (Consulting Engineers South Africa)
- Valid COIDA certificate
- Public liability insurance- 5 million rand or more
- Joint venture agreement (if applicable)

3.2 Stage 2 - Functionality / Technical

The criteria will be as follows:

Scoring and Threshold – See Scoring for Weighting

Item	Functionality Criteria	TOTAL POINTS	Points Scored
1.	Experience in Similar turnkey projects	20	
2.	Conceptual Design, Site Development Plan (SDP), Town Planning for this project	25	
3.	Empowerment & Value Add (Work Integrated Learning-Work Experience to Coastal KZN TVET College Students)	10	
4.	Resources & Professional Team	10	
5.	Pricing	25	
6.	Methodology and project plan	10	
	TOTAL POINTS	100	

4. DECLARATION OF INTEREST

4.1 Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where -

The bidder is employed by the state; and/or

The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

4.2 To give effect to the above, the following questionnaire must be completed and submitted with the bid.

4.2.1 Full Name of bidder or his or her representative:

Identity Number:

Position occupied in the Company (director, trustee, shareholder²):

Company Registration Number:

Tax Reference Number:

VAT Registration Number:

The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹ "State" means—

any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
any municipality or municipal entity;
provincial legislature;
national Assembly or the national Council of provinces; or
Parliament.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

4.2.3 Are you or any person connected with the bidder presently employed by the state? **YES/NO**

If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution.....

Any other particulars:

.....

.....

.....

If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES/NO**

If yes, did you attach proof of such authority to the bid document **YES/NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).

If no, furnish reasons for non-submission of such proof:

.....

.....

.....

Did you or your spouse, or any of the company's directors /trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES/NO**

If so, furnish particulars:

.....

.....

.....

Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

If so, furnish particulars.

.....

.....

4.2.4 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

If so, furnish particulars.

.....

.....

.....

Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether they are bidding for this contract? **YES/NO**

If so, furnish particulars:

.....

.....

.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Persal Number

DECLARATION

I, THE UNDERSIGNED (FULL NAMES & SURNAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

5. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

GENERAL CONDITIONS

The following preference point systems are applicable to all bids:

the 80/20 system for requirements with a Rand value of below R50 000 000 (all applicable taxes included).

a) The value of this bid is estimated to **not** exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable: or

Points for this bid shall be awarded for:

Price; and

B-BBEE Status Level of Contributor.

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser

DEFINITIONS

“B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

“B-BBEE status level of contributor” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

“bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

“Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

“EME” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

“functionality” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

“prices” includes all applicable taxes less all unconditional discounts;

“proof of B-BBEE status level of contributor” means:

B-BBEE Status level certificate issued by an authorized body or person;

A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

Any other requirement prescribed in terms of the B-BBEE Act;

“QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

“rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

Price Points = $80 \times (1 - \frac{P_{\text{min}}}{P} - \frac{P_{\text{min}}}{P_{\text{min}}})$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	8
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

BID DECLARATION

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

B-BBEE Status Level of Contributor: =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

SUB-CONTRACTING

Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
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If yes, indicate:

What percentage of the contract will be subcontracted.....? %

The name of the sub-contractor.....

The B-BBEE status level of the sub-contractor.....

Whether the sub-contractor is an EME or QS

(Tick applicable box)

YES	☐	NO	☐
☐	☐	☐	☐
☐	☐	☐	☐

Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

SCOPE OF WORK

The successful consultants will be required to undertake the following activities:

5.1 Professional Services and Approvals

- Site analysis
- Conceptual design and layout
- Town planning scheme compliance
- Site Development Plan (SDP)
- Statutory approvals (Municipal, Council, OHS Compliance, Fire, Environmental, where applicable)
- Compliance with the Architectural Profession Act 44 of 2000 and other relevant built-environment legislation
- Submission of building plans for approval

The facility must, during all applicable stages (planning, design, during, and post construction) comply with applicable legislation and guidelines, including:

- SANS 10400 (National Building Regulations)
- Government Immovable Asset Management Act (GIAMA)
- Universal Design and Accessibility Requirements
- Green Building principles (where feasible)

5.2 Design and Construction

The proposed development must include, but not be limited to:

- Executive offices
- College extended management
- Open-plan and individual staff offices
- Boardroom and meeting rooms - Staff rooms and kitchenette
- Ablution facilities (including universal access design)
- Secure records/storage rooms
- Parking areas
- Lockable sheltered area for college fleet
- Landscaped communal areas

5.3 Construction Requirements

- Quick-build or modular construction methodology
- Materials must be durable, non-perishable, and suitable for long-term use
- Infrastructure must be capable of disassembly and repurposing
- Compliance with SANS standards and National Building Regulations

6. DELIVERABLES

The primary deliverable of this turnkey contract is the successful design, construction, and commissioning of a fully functional, fit-for-purpose temporary structures office facility for the Coastal KZN TVET College, constructed using approved Alternative Building Technologies (ABTs). However, in line with the Infrastructure Delivery Management System (IDMS) and applicable built environment protocols.

Service providers are expected to submit the following supporting deliverables across key project stages:

Stage 1-3: Design Development and Approval

- Inception Report, which, inter alia, shall articulate confirmation of end-user requirements, site constraints, ABT approach, project assumptions, and delivery methodology
- Detailed Design Packages: which shall be inclusive of architectural layouts, civil and structural engineering drawings, electrical and mechanical designs, fire plans, data layouts, and IT infrastructure with backup; all of which must be compliant with relevant SANS codes and prescribed Norms & Standards
- Pre-construction Approvals: This shall include approved and documented statutory approvals and compliance clearances, including municipal submissions, zoning (if applicable), and environmental approvals

Stage 4: Construction

- Construction Programme outlining sequencing, milestones, resource allocation, and critical path indicators,
- Health and Safety File in line with the Occupational Health and Safety Act and Construction Regulations and updated as required.
- Monthly Progress Reports for the duration of the period of construction activities, incorporating progress narrative, progress photos, risk registers, financial updates, and activity schedules

Stage 5: Close-Out and Commissioning

7. SITE INFORMATION

- Site Location: Seaview (Ross burgh, ERF 3/320-14/320)
- Land Ownership: Coastal KZN TVET College
- Bulk Services: Assumed available unless stated otherwise
- Access & Security: Contractor to manage site access and security during construction
- Geotechnical Investigations: To be confirmed/included by bidder

8. SUSTAINABILITY AND TECHNICAL STANDARDS

Bidders must demonstrate:

- Energy-efficient design and lighting
- Water-saving fittings
- Climate-resilient materials suitable for coastal environments
- Minimum design life of 25–30 years
- Compliance with relevant Green Building or sustainability principles

9. CONTRACTUAL FRAMEWORK

- Form of Contract: Joint Building Contracts Committee (JBCC)
- Payment Terms: Per stage, subject to certification
- Retention: As per standard public-sector practice
- Defects Liability Period: Minimum 12 months
- Performance Guarantee: Required
- Insurance: Professional Indemnity, Works Insurance, and Public Liability
- Penalties: Liquidated damages for late completion

10. TECHNICAL PROPOSAL REQUIREMENTS

Bidders must submit a comprehensive technical proposal including:

10.1 Cover Letter

- Company details and legal status
- Licenses, registrations, and accreditations
- Details of joint ventures or sub-consultants

10.2 Methodology and Programme

- Construction methodology
- Labour and materials logistics
- Detailed construction programme (MS Project, PDF format)
- Placement of CKZN college students

10.3 Risk Management Plan

- Identification of key project risks
- Mitigation measures

10.4 OHS and Environmental Management

- Project-specific SHE Plan
- Compliance with the Occupational Health and Safety Act

10.5 Quality Management Plan

- Quality assurance systems
- Inspection and testing procedures

10.6 Technical Performance

- Safety, durability, functionality, and accessibility
- Technologies to be utilized

11. KEY PERSONNEL AND RESOURCES

Bidders must submit: - Organogram and resource plan - CVs of key personnel (minimum 5 years' experience) - Professionally registered personnel, including: - Architect - Civil Engineer - Electrical Engineer - Mechanical Engineer -IT Specialist- OHS Consultant

12. FINANCIAL PROPOSAL

Bidders must submit a separate financial proposal including: - Lump-sum design-and-build price - Detailed cost breakdown per project phase - VAT clearly indicated - Provisional sums (if applicable) - Lifecycle cost considerations

SECTION 7

SUMMARY FOR BID OPENING PURPOSES ONLY

(To be completed by Bidder)

BID NUMBER: CKZN 04/2026

BID PRICE INCLUDING VAT: R.....

AMOUNT IN WORDS:

.....

TIME FOR COMPLETION/DELIVERY: **10 days**

IMPORTANT

Mark appropriate block with "X"

HAVE ANY ALTERATIONS BEEN MADE?

YES/NO

HAS AN ALTERNATIVE BID BEEN SUBMITTED?

YES/ NO

IF APPLICABLE: DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?

YES/ NO

NAME OF COMPANY:

SIGNATURE:

DATE:

.....

.....

.....

SECTION 8

8. PROPOSAL SUBMISSION INSTRUCTIONS

Completed proposals must be submitted in a sealed and clearly marked envelope (DESIGN, BUILD, AND COMMISSIONING OF AN INTERIM CENTRAL OFFICE INFRASTRUCTURE)

with the tender reference number **(CKZN 04/2026)** They must be physically submitted at CAO, located at 50051 Mfundi Mngadi Drive, KwaMakhutha Township, 4126. To be deposited in the tender box at reception.

Proposals submission will close on 24/07/2026

No late proposals will be accepted after the submission date and time.

For enquiries contact:

Mr Z.C. Mbatha (**Facilities and Infrastructure Manager**)

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