



WESTERN TVET COLLEGE

Herein referred to as (WESTCOL)

REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PROFESSIONAL ENGINEERING SERVICES AS PART OF THE PROJECT MANAGEMENT UNIT (PMU) IN THE BUILT-ENVIRONMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS

Tender No: PU8110/067

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

Proposals in response to **PU8110/067 THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PROFESSIONAL ENGINEERING SERVICES AS PART OF THE PROJECT MANAGEMENT UNIT (PMU) IN THE BUILT-ENVIRONMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU8110/067** is at 11h00 AM on **Wednesday, 22 April 2026**.

Tender number	PU8110/067	
Date issued	23 March 2026	
Tender closing date	22 April 2026	Time: 11:00 AM Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide
Non-Compulsory Information Session	30 March 2026	Time: 10h00 AM An online non-compulsory briefing session will be facilitated via MS Teams

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

I/We have attached to this document:	Tick if submitted		Office use
	Yes	No	
Valid Tax Compliance Status pin (document)	Yes	No	
Initial each and every page of this RFP document	Yes	No	
Provide Central supplier Database (CSD) report	Yes	No	
Signed Declaration of Interest	Yes	No	
SBD forms, Completed and signed SBD1 (Invitation to bid), SBD4 (Bidder's Declaration Form) SBD 6.1 (Preference Points claim form in terms of the Preferential Procurement Regulations 2022)	Yes	NO	
Attach certified identity copies (not older than 6 months) for all shareholders, directors and key personnel (engineering professional)	Yes	No	
Attach proof of professional registration certificate/s with relevant bodies for all key personnel (engineering professional) and tendering entity	Yes	No	
Pricing Schedule (initial and complete)	Yes	No	
Provide proof of Professional Indemnity Insurance of R15 million	Yes	No	
Engineering Professionals firms must be based or have representation in Gauteng Province (provide proof, e.g. lease, municipality statement, etc not older than 6 months)	Yes	No	
Qualifications – bidders to submit qualifications for proposed engineering professional – Submit your tertiary qualification refer to 16.1.2 of this tender document	Yes	No	
Submit valid B-BBEE Verification Certificate by a SANAS accredited verification agency / Sworn Affidavit (where applicable) (Please note that college will use specific goals)	Yes	No	
Letter of Good Standing from the bank (Bank Rating Letter)	Yes	No	
VAT Registration Certificate	Yes	No	

NB: Despite the above, the College reserves the right to request information (which must be responded and/or provided to the College within the period as determined and communicated by the College) where the information provided is insufficient, is not supplied, is unsuitable or does not provide adequate detail.

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

1.1.2 STAGE 1: EVALUATION OF FUNCTIONALITY

Tenderers need to obtain a minimum percentage score of **80%** and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
<p>Provide three (3) valid writtern and contactable reference letters of contracts of similar size not older than five (5) years supported by appointment letter or SLA: (Turnkey Projects) Reference letters must indicate the involvement of engineering professional</p> <p>3 Written verifiable reference letteres = 30 points 2 Written verifiable reference letters = 20 points 1 Writtern verifiable reference letter = 10 points</p>		30
<p>Relevant Experience of Engineering Professional Submit proof of specific experience (project completed) of the engineering professional on projects of similar complexity or any other relevant contract management experience.</p> <p>3 Completion certificates = 20 points 2 Completion certificates = 10 points 1 Complétion certificate = 05 points None provided = 00 points</p>		20
<p>Provide Company Experience in the provision of similar projects completed (Submit company profile)</p> <p>More than 10 years of experience = 20 points Experience between 5 and 9 years = 10 points Experience below 5 years = 05 points None Provided = 00 points</p>		20
<p>Quality Control System and Procedures which ensure compliance with the standards and specifications required for the delivery of the project. Bidders are to provide documentation indicating the availability of a quality management system or a quality management plan that is functional within the organisation and can be used for this project. Details of certification/ accreditation and maintenance of the quality control and assurance system is to be provided.</p> <p>Provided = 20 points None provided = 00 points</p>		20
<p>Fully signed Audited / Annual Financial Statements</p> <p>Attached copy of recent fully signed (by auditor and director of the company) audited or annual financial statements = 10 points None provided = 00 points</p>		10
Total points		100

1. Introduction

Western TVET college operates across multiple campuses -Randfontein, Krugersdorp, Carletonville and Westonaria, serving a large and diverse student population in the West Rand region.

The college's infrastructure plays a critical role in supporting teaching, learning and student support services. However, as the institution continues to expand, it faces significant challenges in planning, coordinating, and monitoring capital infrastructure projects effectively.

College infrastructure plays a critical role in supporting teaching and student support services. However, as the institution continues to expand, it faces significant challenges in planning, coordinating and monitoring capital infrastructure projects effectively. The Department of Higher Education and Training (DHET) has allocated funding for infrastructure development under the TVET infrastructure programme to address maintenance backlogs, expand capacity, and improve learning environments.

Western TVET College requires a dedicated Project Management Unit (PMU) to oversee the planning execution, and Environment best practice and quality control standard and mechanism to ensure effective and efficient infrastructure and maintenance project delivery, The college hereby calls for qualifying service providers in the built environment with relevant proven experience in providing PMU services based on the scale infrastructure and maintenance projects within the Technical Vocational Educational and training / Higher education sector. The appointed service provider will perform the role of project management unit for the classroom at Krugersdorp campus and corporate centre inter alia and proposed capital and maintenance projects.

2. The need for Project Management Unit (PMU)

The core business of the college is teaching and learning, with little capacity on infrastructure civil and construction business, the reason why the appointment of a principal agent. Over and above these appointments, it is important that a Project Management Unit lead by experts in the build environment is required to oversee the successful implementation of construction projects.

The need for a PMU would be the for effective project management to ensure that projects are managed efficiently on time and within budget. We have currently experienced the lack of a well coordination of activities across the stakeholders (Management, PA, Contractors and the community). The PMU would enhance accountability by promoting transparency and monitoring the project 's progress. One of the key roles of PMU would be risk assessment, identifying, assessing and mitigating emerging project risks.

The effective delivery of infrastructure projects within a public institution such as Western TVET College requires a structured, accountable, and technically proficient management the TVET infrastructure programme, establishing a dedicated Project Management Unit (PMU) has become a strategic and operational necessity. It is important to note that the PMU should have extensive experience in managing a PMU in an educational institution to ensure smooth implementation of the PMU. The appointed PMU should experience in overseeing/ managing large scale infrastructure and major maintenance projects within the PSET sector whether universities or TVET Colleges.

The need for a PMU includes but is not limited to:

- Increasing infrastructure demands
- Compliance with National Infrastructure Frameworks
- Addressing Capacity and Skills Gaps
- Strengthening Accountability and Governance
- Improving Efficiency, Coordination, and Risk Management
- Enhancing Long-Term Sustainability
- Supporting Effective Use of Infrastructure Funding
- Enabling Data-Driven Making

3. Scope of work

The proposed PMU will provide complementary technical support by:

- i. Providing multi-disciplinary professional technical support
- ii. Assist with the recovery and completion of failed stalled and/ or delayed infrastructure projects by ensuring that these projects are completed within a defined timeframe and within the allocated budget, to prevent further resource wastage
- iii. Implement proactive project monitoring system to prevent future delays
- iv. Ensuring that all new projects are streamlined into a well-coordinated project pipeline that will match budget allocation and ensure delivery.
- v. Assist the college in aligning and streamlining project delivery processes i.e establishing infrastructure requirement project conceptualization budging planning programmes implementation and contract management.
- vi. Asist the college to streamline property maintenance and management processes by conducting infrastructure condition assessments and compiling a maintenance framework and program with priorities and high-level cost estimates for budgeting purposes. This will be done for deferred, routine and preventative maintenance.
- vii. Introducing sustainable and inclusive planning mechanisms to meet the long-term needs of the institution.

In addition, the PMU will assist in the following strategic areas:

- i. Infrastructure delivery capacity this will be done by enhancing Westcol capacity through collaborative approaches and advanced technologies like Building Information Modeling (BIM).
- ii. Alignment with the TVET's Institutional Strategy in ensuring all infrastructure projects reflect Westcol innovation and sustainability goal.
- iii. Governance and Standardizations: Developing uniform procedures and project governance frameworks.

4 Management of Stakeholder Engagement

The management of stakeholders has three components:

1. Social facilitation capacity
2. Community stakeholder engagement and mechanism and
3. Risk mitigation strategies for project disruptions

2. SECTION 3: SCOPE OF WORK

2.1 SCOPE OF WORK AND GENERAL RESPONSIBILITIES

Background

The WESTCOL's objectives are to appoint appointment of a panel of service providers to render engineering professional services as part of the Project Management Unit (PMU) for WESTCOL, over a period of 3 years. All proposed key personnel should meet the requirements as set out in the Tender Document.

Supporting documentation MUST be included, failing which such bidders may be considered non-responsive.

- a) Architectural Services.
- b) Mechanical Engineering.
- c) Electrical & Electronics Engineer.
- d) Civil and Structural Engineering.
- e) Quantity Surveying.
- f) Professional Occupational Health & Safety (OHS).

Work allocation will be on an ad-hoc basis and be rotated among the Panel members based on capacity, capability and experience. WESTCOL does not guarantee that all/any of the Panel will be allocated work within the thirty-six **(36) Months cycle period**, as work allocation is dependent on WESTCOL's strategic planning and funding allocations.

2.2 EXTENT OF ENGINEERING SERVICES

2.2.1 PERSONNEL REGISTERED WITH RELEVANT PROFESSIONAL BODIES IN TERMS OF THE ENGINEERING COUNCIL OF SOUTH AFRICA - ACT 46 OF 2000

Engineering Services: The Tenderer shall be capable of providing Engineering Services in terms of the Engineering Council of South Africa (ECSA). The Engineer shall be required to perform normal services. The envisaged projects will be for building/structural and civil works (water, sewer and roads) projects and any additional services as required.

2.2.2 PERSONNEL REGISTERED IN TERMS OF THE SOUTH AFRICAN COUNCIL PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONALS - ACT 48 OF 2000:

Task Orders: WESTCOL shall issue a Project specific Task Order for each project where the Tenderer has been selected to provide a service. The scope of the service shall be confirmed upon issuing of the task order. WESTCOL reserves the right to issue a project task order for partial services or for a particular task on a project and not necessarily for the entire scope of services.

The task order shall also confirm the fee for the specific task based on the tenderers pricing offer. WESTCOL reserves the right to negotiate the data used as input into the calculation of the fee prior to applying the tendered discount.

2.3 OTHER PROVISIONS

2.3.1 PROJECT DELIVERABLES

The following deliverables will be expected from successful tenderer/s:

- Inception
- Concept and Viability / Preliminary Design, including all legislative authorizations, plan approvals and statutory compliance.
- Design Development / Detail Design
 - This includes the preparation of working and the approval of building plans with the relevant government bodies
 - A detailed design report, cost estimates and program with all relevant attachments in soft bound hard copy and electronic format (CD). This will include electronic .*dwg* files of all design layouts and drawing registers.
- Documentation and Procurement – Preparation of Scope of Works Information, Specifications, BOQs and Tender Evaluation Reports etc. for approval by the client. All procurement to be as per College's procurement policies.
- Contract Administration and Inspection – On site construction management including Risk Management, Quality Assurance and Health & Safety Management etc.
- Project close-out including:
 - Preparation of project close out reports with all relevant information such as guarantees, manuals, approved plans; GIS shape files, as built drawings, completion certificates, occupation certificates etc.
 - Project life cycle (stage 1 - -6)

[NOTE: This list is not exhaustive, it is the successful PSP's responsibility to ensure that all quality and compliance aspects of the project are met and the list in no way minimises their ethical responsibility as outlined in the respective Built Environment governing body's ethics code]

2.4 PROCUREMENT AND FUNCTION OF PANEL

All procurement shall comply with College's procurement policies, which can be viewed on WESTCOL's website.

2.4.1 QUARTERLY FEEDBACK SESSIONS

WESTCOL will hold quarterly feedback sessions with the appointed Panel of Consultants. The feedback sessions will act as a Panel of experts' discussion with WESTCOL.

This platform will be used by WESTCOL to seek advice from the Panel on various issues ranging from the mechanism of managing the Panel to how WESTCOL can improve on its infrastructure delivery commitments. The attendance at feedback sessions for all consultants on the Panel is compulsory.

2.4.2 APPOINTMENT OF CONSULTANTS OUTSIDE OF THE PANEL

WESTCOL reserves the right to procure consultants from outside the Panel of consultants, in accordance with its procurement procedures.

2.5 STANDARD NORMAL ENGINEERING SERVICES

Stages typically included as Normal Services during the execution of a Project.

STAGE 1. Inception	
Establish client requirements and preferences, assess user needs and options, appointment of necessary consultants, establish the project brief including project objectives, priorities, constraints, assumptions aspirations and strategies	
Typical activities	Typical deliverables
<ul style="list-style-type: none"> (i) Assist in developing a clear project brief (ii) Attend project initiation meetings (iii) Advise on procurement policy for the project (iv) Advise on the rights, constraints, consents and approvals (v) Define the scope of services and scope of work required (vi) Conclude the terms of the agreement with the client. (vii) Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for Stage 2 including the availability and location of infrastructure and services (viii) Determine the availability of data, drawings and plans relating to the project (ix) Advise on criteria that could influence the project life cycle cost significantly (financial design criteria) (x) Provide necessary information within the agreed scope of the project to other consultants involved 	<ul style="list-style-type: none"> • Agreed scope of services and scope of work • Signed agreement • Report on project, site and functional requirements • Schedule of required surveys, tests, analyses, site and other investigations • Schedule of consents and approvals

STAGE 2. Concept and Viability / Preliminary Design

Prepare and finalise the project concept in accordance with the brief, including project scope, scale, character, form and function, plus preliminary programme and viability of the project)

Typical activities

- (i) Agree documentation programme with principal consultant and other consultants involved
- (ii) Attend design and consultants' meeting
- (iii) Establish the concept design criteria
- (iv) Prepare initial concept design and related documentation
- (v) Advise the client regarding further surveys, analyses, tests and investigations which may be required
Establish regulatory authorities' requirements and incorporate into the design
- (vi) Refine and assess the concept design to ensure conformance with all regulatory requirements and consents
- (vii) Establish access, utilities, services and connections required for the design
- (viii) Coordinate design interfaces with other consultants involved
- (ix) Prepare process designs (where required), preliminary designs, and related documentation for approval by authorities and client and suitable for costing
- (x) Provide cost estimates and life cycle costs as required
- (xi) Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved

Typical deliverables

- Concept design
- Schedule of required surveys, tests and other investigations and related reports
- Schedule of required surveys, tests and other investigations and related reports
- Process design
- Preliminary design
- Cost estimates as required

STAGE 3. Design Development / Detail Design

Develop the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project)

Typical activities

- (i) Review documentation programme with principal consultant and other consultants involved
- (ii) Attend design and consultants' meetings
- (iii) Incorporate client's and authorities' detailed requirements into the design
- (iv) Incorporate other consultant's designs and requirements into the design
- (v) Prepare design development drawings including draft technical details and specifications
- (vi) Review and evaluate design and outline specification and exercise cost control
- (vii) Prepare detailed estimates of construction cost
- (viii) Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved.
- (ix) Submit the necessary design documentation to local and other authorities for approval

Typical deliverables

- Design development drawings
- Outline specifications
- Local and other authority submission drawings and reports
- Detailed estimates of construction costs

STAGE 4. Documentation and Procurement

Prepare procurement and construction documentation, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for execution of the project.

Typical activities	Typical deliverables
<p>(i) Attend design and consultants' meetings</p> <p>(ii) Prepare specifications and preambles for the works</p> <p>(iii) Accommodate services design</p> <p>(iv) Check cost estimates and adjust designs and documents if necessary to remain within budget</p> <p>(v) Formulate the procurement strategy for contractors or assist the principal consultant where relevant</p> <p>(vi) Prepare documentation for contractor procurement</p> <p>(vii) Review designs, drawings and schedules for compliance with approved budget</p> <p>(viii) Assist in calling for tenders and/or negotiation of prices and/or assist the principal consultant where relevant</p> <p>(ix) Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required</p> <p>(x) Assist in the evaluation of tenders</p> <p>(xi) Assist with the preparation of contract documentation for signature</p> <p>(xii) Assess samples and products for compliance and design intent</p>	<ul style="list-style-type: none">• Specifications• Services co-ordination• Working drawings• Budget construction cost• Tender documentation• Tender evaluation report• Tender recommendations• Priced contract documentation

STAGE 5. Contract Administration and Inspection

Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the works

Typical activities

Typical deliverables

- (i) Attend site handover
- (ii) Issue construction documentation in accordance with the documentation schedule including, in the case of structural engineering, reinforcing bending schedules and detailing and specifications of structural steel sections and connections
- (iii) Carry out contract administration procedures in terms of the contract
- (iv) Prepare schedules of predicted cash flow
- (v) Prepare pro-active estimates of proposed variations for client decision making
- (vi) Attend regular site, technical and progress meetings
- (vii) Inspect works for conformity to contract documentation
- (viii) Adjudicate and resolve financial claims by contractor(s)
- (ix) Assist in the resolution of contractual claims by the contractor
- (x) Establish and maintain a financial control system.
- (xi) Clarify details and descriptions during construction as required
- (xii) Prepare valuations for payment certificates to be issued by the principal agent
- (xiii) Witness and review of all tests and mock ups carried out both on and off site
- (xiv) Witness and review of all tests and mock ups carried out both on and off site
- (xv) Check and approve contractor drawings for design intent
- (xvi) Update and issue drawings register.
- (xvii) Issue contract instructions as and when required
- (xviii) Review and comment on operation and maintenance manuals, guarantee certificates and warranties
- (xix) Inspect the works and issue practical completion and defects lists
- (xx) Assist in obtaining statutory certificates

- Schedules of predicted cash flow
- Construction documentation
- Drawing register
- Estimates for proposed variations
- Contract instructions
- Financial control reports
- Valuations for payment certificates
- Progressive and draft final account(s)
- Practical completion and defects list
- Electrical Certificate of Compliance
- Where a quantity surveyor is included in the project team in building works, activities (iv), (v), (viii), (x) and (xii) and related deliverables will not be required from the engineer.

STAGE 6. Close-Out

Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover and operation of the project)

Typical activities	Typical deliverables
<p>(i) Inspect and verify the rectification of defects</p> <p>(ii) Receive, comment and approve relevant payment valuations and completion certificates</p> <p>(iii) Prepare and/ or procure operations and maintenance manuals, guarantees and warranties</p> <p>(iv) Prepare and/ or procure as-built drawings and documentation</p> <p>(v) Conclude the final accounts where relevant.</p>	<ul style="list-style-type: none">• Valuations for payment certificates• Works and final completion lists• Operations and maintenance manuals, guarantees and warranties• Operations and maintenance manuals, guarantees and warranties• As-built drawings and documentation• Final accounts

3. SPECIALIST CONSULTANTS

3.1 TOPOGRAPHIC SURVEY

The detailed topographic survey for the proposed project sites was undertaken, and the survey data will be made available to tenderers upon request.

3.1.1 GEOTECHNICAL REPORT

The detailed geotechnical investigation for the proposed project sites was undertaken, and the Geotechnical Report will be made available to tenderers upon request.

3.1.2 QUALIFICATIONS AND PROFESSIONAL FEES

All bidders MUST submit all qualification and CVs for all professional listed hereunder:

Professional Provided	Qualifications	Submit Certified Copies of Qualifications (Mandatory)
Architects	(Pr Arch/ Snr Pr Arch Technologist/ Pr Arch Technologist)	
Quantity Surveyor	(Pr QS)	
Civil & Structural Engineer	(Pr Eng/ Pr Tech)	
Mechanical Engineers	(Pr Eng/ Pr Tech)	
Electrical & Electronics Engineer	(Pr Eng/ Pr Tech)	
Professional Occupational Health & Safety Agent (OHS).	(Pr CHSA)	

4. PROFESSIONAL FEES

Bidders are requested to provide full pricing for all items.:

Project-Based Fee Structure

Item	Professional	Project-Based % (Incl. VAT) Fixed for 36 Months
1	Architects	%
2	Quantity Surveyor	%
3	Civil & Structural Engineer	%
4	Mechanical Engineers	%
5	Electrical & Electronics Engineer	%
6	Professional Occupational Health & Safety Agent (OHS).	%

Hourly-Based Fee Structure

Item	Professional	Hourly-Based (incl. VAT) Fixed for 36 Months
1	Architects	R
2	Quantity Surveyor	R
3	Civil & Structural Engineer	R
4	Mechanical Engineers	R
5	Electrical & Electronics Engineer	R
6	Professional Occupational Health & Safety Agent (OHS).	R

4.1 DISBURSEMENT: ALL DISCIPLINES

Bidders are expected to quote in full, even if third parties provide this service.

Item	Claim	Unit of Measurement	Price Per Unit Including VAT
1	Travel – SARS rates (will be paid ONLY Gauteng province)	Rand per km/ R4.84	R
2	A1 computer original plots (other size plots part thereof)	Per copy	R
3	A1 prints monochrome	Per copy	R
4	A3 prints monochrome	Per copy	R
5	A3 prints colour	Per copy	R
6	A4 prints monochrome	Per copy	R
7	A4 prints colour	Per copy	R
8	A0 paper	Per copy	R
9	Accommodation & meals	N/A	

NB: Bidders are expected to quote in full, even if third parties provide this service.