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07 June 2024

REQUEST FOR PROPOSAL: REFURBISHMENT OF OFFICES AND TEAROOM

The William Humphreys Art Gallery (WHAG) based in Northern Cape is a schedule 3 public entity (not for profit) and public benefit organisation supported by the National Department of Sport, Arts and Culture. The William Humphreys Art Gallery provides for the aesthetic and cultural needs of the local community it serves as well as to the people of South Africa and the African continent.

WHAG invites proposals for the refurbishment of the William Humphreys Art Gallery's offices and tearoom in full compliance with the Public Finance Management Act (PFMA) Act 1 of 1999 and related regulations.

For enquiries contact Mpho Matsitle at 053 831 1724.

Mandatory briefing session shall be held under the following details:

Date: 21 June 2024

Time: 11:00am

Venue: William Humphreys Art Gallery's Auditorium
1 Cullinan Crescent
Civic Centre
Kimberley

Closing date for quotations is 05 July 2024. Submit written quotations through via email to:

Mpho Matsitle
mpho@whag.co.za

The William Humphrey Art Gallery reserves the right to not make any appointment in this regard.

TERMS OF REFERENCE FOR THE REFURBISHMENT OF TEAROOM AND OFFICES

Introduction:

The William Humphreys Art Gallery is seeking proposals from experienced and qualified contractors for the refurbishment of its offices and tearoom. The project aims to enhance the visitor experience and create a welcoming and attractive environment for visitors to the gallery.

Scope of Work:

The scope of work for this project includes, but is not limited to:

1. Refurbishment of tearoom and offices as per attached specification.
2. Procurement and installation of necessary furniture, fixtures, and equipment.
3. Project management and supervision of the works, including the coordination of all sub-contractors and suppliers.
4. Commissioning of the works and handover of the completed areas to the William Humphreys Art Gallery.

Compulsory Requirements

The following compulsory requirements must be provided:

1. *Site Visit and Briefing:*

It is mandatory for all interested parties to attend a compulsory site visit and briefing, which will be held at the William Humphreys Art Gallery on 21 June 2024 at 11:00am. This will provide an opportunity to view the areas and to ask any questions about the project.

2. *Reference Letters:*

The bidder must provide at least five (5) contactable reference letters in the refurbishment of similar projects. Reference letters must be on referring client's letterhead, signed, and dated. The reference letters must have contact details of the referring client.

3. *CV and Qualifications:*

The team leader must be in possession of a relevant qualification and CV with a minimum of five (5) years' experience in refurbishment of similar projects. CV and copy of qualifications must be submitted. The service provider should make clear the relevant skills, experience, and capacity of each member of the team. The team must have adequate experience in design and refurbishment of similar projects.

4. *Project Plan and Methodology:*

The bidder must provide a project plan and methodology clearly articulating the stages of the required services and period of delivery. The service provider must explain their understanding of the objectives of this exercise, approach, and the methodology for carrying out this exercise. The main activities of the exercise, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be consistent with the approach and methodology. The project plan should include the following:

- a) Proposed project management and supervision arrangements.
- b) Proposed timeline for completion of the works.

- c) Detailed design and technical proposal, which should include drawings, specifications, and total cost of the works, including a detailed breakdown of all costs.
- d) Proposed health and safety arrangements, including the provision of a detailed health and safety plan.
- e) Proposed environmental management arrangements, including the provision of a detailed environmental management plan.

5. Company Profile:

The bidder must provide a company profile indicating that the bidder has a minimum of five (5) years' experience in the refurbishment of similar projects.

Failure to provide the above-mentioned compulsory requirements will lead to proposals being disqualified and will not be evaluated further on Functionality and Preferential Evaluation.

Submission Requirements:

Proposals must be submitted in accordance with the following requirements:

1. Proposals must be submitted in hard copy and/or electronic format, to the addresses specified below:

William Humphreys Art Gallery

1 Cullinan Crescent

Civic Centre

Kimberley

8301

Attention: Mpho Matsitle

mpho@whag.co.za

2. Proposals must be accompanied by a cover letter, which should provide a brief overview of the proposed solution and the contractor's experience and qualifications.

EVALUATION CRITERIA

Functionality Evaluation

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the contractor and its key personnel.
2. Relevant experience in the refurbishment of similar projects.
3. Quality of the proposed plan, including the selection of materials, finishes, and furniture.

The functionality criteria and weightings that will be utilized to test the capability of service providers is set as follows:

CRITERION	DESCRIPTION	SCORE										
Contractor Experience	The bidder must provide at least five (5) contactable reference letters in the refurbishment of similar projects. Reference letters must be on referring client’s letterhead, signed, and dated. The reference letters must have contact details of the referring client. The bidder must provide a company profile indicating that the bidder has a minimum of five (5) years’ experience in the refurbishment of similar projects.	40										
Team Leader Experience	The team leader must be in possession of a relevant qualification and CV with a minimum of five (5) years’ experience in the refurbishment of similar projects. CV and copy of qualifications must be submitted.	20										
Team Experience	The service provider should make clear the relevant skills, experience, and capacity of each member of the team. The team must have adequate experience in refurbishment of similar projects. Scoring criteria: <table><tr><td>Experience</td><td>Score</td></tr><tr><td>No experience indicated or no CV’s attached</td><td>0</td></tr><tr><td>1 – 2 years’ experience</td><td>5</td></tr><tr><td>3 - 4 years’ experience</td><td>10</td></tr><tr><td>5 and above years’ experience</td><td>15</td></tr></table>	Experience	Score	No experience indicated or no CV’s attached	0	1 – 2 years’ experience	5	3 - 4 years’ experience	10	5 and above years’ experience	15	15
Experience	Score											
No experience indicated or no CV’s attached	0											
1 – 2 years’ experience	5											
3 - 4 years’ experience	10											
5 and above years’ experience	15											
Project Plan Quality	The bidder must provide a project plan and methodology clearly articulating the stages of the required services and period of delivery. The service provider must explain their understanding of the objectives of this exercise, approach, and the methodology for carrying out this exercise. The main activities of the exercise, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be	25										

	consistent with the approach and methodology. The project plan should include the following: a) Proposed project management and supervision arrangements. b) Proposed timeline for completion of the works. c) Detailed design and technical proposal, which should include drawings, specifications, and total cost of the works, including a detailed breakdown of all costs. d) Proposed health and safety arrangements, including the provision of a detailed health and safety plan. e) Proposed environmental management arrangements, including the provision of a detailed environmental management plan. Failure to attach a project plan will lead to disqualification of proposal. Scoring criteria: <table><tr><td>Quality</td><td>Score</td></tr><tr><td>Poor Project Plan</td><td>5</td></tr><tr><td>Fair Project Plan</td><td>10</td></tr><tr><td>Good Project Plan</td><td>20</td></tr><tr><td>Excellent Project Plan</td><td>25</td></tr></table>	Quality	Score	Poor Project Plan	5	Fair Project Plan	10	Good Project Plan	20	Excellent Project Plan	25	
Quality	Score											
Poor Project Plan	5											
Fair Project Plan	10											
Good Project Plan	20											
Excellent Project Plan	25											
TOTAL:		100										

All Bidders who score less than 75 points on functionality evaluation will not be considered for further evaluation on Price and Preferential Points.

Preferential Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- a. **Pricing** 80 points
- b. **Preferential Points** 20 points

Preferential Points will be awarded as per below scoring:

CRITERION	POINTS	PROOF OF CLAIM
B-BBEE Status	4	Valid B-BBEE verification certificate or an affidavit confirming micro enterprise status
Businesses Based in the Northern Cape	4	Proof of Business Address not older than three months
Ownership by Youth	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by Women	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by People with Disabilities	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders

B-BBEE Status Points will be awarded as per below:

B-BBEE STATUS	POINTS
Level 1	4
Level 2	3
Level 3	2
Level 4 and below	1
Non-compliant	0

Ownership Points for Youth, Women, and People with Disabilities will be awarded as per below:

OWNERSHIP	POINTS
Above 50%	4
Above 40%	3
Above 25%	2
Above 10%	1

MANDATORY INFORMATION TO BE SUBMITTED

The written application should be accompanied by the following minimum documentation:

- a. WHAG 07EC: Form of Offer and Acceptance
- b. WHAG SBD 4 Form – Bidder's Disclosure
- c. Pricing Schedule

*All current and potential creditors/contractors/consultants and other suppliers of goods and services to William Humphreys Art Gallery are required to **self-register** on the government Central Supplier Database. Please visit the CSD website www.csd.gov.za for further details.*

WHAG 07EC: FORM OF OFFER AND ACCEPTANCE

OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

WILLIAM HUMPHREYS ART GALLERY - REFURBISHMENT OF TEA ROOM AND OFFICE BLOCK

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

Rand (in words):	
Rand in figures:	R

VAT IS TO BE INCLUDED EVEN IF THE TENDERER IS A NON-VAT VENDOR

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the Contractor in the conditions of contract identified in the contract data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

Company or Close Corporation: And: Whose Registration Number is: And: Whose Income Tax Reference Number is:	OR	Natural Person or Partnership: Whose Identity Number(s) is/are: Whose Income Tax Reference Number is/are:
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.....

AND WHO IS (if applicable):

Trading under the name and style of:
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AND WHO IS:

Represented herein, and who is duly authorised to do so, by: Mr/Mrs/Ms: In his/her capacity as:	Note: A Resolution / Power of Attorney, signed by all the Directors / Members / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.
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SIGNED FOR THE TENDERER:

Name of representative	Signature	Date

WITNESSED BY:

Name of witness	Signature	Date

This Offer is in respect of: (Please indicate with an "X" in the appropriate block)

The official documents ☐

The official alternative ☐

Own alternative (only if documentation makes provision therefor) ☐ ..

(N.B.: Separate Offer and Acceptance forms are to be completed for the main and for each alternative offer)

SECURITY OFFERED:

- (a) the Tenderer accepts that in respect of contracts from R 500 000 and up to R 1 million, a surety of 2% of the contact value (excluding VAT) will be applicable and will be deducted by the Employer in terms of the applicable conditions of contract
- (b) in respect of contracts above R 500 000, the Tenderer offers to provide security as indicated below:
- (1) cash deposit of 10 % of the Contract Sum (excluding VAT) Yes ☐ No ☐
- (2) variable construction guarantee of 10 % of the Contract Sum (excluding VAT) (DPW 10.3) Yes ☐ No ☐
- (3) payment reduction of 10% of the value certified in the **payment certificate** (excluding VAT) Yes ☐ No ☐
- (4) cash deposit of 5% of the **contract sum** (excluding. VAT) and a payment reduction of 5% of the value certified in the **payment certificate** (excluding. VAT) Yes ☐ No ☐
- (5) fixed **construction guarantee** of 5% of the **contract sum** (excluding VAT) and a payment reduction of 5% of the value certified in the **payment certificate** (excluding VAT) Yes ☐ No ☐

NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.

The Tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....
....

Other Contact Details of the Tenderer are:

Telephone No	Cellular Phone No.
Fax No	Other contact No.
Postal address:	
Main or Principal Place of Business: E-mail Address :	
Registered Place of Business:	
Banker Branch.....	
Registration No of Tenderer at Department of Labour	
CIDB Registration Number: (Attached copy of certificate)	
CSD Number:..... SARS Pin.....	

ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part 1 Agreement and contract data, (which includes this agreement)

Part 2 Pricing data

Part 3 Scope of work

Part 4 Site information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Tenderer shall within one week after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if delivered by hand on the day of delivery, or if delivered by courier within two working days after submission by the Employer to the courier services for a door-to-door delivery to the Tenderer, provided that the Employer notifies the Tenderer of the tracking number within 24 hours of such submission, or if delivered by telefax, one working day after transmission, or if delivered by email, one working day after transmission.

For the Employer:

Name of signatory	Signature	Date

Name of Organisation:	WILLIAM HUMPHREYS ART GALLERY
Address of Organisation:	William Humphreys Art Gallery 1 Cullinan Street CBD KIMBERLEY, 8301

WITNESSED BY:

Name of witness	Signature	Date



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WHAG-SBD4

BIDDER'S DISCLOSURE

1. Purpose of the form

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below.

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the William Humphreys Art Gallery?
YES/NO

2.2.1 If so, furnish particulars:
.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:
.....
.....

3 Declaration of shareholding

3.1 Are any of the bidder’s directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, designated as youth, women, and/or people with disabilities?
YES/NO

3.1.1 If so, furnish particulars of the names, individual identity numbers, sex, shareholding and, if applicable, disability of sole proprietor/ directors /

trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Sex	Disability	Shareholding %

4 DECLARATION

I, the undersigned, (name)
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 4.1 I have read and I understand the contents of this disclosure;
- 4.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 4.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 4.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 4.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 4.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the William Humphreys Art Gallery in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 4.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2, 3 and 4 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder



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WILLIAM HUMPHREYS ART GALLERY

SPECIFICATION

FOR

REFURBISHMENT OF TEA ROOM AND OFFICES

CARRIED FORWARD: R _____

	RATE	TARRIF	
		R	C
LUMP SUM TENDER: This specification is for a lump sum contract for all work specified and can be changed by variation order to make payments for additional work not originally specified. The contractor must note that any additional work done without a written site instruction and variation order will under no circumstances be paid for. SPECIFICATION: This specification comprises of three sections: - Section A: Building Bill of Quantities Section B: Electrical Work Section C: Mechanical Work PREMISES IN OCCUPATION: The existing premises will be in occupation during the contract period. CONTRACT PERIOD: The contract period for the completion and delivery of all the work in this contract is 3 Months, commencing from the date of acceptance of acceptable Works Guarantee tender and shall include all statutory and building industry holidays. FIXED PRICE CONTRACTS: No contract price adjustments of whatever nature, except for reductions or increases in the Value-added Tax (VAT), shall be applicable to this contract. The tenderer shall make provision in his tender price for possible fluctuations in costs.	NOT TO BE PRICED		
PAGE SUMMARY			

CARRIED FORWARD: R _____

SECTION A: BUILDING BILL OF QUANTITIES <u>BRICKLAYER</u>	RATE	TARRIF	
		R	C
OPEN BRICKED UP WINDOWS Neatly break out brick work in closed up sections of previous existing window openings. New plaster elsewhere measured is to finish flush with and match the existing internal surface. Install new windows elsewhere measured of matching window profile. Office No 2 (Plaster one side) Office No 4 (Plaster one side) Square Meters: 4 REPAIR CRACKS Plaster around all large cracks shall be hacked off for at least 200mm on either side of crack. Cracks are to be filled in with stiff 3:1 cement grouting solidly caulked in. Areas to be re-plastered shall be thoroughly cleaned, wetted, and re-plastered with cement plaster, finished off to a smooth and even surface and on the same plane as the existing plaster, with all joints between old and new plaster properly concealed. Lineal Meters: 10			
<u>CARPENTRY AND JOINERY</u> <u>WOOD RACKS</u> <u>Existing Wooden Racks Remove</u> Carefully remove existing wooden racks within office passage, safely store for reuse. Contractor to number racks in sequence of removal. No: 10 <u>Existing Wooden Racks Refix</u> Refix in existing position wooden racks as removed and stored for reuse. No: 10 <u>Wood Wall cladding</u> Cut in Openings in wall cladding for access to new windows elsewhere measured and make good edges of openings. Office No 2: 2m² Office No 4: 2m² Square Meters: 4			
PAGE SUMMARY			

CARRIED FORWARD: R _____

	RATE	TARRIF	C
		R	
			C
<u>WOOD DOORS</u> Carefully remove wood doors from hinges, shave underside of doors to adjust hight for clearance over new ceramic tiles. Toilets: No: 7 Toilet Passage: No: 10 Office Kitchen: No: 1 <u>Provide New Door</u> Provide and hang on new hinges, screwed with new screws, new chip core flush door/s within partition framework, fix in place door furniture (mortice lock and handles) elsewhere measured, adjust striking plates and leave in working order. Office No 1: No: 1 <u>Kitchen Cupboards (Tea Room)</u> Remove existing work top and sink and remove from site. Install in configuration as indicated on drawing. New work postformed tops and cupboards constructed from Chip Board. (Inclusive of hinges, handles) Tea Room Kitchen: (Provisional Amount) Item: 1 <u>Kitchen Serving Hatch (Tea Room)</u> Remove existing PVC Roller Shutter Serving Hatch door and remove from site. Provide and install in existing opening, new PVC Roller Shutter Serving Hatch door as per sample image, correctly sized to existing opening.  Serving Hatch size: Width: 1400mm Height: 1040mm Quantity: 1	45 000	45 000	
PAGE SUMMARY			

CARRIED FORWARD: R_____

	RATE	TARRIF	
		R	C
SKIRTINGS AND ANGLE MOULDS: REMOVE QUADRANTS: Carefully remove all quadrants and store for reuse. Refix stored quadrants with panel pins at not exceeding 450mm centres after installation of new carpets and floor tiles. Offices: Lineal Meters: 118m Office Kitchen: Lineal Meters: 16m Office Passage: Lineal Meters: 16m Tea Room: Lineal Meters: 13m Toilets: Lineal Meters: 16m Toilet Passage: Lineal Meters: 11m Total Quantity Quadrants: Lineal Meters: 190 REPLACE QUADRANTS: Fix new quadrants with approved panel pins at not exceeding 450mm centres where existing quadrants were damaged on removal. Offices: Lineal Meters: 59m Office Kitchen: Lineal Meters: 8m Office Passage: Lineal Meters: 8m Tea Room: Lineal Meters: 7m Toilets: Lineal Meters: 8m Toilet Passage: Lineal Meters: 6m Total Quantity Quadrants: Lineal Meters: 96			
PAGE SUMMARY			

CARRIED FORWARD: R _____

	RATE	TARRIF	
REMOVE SKIRTINGS:		R	C
Carefully remove all quadrants and store for reuse. Refix stored quadrants with panel pins at not exceeding 450mm centres after installation of new carpets and floor tiles.			
Offices: Lineal Meters: 118m			
Office Kitchen: Lineal Meters: 16m			
Office Passage: Lineal Meters: 16m			
Tea Room: Lineal Meters: 13m			
Toilets: Lineal Meters: 16m			
Toilet Passage: Lineal Meters: 11m			
Total Quantity Skirtings: Lineal Meters: 190			
SKIRTINGS (REPLACE WITH WOOD):			
Fix new skirtings with approved steel nails at not exceeding 450mm centres where existing skirtings were damaged on removal.			
Offices: Lineal Meters: 59m			
Office Kitchen: Lineal Meters: 8m			
Office Passage: Lineal Meters: 8m			
Tea Room: Lineal Meters: 7m			
Toilets: Lineal Meters: 8m			
Toilet Passage: Lineal Meters: 6m			
Total Quantity Skirtings: Lineal Meters: 96			
<u>CEILINGS, PARTITIONS AND FLOORING</u>			
EXISTING FLOOR FINISH:			
CLEAN DOWN CERAMIC TILES			
Clean down all existing Ceramic Tiles with approved degreasing chemicals to remove all stained surfaces and wash down with approved soap solution to remove residue of chemical cleaning.			
Rooms:			
Tea Room: Square Meters: 74 m ²			
Office Kitchen: Square Meters: 14 m ²			
Square Meters: 88			
PAGE SUMMARY			

CARRIED FORWARD: R _____

	RATE	TARRIF	
		R	C
EXISTING FLOOR FINISH: REPLACE WITH CERAMIC TILES Remove existing vinyl floor tiles in areas as indicated, acid wash floor surface and repair screeding as found necessary. Provide and cover floors in areas as indicated with <u>Osaka-light-grey-hardbody-floor tiles:600x600mm (SKU T0029604).</u> Tiles to be laid in an approved Tile Adhesive at 10mm spacing between tiles. Fill in joints with approved grouting of colour to match tiles. Rooms: Office Kitchen: Square Meters: 18 m² Toilets: Men: Square Meters: 15 m² Ladies: Square Meters: 15 m² Disabled: Square Meters: 10 m² Toilet foyer: Square Meters: 44 m² Office staircase: Square Meters: 11 m² Square Meters: 113 REPLACE CARPETS Remove existing carpets in areas as indicated, acid wash floor surface and repair screeding as found necessary. Provide and cover floors in areas as indicated with <u>Belgotex Berber Point 920, Scalable,</u> installed in tessellated format in accordance with SANS 10186 fitting code of practice or equally approved. Rooms: Office No 1: Square Meters: 26 m² Office No 2: Square Meters: 17 m² Office No 3: Square Meters: 19 m² Office No 4: Square Meters: 16 m² Office No 5: Square Meters: 33 m² Office No 6: Square Meters: 18 m² Office No 7: Square Meters: 21 m² Office Passage: Square Meters: 21 m² Square Meters: 171			
PAGE SUMMARY			

CARRIED FORWARD: R _____

	RATE	TARRIF	
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<u>PARTITIONING</u> DRYWALL CONSTRUCTION (NON-LOAD BEARING): The framework for drywall construction is to be formed with 63,5mm mild steel channel section, secured to walls, floor and ceiling in an approved manner at a maximum of 600mm centres. Form or leave openings in the positions and of the sizes shown. Supply and fix 63,5mm mild steel channel section studs spaced at 600mm centres, each cut 10mm shorter than dimensions required to simplify installation. At corners, cut out approximately 83mm of one leg of the mild steel channel to form a neat corner. The corner is to be formed with a vertical stud with drywall covering securely screw fixed inside of corner with approved drywall construction screws spaced at approximately 400mm centres. Where T-junctions are required, these are to be formed with mild steel channel sections, screwed together as described for corners and with corner joints firmly fixed together by means of pop rivets or an approved method of crimping. Door openings in drywall construction are to be formed with pressed steel door frames designed for drywall construction with a fixing plate welded to the inside of the frame. Each jamb of door frame is to be provided at back with metal studs as previously described and fixed to fixing plate with self-tapping screws. Clad the framework on one side with 12,7mm thick gypsum plasterboard, securely fixed to framework with 25mm long screws for drywall construction, at 220mm centres. Fill into openings in framework with glass fibre insulation, upon which the remaining side of the framework is to be covered with 12,7mm thick gypsum plasterboard all as previously described. All joints in gypsum plasterboard cladding are to be covered with an approved cover strip as supplied by manufacturer. Office No 1: Partition Wall Square Meters: 12 Door Frame: No: 1			
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<u>METALWORK</u> STEEL WINDOWS: Provide steel windows of the type and sizes shown on drawings or as mentioned. Industrial Steel Window: Code SS 33 Office No 2: No: 1 Office No 4: No: 1 Total: No: 2 STEEL WINDOWS (SERVICE): Adjust as required and refix all loose stays and catches. Offices: 28 Office Kitchen: 2 Tea Room Kitchen: 2 Toilets: 7 Total: No: 39 REMOVE CURTAIN- AND HANGING RAILS: Remove existing curtain- and hanging rails in areas as indicated. Remove all securing screws and stop all holes with approved filler. Rooms: Offices: 6 Offices Kitchen: 1 Total: No: 7 EDGE STRIP Provide Aluminium Natural 15mm or equally approved edge strip to each step of staircase to protect tile edges from damage. Quantity: 20			
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<u>IRON MONGERY</u> Provide and fit new 4 lever mortice lock as mentioned below, including furniture as required. Each lock is to be supplied with two keys. Fit and adjust striking plates. Office No 1 Partition Door: Quantity: 1 HAT AND COAT HOOKS: TEA ROOM KITCHEN Provide and fix in the position indicated or directed, 100 x 22mm thick oiled and polished hardwood rails with chamfered edges, screwed to plugs in walls and provide hat and coat hooks as sample No. 173, at approximately 200mm centres, securely screwed to hardwood rails. Hardwood rails: Lineal metres: No: 1 Hat and coat hooks: No: 5 <u>TILING</u> GLAZED WALL TILING ABOVE WASH HAND BASINS: Line the walls above wash hand basins with three rows 150 x 150mm white glazed tiles to a height of 600mm above wash hand basin. Male Toilet: Square Metres: 1 Female Toilet: Square Metres: 1 Paraplegic Toilet: Square Metres: 1 GLAZED TILES TO WALL IN KITCHENS: Line the walls indicated on drawings, or the walls specified with five rows 150 x 150mm white glazed tiles from floor level behind stove to underneath of Extractor fan canopy. Tea Room Kitchen: Square Metres: 4			
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<u>PLUMBING AND DRAINAGE</u> SANITARY PLUMBING Sanitary Fittings Tea Room Kitchen Supply and install within post-formed top, double bowl stainless steel sink "Vaal Tulip" or similar, including 20mm "Cobra Star" water mixer, waste outlet fitting with plug, chain and stay, including chromium plated bottle trap. Connect all plumbing and drainage to existing water supply and drainage outlets. Double Bowl Sink Unit: No: 1 Water Mixer: No: 1 20mm new copper water piping for Cold water: Lineal Meters: 10 20mm new copper water piping for Hot water: Lineal Meters: 20 40mm waste outlet pipe inclusive of elbows (4): Lineal Meters: 10 Provide and fit in position as indicated, new wall mounted chromium-plated easy clean 15mm pillar tap for dish washing machine. Cut in and connect new water supply to new taps from sink water supply. Cold water tap: No: 1 15mm new copper water piping for Cold water: Lineal Meters: 6 REFIX TOWEL RAILS: Remove loose towel rails from wall. Drill out the existing wall plugs and replace with new patent plastic or hardwood wall plugs. Refix towel rails with 38mm long chromium-plated round-headed screws, securely screwed to plugs in wall. Toilets Quantity: 3			
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<u>PAINTING</u> <u>INTERNAL PAINTING</u> CONCRETE CEILINGS: (PREVIOUSLY PAINTED WITH ACRYLIC PAINT): Clean down, apply screed to damaged areas, prepare for and apply two coats acrylic white paint to all ceilings: Rooms: Tea Room Kitchen: Square Meters: 20 PAINT CEILINGS & CORNICE (REDECORATE WITH EMULSION PAINT): Strip off all flaked or otherwise defective paint film. Replace missing nails with new nails, and nail back all loose nails. Stop up holes and sand down to a smooth and even surface. Prepare for and paint one coat bonding liquid and two coats white emulsion paint to rooms as mentioned below: Rooms: Offices: Square Meters: 150 m² Office Kitchen: Square Meters: 14 m² Office Passage: Square Meters: 20 m² Tea Room: Square Meters: 57 m² Toilets: Square Meters: 24 m² Toilet Passage: Square Meters: 31 m² Square Meters: 296			
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PAINT EXISTING WALLS: The existing painted walls are to be sanded down and thoroughly cleaned. All cracks or other defects to be properly filled with an approved filler and sanded down to a smooth and even surface flush with surrounding surfaces and all bare patches to be treated with one coat of approved sealer. Paint walls with one (1) coat Universal Undercoat followed by two (2) coats Acrylic PVA finishing as indicated below: Rooms: Offices: Office No1: Square Meters: 38 m² Office No 3: Square Meters: 37 m² Office No 6: Square Meters: 36 m² Office No 5: Square Meters: 50 m² Office No 7: Square Meters: 37 m² Office Kitchen: Square Meters: 35 m² Office Passage: Square Meters: 66 m² Tea Room: Square Meters: 57 m² Toilets: Square Meters: 55 m² Toilet Passage: Square Meters: 164 m² Square Meters: 575 The existing painted Air Conditioning Ducts boxed with rhino board are to be sanded down and thoroughly cleaned. All defects to be properly filled with an approved filler and sanded down to a smooth and even surface and to be treated with one coat of approved sealer. Paint sections as indicated with one (1) coat Universal Undercoat followed by two (2) coats Plascon Acrylic PVA Zanzibar Tavern or equally approved. Rooms: Ducting in Toilet foyer: Square Meters: 23 m² Square Meters: 23 STEEL WINDOWS WITH PAINT IN GOOD CONDITION ON BOTH SIDES: Clean down. Prepare for and paint one undercoat and one coat high-gloss white enamel paint. Average size of windows are:1200 x 900mm (1m²) Total No of windows: 39 Square Meters: 40			
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VARNISH INTERNAL WOODWORK: Sand down internal woodwork and apply two coats of clear varnish. Wood Door frame. Offices: Office No 1: Lineal Meters: 6 m Office No 4: Lineal Meters: 6 m Office No 5: Lineal Meters: 6 m Office Kitchen: Lineal Meters: 6 m Pinning Boards. Office No 1: Lineal Meters: 4 m Office No 2: Lineal Meters: 4 m Office No 3: Lineal Meters: 4 m Office No 4: Lineal Meters: 4 m Office No 6: Lineal Meters: 4 m Office No 5: Lineal Meters: 4 m Office No 7: Lineal Meters: 4 m Total Quantity: Lineal Meters: 52 EXISTING DOORS WITH PAINT FILM IN GOOD CONDITION BOTH SIDES: Wash down with an approved detergent and paint one undercoat and two coats 'Plascon' High Gloss White' or any similar approved finishing paint to doors specified. Offices: Office No 1: Square Meters: 4 m² Office No 2: Square Meters: 4 m² Office No 3: Square Meters: 4 m² Office No 4: Square Meters: 4 m² Office No 6: Square Meters: 4 m² Office No 5: Square Meters: 4 m² Office No 7: Square Meters: 8 m² Office Kitchen: Square Meters: 4 m² Office Passage: Square Meters: 4 m² Tea Room Kitchen: Square Meters: 4 m² Square Meters: 44			
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Wash down with an approved detergent and paint both sides, one undercoat and two coats 'Plascon' Eggshell Enamel' or any similar approved finishing paint to doors with specified colour code on Architects Ground Floor drawings. Offices: Passage single door 8.1: Square Meters: 4 m2 AC Room double door 8.2: Square Meters: 6 m2 Workshop Store double door 8.5: Square Meters: 6 m2 Under Staircase store single door 8.5: Square Meters: 4 m2 Paraplegic WC single doors 8.1: Square Meters: 8 m2 Male WC single doors 8.3: Square Meters: 8 m2 Female WC single doors 8.4: Square Meters: 12 m2 Square Meters: 48 Door Paint Colour Code 8.1: Plascon Baccarat or equally approved 8.2: Plascon Granny Apple or equally approved 8.3: Plascon Basket of Gold or equally approved 8.4: Plascon Violet Trace or equally approved 8.5: Plascon Triumph Blue or equally approved STEEL DOOR FRAMES: PREVIOUSLY PAINTED: (PAINT IN GOOD CONDITION): Sandpaper, prepare for and apply primer coat, undercoat and two coats 'Plascon, High Gloss White' or similar approved finishing paint. Office No 2: Square Meters: 3 m² Office No 3: Square Meters: 3 m² Office No 6: Square Meters: 3 m² Office No 7: Square Meters: 3 m² Strong Room: Square Meters: 3 m² Tea Room: Square Meters: 16 m² Door Frames: Square Meters: 31 BALUSTRADE Sandpaper, prepare for and apply primer coat, undercoat and two coats 'Plascon, High Gloss White' or similar approved finishing paint. Square Meters: 15			
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GLAZING CLEAR SHEET GLASS (REPLACE): Remove broken panes to windows and doors as specified. Prime rebates and replace with glass and putty. Size 220 x 300: Tea Room: No: 4 Offices: No: 4 Quantity: 8 PUTTY (REPLACE): Remove loose and cracked putty from rebates of windowpanes specified. Prime rebates and re-putty with approved window putty. Lineal Meters: 10 MIRRORS: REPLACE MIRRORS: Where mentioned, remove broken or tarnished mirrors from the wall surfaces. Provide and fix new 450 x 350 mm mirrors of 6 mm thick rounded and polished silvered plate glass above wash hand basins. Each mirror to be drilled four (4) times and countersunk screwed to plugs in wall with 38 mm long screws, fitted with domed chromium-plated cups. Provide at each fixing point a felt washer between wall and mirror. Male Toilet: No: 1 Female Toilet: No: 1 Paraplegic Toilet: No: 1 Quantity: 3			
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SECTION B: ELECTRICAL WORK GENERAL SCOPE OF WORK The contractor shall remove all flush light switch and socket outlet cover plates and light fittings and store. Refix in original position after painting of walls: LIGHT SWITCHES: No: 11 SOCKET OUTLETS: No: 15 LIGHT FITTINGS: No: 24 EXISTING AIR CONDITIONING POWER POINTS The contractor shall relocate the existing Air Conditioner Power Points as indicated to new location to be identified on site. All terminations shall be inclusive with relocation. Office No 2: No: 1 Office No 4: No: 1 Quantity: 2 LIGHT FITTINGS (REPLACE): Disconnect from electrical circuit, existing 2 Lamp Fluorescent Luminaire and remove from site. In existing position, supply and install new Energy Saving LED Fluorescent Light Fitting and connect to electrical circuit. 1 500 mm x 2 lamp LED luminaire Quantity: 1			
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SECTION C: MECHANICAL WORK EXISTING AIR CONDITIONING The contractor shall remove existing Air Conditioner Indoor Air Handling unit with refrigerant piping and store for reuse. After installation of windows, contractor is to reinstall stored Indoor Air Handling Units in new position to be indicated on site. Relocation of Indoor unit must be inclusive all required pipe work and recharging with approved refrigerant. Office No 2: No: 1 Office No 4: No: 1 Quantity: 2 EXTRACTOR FAN & CANOPY (SERVICE): The contractor is to service the existing Extractor Fan and Canopy within the kitchen inclusive of degreasing of extraction fan, extraction duct and canopy filters. Tea Room Kitchen: Quantity: 1			
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b. Amount for specification Part C (Electrical)	R _____
c. Amount for specification Part D (Mechanical)	R _____
d. Amount for Occupational Health and Safety	R _____
Sub-total	R _____
Add: Value-added Tax (VAT: 15%)	R _____
Total carried forward to "Form of Offer and Acceptance". Form: WHAG 07EC	R _____