



REQUEST FOR QUOTATION (RFQ)

Electrical Engineering Services

RFQ #: KWFCDT E &SD 03/2025	CLOSING DATE: Friday, 30 May 2025, 17h00	PROJECT: Electrical Engineering Services	TO BE SUBMITTED TO: Kouga Windfarm Community Development Trust (KWFCDT) ON THIS EMAIL: INFO@KWFCDT.CO.ZA
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1. Project Background

The Kouga Windfarm Community Development Trust (KWFCDT) intends to develop a new primary school comprising classrooms, administration blocks, ablution facilities, specialist rooms (labs, IT, etc.), sports amenities, and external works. As part of this development, a competent Electrical Engineer is required to design and oversee the electrical infrastructure and reticulation to ensure compliance with relevant codes and operational efficiency. *Given the tight time lines, the Service Provider should have capacity to dedicate 100% time to the project.*

2. Objective of RFQ

RFQ to appoint a professionally registered Electrical Engineer to provide complete electrical engineering design services for the internal and external electrical reticulation of the new Humansdorp Primary School, from concept to completion.

3. Scope of Works

The construction of Humansdorp Primary School which comprises 3no. double story classroom blocks (2350m2each), gatehouse, sports pavilion and all associated siteworks and services.

Site Location

Erf 3298, along the R102, Humansdorp, Eastern Cape.

5. Project Programme

The duration of the appointment will align with the full life cycle of the project, and anticipated to span 14 months from inception to final handover.

6. Estimated Value of Electrical Engineering Services

The estimated value for electrical works is R5,500,000.00 excluding VAT. Tenderers are required to provide a fixed fee for the electrical engineering consultancy services for stages 1 to 6 of the project life cycle including any upfront planning, studies, investigations, etc.

7. Scope of Services

The Scope of electrical engineering design and advisory services shall include all services required from stages 1 to 6 of the project life cycle as well as any upfront planning, studies, investigations, etc. required to determine the feasibility of the project. Scope of services listed as follows:

7.1. Stage 1 – Inception

- Assist in developing a clear project brief.
- Attend project initiation meetings.
- Advise on procurement policy for the project.
- Advise on the rights, constraints, consents and approvals.
- Define the scope of services and scope of work required.
- Conclude the terms of the agreement with the client.
- Inspect the site and advise on the necessary surveys, analyses, tests and site or other investigations be required for Stage 2
- Determine the availability of data, drawings and plans relating to the project.
- Advise on criteria that could influence the project life cycle cost significantly.
- Provide necessary information within the agreed scope of the project to other consultants.

7.2. Stage 2 – Preliminary Design: Concept and Viability

- Agree documentation programme with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Establish the concept design criteria.
- Prepare initial concept design and related documentation.
- Advice to the client as to the regulatory and statutory requirements, including environmental management and the need for any further surveys, analyses, tests and site or other approvals
- Preparation and submission to the client of any preliminary plans, drawings and estimates required for seeking the approval of statutory authorities and the client.
- Refine and assess the concept design to ensure conformance with all regulatory requirements and consents.
- Establish access, utilities, services and connections required for the design of the project.
- Coordinate design interfaces with other consultants involved.
- Prepare preliminary designs including preliminary drawings and plans, and related documentation for approval by authorities and client
- Provide cost estimates and life cycle costs including financial implications and preliminary programmes.
- Liaise, co-operate and provide necessary information to the client, principal consultant and other consultants involved.

7.3. Stage 3 – Detail Design

- Review documentation programme with principal consultant and other consultants involved.
- Attend design and consultants' meetings.
- Incorporate client's and authorities' detailed requirements into the design.
- Incorporate other consultant's designs and requirements into the design.
- Prepare design development drawings including draft technical details and specifications.
- Prepare detail designs, and design drawings including draft technical details and specifications.
- Review and evaluate design, specifications and estimates of the cost of works in order to finalise the detail design stage.
- Advice to the client on any alternative designs and tenders
- Liaise, co-operate and provide necessary information to the principal consultant and other consultants involved.
- Submit the necessary design documentation to local and other authorities for approval and obtain said approval or alternatively for record purposes where approval is not required by Building Regulations.
- Accommodate services design.

7.4. Stage 4 – Documentation and Procurement

- Attend design and consultants' meetings.
- Prepare and finalise specifications, schedule of quantities and preambles for the works.
- Submission of priced document with a detailed estimate
- Reaffirm detailed cost estimates and adjust designs and documents if necessary to remain within approved budget.
- Prepare and finalise the procurement strategy for contractor(s) or assist the principal consultant where relevant.
- Prepare documentation for contractor procurement.
- Assist in calling for tenders/bids and/or negotiation of prices and/or assist the principal consultant where relevant.
- Liaise, co-operate and provide necessary information to the principal consultant and the other consultants as required.
- Assist in the evaluation of tenders/bids.
- Assist with the preparation of contract documentation for signature.
- Assess samples and products for compliance and design intent.
- Advice to the client on any alternative designs and tenders

7.5. Stage 5 – Documentation and Procurement

- Attend site handover.
- Issue construction documentation in accordance with the documentation schedule
- Execute the contract administration in terms of the contract between the client and the contractor.
- Prepare schedules of predicted cash flow.
- Prepare pro-active estimates of proposed variations for client decision making.
- Preparation of and issuing variation orders on behalf of and after consultation with the client.
- Attend regular site, technical and progress meetings.
- Inspect works for conformity to contract documentation.
- Adjudicate and resolve financial claims by contractor(s).
- Assist in the resolution of contractual claims by the contractor.
- Assist the client in the resolution of disputes or differences that may arise between the client and the contractor
- Establish and maintain a financial control system.
- Clarify details and descriptions during construction as required.
- Assist and/or prepare valuations for payment certificates to be issued by the principal agent.
- Witness and review of all tests and mock ups carried out both on and off site.
- Check and approve contractor drawings for design intent.
- Update and issue drawings and drawings register.
- Issue contract instructions as and when required.
- Agreeing and verifying final quantities during construction with the contractor.
- Review and comment on operation and maintenance manuals, guarantee certificates and warranties.
- Inspect the works and issue practical completion certificates and defects lists.
- Arranging for the delivery of all test certificates, including the Electrical Certificate of Compliance, statutory and other approvals, as built drawings and operating manuals.
- Advice to the client on any further alternative designs

7.6. Stage 6 – Close Out

- Inspect and verify the rectification of defects.
- Prepare comments for relevant payment valuations and completion certificates.
- Prepare and/or procure operations and maintenance manuals, guarantees and warranties.
- Prepare and/or procure as-built drawings and documentation.

Closing Date and Returnable Documents

Tenders are to be submitted to info@kwftrust.co.za by no later than 17:00pm on Friday 30 May 2025.

The list of returnable documents submitted as part of the tender are as follows:

1. Financial offer for engineering consultancy services on company letterhead signed by authorized representative
2. Proof of valid professional registration with the Engineering Council of South Africa
3. Qualifications and CV's of registered principals and key personnel involved in the project
4. List of similar projects completed during the past 5 years

