



**RUSTENBURG  
GIRLS' HIGH SCHOOL**

# **REQUEST FOR PROPOSAL**

## **Media Centre Upgrade (Construction)**



# 1. Objective

Rustenburg Girls' High School (the School) is launching a tender process to appoint a contractor for construction alterations to its existing library/media centre. This initiative forms part of the School's continued commitment to improving facilities for academic enrichment and 21st-century learning. The School is inviting proposals from suitably qualified building contractors to undertake the scope of work described in this document. The construction project is scheduled to begin in the October 2025 school holidays, with completion targeted before the end of the calendar year.

## 2. Invitation to Service Providers

Suppliers are invited to submit a proposal for the construction alterations, including demolition (where applicable), building works, finishes, and coordination with service providers (electrical, IT, etc). The proposal must reflect a full turnkey solution, including on-site management, safety, and quality control.

### 2.1. Construction Scope (*see Appendices A and B below*)

The construction scope includes, but is not limited to:

- Interior demolition of non-load-bearing partitions and fittings
- Alteration and reconfiguration of internal spaces
- Coordination with School's IT and electrical contractors as required
- Implementation of dust, noise, and safety control measures to avoid disruption to academic operations
- Compliance with all relevant building and safety regulations

### 2.2. Work Schedule and Phasing

Contractors are required to submit a detailed project schedule with clear milestones. Work must be planned to minimise disruption to school operations, and some elements may need to be scheduled during holidays or weekends. The successful contractor must be able to commit to the final completion date and adhere strictly to the programme.

### 2.3. Site Management and Safety

Contractors must:

- Appoint an experienced site foreman/supervisor
- Maintain a clean and safe construction site
- Implement access control and daily sign-in procedures for all workers
- Ensure compliance with health and safety legislation and documentation

## 3. Company Requirements and Profile

The successful service provider must have proven experience in similar institutional or educational construction projects, ideally involving library/media centre refurbishments.

The supplier must provide all core services in-house or with reputable sub-contractors under their direct supervision. A coordinated and well-managed project team is essential to meet quality and time expectations.

Contractors should demonstrate:

- Experience in delivering quality finishes on time and within budget
- Capability for clear client communication and reporting
- Experience working in operational school environments
- Commitment to sustainability, safety, and regulatory compliance
- BBBEE level (if applicable)
- Registration with relevant bodies would be beneficial

## **4. Tender Process**

### **4.1. School Contact Person**

*Name: Craig Leith*

*Office: 021 686 4066*

*Email: [leithc@rghs.org.za](mailto:leithc@rghs.org.za)*

All queries must be submitted in writing. Clarifications will be shared with all invited contractors. **To arrange a site visit, email Craig Leith (Campus Manager) at [leithc@rghs.org.za](mailto:leithc@rghs.org.za).**

### **4.2. Proposal Submission**

Proposals must be submitted in hard copy by 16h00 on 12 September 2025, addressed to:

*For Attention: Ms S. Ebrahim*

*Rustenburg Girls' High School*

*44 Campground Road, Rondebosch*

*7700*

### **4.3. Evaluation and Shortlisting**

Written submissions will be evaluated according to the criteria outlined in section 6. A shortlist of contractors will be selected and invited for follow-up interviews and site reference visits. Unsuccessful suppliers will be notified in writing.

### **4.4. Reference Site Visits**

Shortlisted contractors will be required to provide access to at least two completed projects of similar scope and complexity for review by the School's appointed representatives.

### **4.5. Presentation to the Tender Selection Committee (TSC) and Governing Body (SGB)**

Shortlisted contractors must deliver a presentation (30 – 45 minutes) to the TSC with time for Q&A. Final recommendations will be compiled and submitted to the SGB for approval.

### **4.6. Contract Award**

The SGB will make the final decision. The successful contractor will be contacted to plan for project mobilisation. Unsuccessful bidders will be notified in writing.

## 5. Cost Proposal

Pricing must be provided as a fixed lump sum based on the scope outlined. All prices must include VAT (as the School is not VAT registered) and remain valid for 90 days.

Where provisional sums are included, these must be clearly marked. A detailed bill of quantities or cost breakdown should be submitted to support the total tender amount.

## 6. Proposal Format

### 6.1. Cover Page

- Tender name: ***Rustenburg Girls' High School – RFP: Media Centre Alterations***
- Company name
- Address
- Contact person
- Phone number
- Email address

### 6.2. Company Profile

- History and structure
- Accreditation and/or industry registrations/affiliations
- Relevant project experience (min. 3 references)

### 6.3. Project Management Approach

- Outline the construction management approach
- Phasing and timeline plan
- Proposed team and subcontractors (if any)

### 6.4. Health & Safety Compliance

- Safety file and compliance track record
- Site safety management approach

### 6.5. Quality Assurance

- Systems to ensure workmanship and materials meet specifications
- Snagging and handover process

### 6.6. Cost Proposal

- Provide full breakdown of pricing as outlined in section 5.

### 6.7. Innovation and Sustainability

- Any energy efficiency or sustainable construction methods
- Minimising waste and disruption to academic activities

## 6.8. Appendices

- Company registration
- BBBEE certificate (if applicable)
- Tax clearance certificate (SARS)
- Relevant professional memberships
- Financial statements (if requested)

## 7. Tender Evaluation

Proposals will be evaluated based on the following weighted criteria:

### 7.1. RFP Proposal – 85%

- Experience and background – 10%
- Ability to deliver full scope – 15%
- Project management and communication – 15%
- Innovation and methodology – 10%
- Pricing – 35%

### 7.2. Credentials – 15%

- Compliance documents, BBBEE, references – 15%

## 8. Project Schedule

The following key dates are applicable to the tender process:

<b>Activity</b>	<b>Date (2025)</b>
• Tender launched.....	28 August
• Site visits by appointment.....	3 – 10 September
• Deadline for submission of RFPs (tender closes).....	26 September
• Evaluation of RFPs and suppliers notified.....	2 and 3 October
• <b>[SCHOOL HOLIDAYS]</b> .....	<b>6 – 10 October</b>
• Shortlisted supplier interviews.....	13 – 17 October
• Selection process (evaluation; reference site visits).....	20 – 24 October
• Tender awarded.....	29 October
• Contract drafted and signed.....	7 November
• Commencement of construction.....	Early January 2026

# Appendix A: Scope of Works

## 1. General Description

The works comprise demolition, alterations, and installation of new openings, windows, and doors to upgrade the Media Centre/Library. All works shall include making good, finishing, and ensuring that new installations match existing finishes where required.

This Scope of Works serves as a general guide for the RFP, against which all proposals will be evaluated. It is subject to change based on feedback from HWC. Once the tender is awarded, the final Scope of Works will be settled with the contractor that is awarded the tender, before work commences.

Relevant diagrams will be made available to applicants at the first site meeting.

## 2. Scope of Works

### 2.1 New Openings

#### 2.1.1 New Opening (D)

- Remove existing brickwork below window, including glass, timber installation, and door.
- Demolish existing structure (retain existing lintel in place).
- Apply plaster, skim, prime, and paint internally and externally.

#### 2.1.2 New Opening (E)

- Remove existing strong room door and surrounding brickwork.
- Demolish existing structure.
- Install new steel lintel.
- Waterproof, plaster, skim, prime, and paint internally and externally.

#### 2.1.3 New Opening (F)

- Remove existing low wall, door, and timber/glass window including full height brickwork.
- Demolish existing structure.
- Install new steel lintel.
- Waterproof, plaster, skim, prime, and paint internally and externally.

### 2.2 Windows and doors

#### 2.2.1 New Window (G)

- Location: inside existing strong room (mounted onto covered passageway).
- Remove existing brickwork.
- Install new lintel, waterproofing, and plaster.
- Install new multi-pane glass and timber window to match existing.
- Skim, prime, and paint internally and externally.
- Skim, prime, and paint brickwork below.
- Install new sill to match existing (plaster, skim, prime, paint, and waterproof).

### **2.2.2 New Window (H)**

- Alter existing top light to create a double-height timber and glass window.
- Remove existing window and brickwork below (retain existing lintel).
- Apply waterproofing and plaster.
- Install new multi-pane glass and timber window to match existing.
- Skim, prime, and paint internally and externally.
- Skim, prime, and paint brickwork below.
- Install new sill to match existing, paint, and waterproof.

### **2.2.3 New Window and Double Door (I)**

- Alter existing top light window into full glazed top light with double timber/glass entrance doors below.
- Remove existing brickwork.
- Install new lintel (if required), waterproofing, and plaster.
- Install new multi-pane glass and timber window to match existing.
- Skim, prime, and paint internally and externally.
- Install new timber double doors with glass panes.
- Fit metal latch backs for doors to open 180°.
- Install two new door closers.
- Fit new brass knob handles and 3-lever lock.
- Install latches for fixed pane (top and bottom at hand height).
- Install new weather strip and brushes to base of doors.

### **2.2.4 New Window (J)**

- Alter existing top light to create a double-height timber and glass window.
- Remove existing window and brickwork below (retain existing lintel).
- Apply waterproofing and plaster.
- Install new multi-pane glass and timber window to match existing.
- Skim, prime, and paint internally and externally.
- Skim, prime, and paint brickwork below.
- Install new sill to match existing (plaster, skim, prime, paint, and waterproof).

## **3. Deliverables**

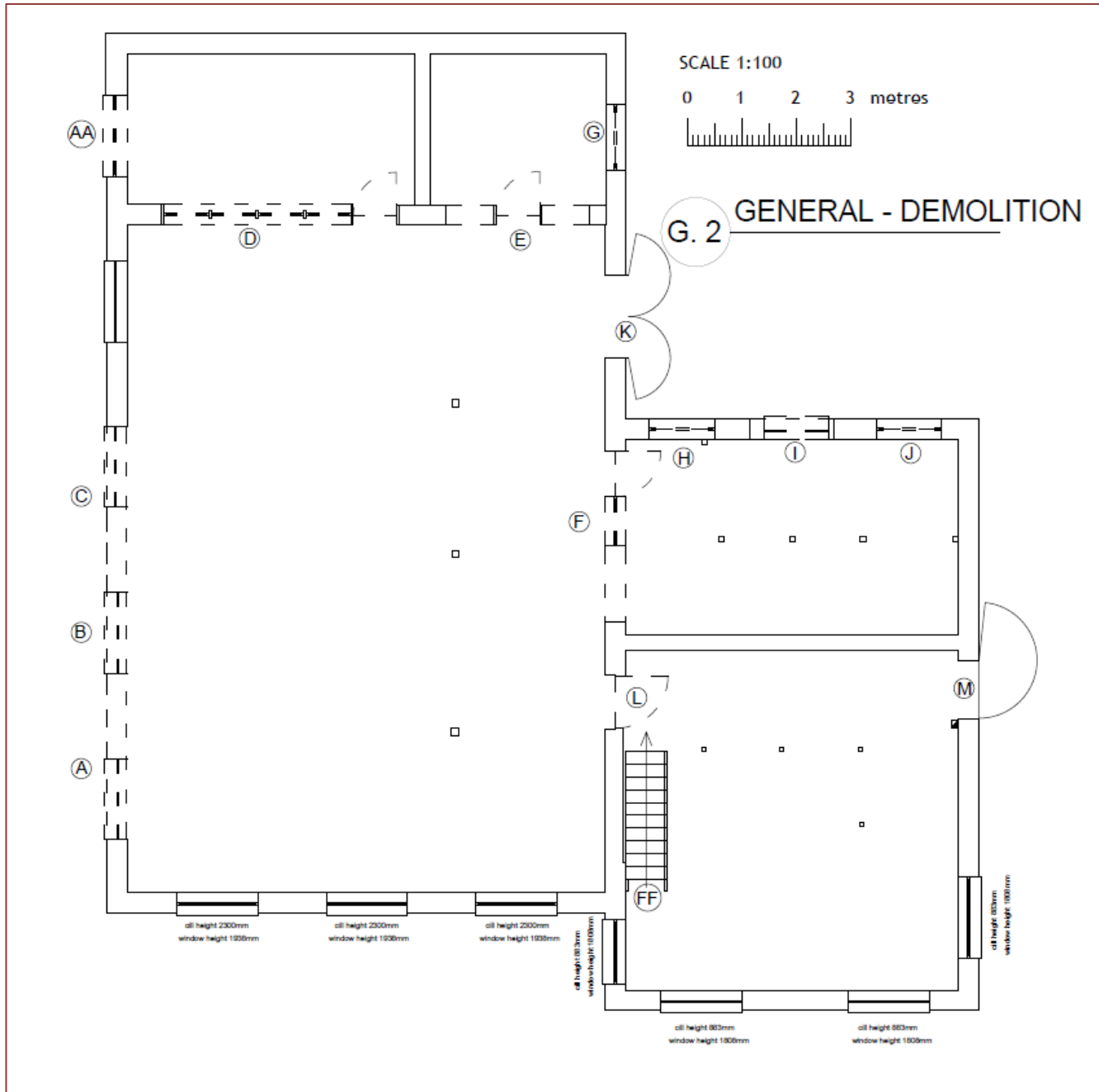
The contractor shall be responsible for:

- Safe demolition and disposal of all existing materials.
- Supply and installation of all new lintels, windows, and doors as specified.
- Plastering, skimming, priming, and painting to all affected surfaces, internally and externally.
- Matching new finishes (timber, glass, sills, plasterwork) to existing finishes.
- Installation of all ironmongery, locks, door closers, and waterproofing strips where specified.
- Final cleaning and handing over of completed works in ready-to-use condition.

## Appendix B: Current Concept Diagrams

*Note: The RFP refers ONLY to D to J as indicated below, and no other additional work*

**Diagram 1:**





**Diagram 2:**

