



**RUSTENBURG
GIRLS' HIGH SCHOOL**

REQUEST FOR PROPOSAL

New School Parking Area (Professional Services)



1. Objective

Rustenburg Girls' High School (the School) is launching a tender process to appoint a suitably qualified civil engineering contractor or construction firm specialising in civil works to design and construct a new parking area in the front of the main buildings. This initiative forms part of the School's continued commitment to improving facilities and enhancing traffic flow and safety for the benefit of students, staff, and parents. The School is inviting proposals from qualified service providers to undertake the scope of work described in this document.

2. Invitation to Service Providers

Suppliers are invited to submit a proposal for the design and construction of a new parking area in the front of the school. The proposal must reflect a solution that the school can readily implement over several phases if required, up to the point of being able to appoint a specialized construction company to carry out civil works and construction.

2.1. Scope of Works

The scope of works includes, but is not limited to:

- **Preliminary Design Stage:** Arranging for an engineering survey, obtaining information on existing services, preparing preliminary layout drawings, and preparing a preliminary cost estimate.
- **Detail Design Stage:** Performing detailed design to determine layout and level details, designing stormwater pipe sizes, grades, and levels, preparing drawings for specific services, submitting drawings to services authorities for approval, initial cost estimates for the project.
- **Implementation Stage:** Performing limited contract supervision as agreed with the school, issuing site instructions, carrying out contract administration, witnessing and certifying tests as required, and preparing record drawings.

2.2. Important Note

An intensive, detailed **traffic count and access review and analysis was carried out in 2013**. The school believes that this analysis is still relevant and valid, and it should be possible to extrapolate current traffic counts based on this information. The analysis will be made available on request. If a new traffic count and study is warranted and can be fully justified by the service provider, the school will take this into account.

3. Company Requirements and Profile

The successful service provider must have proven experience in similar institutional or educational civil engineering projects or site development works. The contractor must be able to demonstrate:

- Proven experience in similar institutional or educational construction projects delivered on time and within budget
- Provision of all core services in-house or with reputable sub-contractors under their direct supervision
- Experience in capability for clear client communication and reporting
- Commitment to sustainability and regulatory compliance
- BBBEE level (if applicable)
- Registration with relevant bodies (beneficial)

4. Tender Process

4.1. School Contact Person

Name: Craig Leith

Office: 021 686 4066

Email: leithc@rghs.org.za

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

4.2. Proposal Submission

Proposals must be submitted in hard copy by **16h00 on 6 March 2026**, 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 companies 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 companies 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.

The recommended description of the breakdown of fees is as follows:

- Site visits
- Design layout drawings and construction cost estimates

- Service and civil engineering design inputs, specifications, and technical clarifications
- Reporting, implementation considerations and guidance
- Professional fees

If required:

- Traffic counts and access review
- Project management fee

Not required:

- Procurement (the school will run its own separate tender process to find the right construction company)

6. Proposal Format

6.1. Cover Page

- Tender name: **Rustenburg Girls' High School – RFP: New School Parking Area (Professional Services)**
- 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 company's management of the project and consultation process
- Phasing and timeline plan
- Proposed team and subcontractors (if any)

6.4. Cost Proposal

- Provide full breakdown of pricing based on **Scope of Works** and as outlined in **section 5**.

6.5. 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:

<i>Activity</i>	<i>Date (2026)</i>
• Tender launched	2 February
• Site visits by appointment	16 – 20 February
• Deadline for submission of RFPs (tender closes)	6 March
• Evaluation of RFPs and suppliers notified	9 – 11 March
• Shortlisted supplier interviews	16 – 17 March
• Selection process (evaluation; reference site visits)	18 – 20 March
• Tender awarded	23 - 25 March
• Contract drafted and signed	by 10 April
• Commencement	TBC – by agreement