



The Glen High School

Telephone: (012) 348 8625
Facsimile: (012) 348 8617
Address: C/o Garstfontein Rd. and Corobay Ave.
Waterkloof Glen, Pretoria
South Africa

P.O. Box 35073
Menlo Park
0102

E-mail: procurement@theglenhs.co.za
Website: www.theglenhighschool.co.za

APPOINTMENT OF A SACPCMP REGISTERED
PROFESSIONAL CONSTRUCTION HEALTH & SAFETY AGENT
(Pr. CHSA)

REQUEST FOR QUOTATION (RFQ)
TGHS-002-2024/2025

1. Purpose

The Glen High School ("TGHS") seeks to appoint a suitably qualified and registered Pr. CHSA, as a supplementary to the Principal Agent, to manage all Occupational Health & Safety requirements in line with Construction Regulations, 2014 – for a sixteen (16) new classrooms, offices and ablution facilities construction project.

2. Scope of Work / Specification

The appointed Pr. CHSA will:

- 2.1 Fulfil all client duties under Construction Regulation 5 (2014).
- 2.2 Execute and deliver all health & safety obligations from Stage 1 – 6, as per SACPCMP Standard Scope of Services.

3. Returnable Documents (per the RFQ Documents)

- 3.1 Invitation to Bid – (SBD 1)
- 3.2 Declaration of Interest Form – (SBD 4)
- 3.3 Preference Points Claim Form – (SBD 6.1)
- 3.4 Pricing Schedule (Quotation)
- 3.5 Contract Form – Rendering of Services – (SBD 7.2)
- 3.6 Company Profile
- 3.7 Proof of Registration with CIPC - (print out not older than 1 month)
- 3.8 Proof of Company Address
- 3.9 Valid SARS Tax Clearance PIN or Original Tax Clearance Certificate
- 3.10 Certified B-BBEE Certificate / Sworn Affidavit



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- 3.11 Certified ID Copies of Directors and Appointed Professional
- 3.12 Proof of Valid Registration with Professional Body (SACPCMP)
- 3.13 Proof of Relevant Professional Indemnity Insurance
- 3.14 Proof of Recent Similar Work Completed - (Appointment/Agreement, Client & Contact Details, Contract Description, Value)

4. Collection of RFQ Documents

To obtain the complete documents relating to this RFQ, the documents may be downloaded from the school website, on www.theglenhighschool.co.za or alternatively collected from the school address.

The physical address for collection is: **The Glen High School**
c/o Garstfontein Rd and Corobay Ave
Waterkloof Glen, Pretoria, 0010

Documents may be collected during working hours between **08h00 and 14h00 until 2 October 2025**, at a cost of R50.00 per copy. Card payments only.

5. Submissions

Submissions must be **hand-delivered** to the address below and the closing date and time is as indicated:

Closing Date: Tuesday, 07 October 2025
Closing Time: 11h00
Address: The Glen High School
c/o Garstfontein Road and Corobay Avenue
Waterkloof Glen
Pretoria
0010



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PLEASE NOTE:

- Late submissions will not be accepted
- Only submissions that meet the minimum requirements will be considered for further evaluation
- Advance payments will not be considered
- TGHS reserves the right to accept or reject any quotation and is not bound to accept the lowest offer
- All intellectual property from the project will remain the property of TGHS

6. Queries

6.1 Queries relating to the issue of the RFQ Documents may be addressed to:

Contact Person: Mrs. Claudia Tsubane
Procurement Officer
Tel. No: 012 348 8625
Email Address: procurement@theglenhs.co.za

6.2 Technical queries may be addressed to:

Contact Person: Mr. Albert Jacobsz
Estate Manager
Tel. No: 012 348 8625
Email Address: estatemanager@theglenhighschool.co.za