



BLACKHOUND

ARCHITECTURE & RENDERING

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Unit 10 – The Network
19 Cactus Road
Fairview
Port Elizabeth (Gqeberha)
Eastern Cape
2075

Client:

Leon & Lizel Lochner
074 486 6605
leonlochner@yahoo.com

Date: 12 May 2025

SCOPE OF WORKS:

New addition and municipal submission to council on **32 Rennes Rd, Lorraine, Gqeberha.**

Project Requirements:

New addition and minor alterations to existing home to the following areas:

- New Kitchen layout
- New Living room/Dinning
- New Entertainment/Braai + Pool

Note: No 3D's were included in this proposal.

1. Technical drawing

Technical drawings are not included in this fee proposal.

2. Project management.

Project management is not included in this fee proposal.

3. Procurement (E.g. Furniture and material sourcing)

Procurement is not included in this fee proposal.

MUNICIPAL SUBMISSION ONLY - QUOTE.

Professional Fees Calculation:

Estimated building cost: R 8 500 per x 25 sqm = R 212 500 (Excludes joinery costs.)

1. <u>Measure + drawing up existing</u>	<u>R 10 900.00</u>
2. <u>Municipal drawings</u>	<u>R 6 250.00</u>
3. <u>Admin (Travel and submission process)</u>	<u>R 2 042.00</u>

TOTAL QUOTE:

R 19 192.00 (VAT not applicable)

KINDLY NOTE:

- Should our scope of work increase, our fees will be adjusted to accommodate the extra scope. This will be discussed before the work commences.
- This quote is only valid for 30 Days after the date of issue.
- Each invoice to be settled within 14 days after the date of issue.

Excluded from the fees:

- Submission fees (e.g. Council and municipal related fees/Estate/NHBRC)
- Hard copy prints (e.g. Council and municipal related)
- Other Professional consultancy fees that may be required (e.g. Structural Engineer, Quantity and Site Surveyors, Health & Safety, etc.)
- Execution of the works and testing of materials to ensure compliance with drawings and specifications remains the responsibility of the contractor.

PAYMENT TERMS:

1) <u>Deposit payable at acceptance of quotation.</u>	<u>(R 10 900.00)</u>
2) <u>Fees payable at commencement of municipal</u>	<u>(R 6 250.00)</u>
3) <u>Fees payable at municipal submissions.</u>	<u>(R 2 042.00)</u>



TERMS AND CONDITIONS:

Blackhound will be appointed to submit the municipal drawings for a 25 sqm addition to the existing home. Once the client approves the design layout, we will proceed with the municipal submission drawings, which will then be submitted to the local authority for approval.

Technical drawings were not included in this quotation.

Management was not included in this quotation.

1.1) SITE VISITS:

If additional Site Visits are requested, a travel expense of **R 650.00** per Site Visit will be charged. This will be invoiced at the end of each month for the duration of the project or when Site visits are requested.

1.2) DEVIATIONS:

Any on-site deviations requiring updated plans will be billed at an hourly rate of **R 650.00**. A separate quotation for revising and, if necessary, resubmitting the drawings to council will be provided to the client for their approval.

1.3) Quality Control:

If any quality control checks are required, an expense of **R1 500.00** per inspection will be charged. This will include the travel and report.

1.4) PRINTS:

Our fees are exclusive of any hard copy prints. If we must make hard copy prints for any reasons not attributed to BLACKHOUND ENTERPRISES PTY LTD, the client will be notified beforehand and will be invoiced separately or added to the client's final invoice. Once the plans are approved by council, we will provide you with your stamped approved hard copy.

Revision drawings will be emailed to the site management team or the client where hard copy revision drawings will be the responsibility of the contractor / client / site manager.

1.5) TERMINATION:

If the agreement between the parties is terminated by either party for reasons not caused by BLACKHOUND ENTERPRISES PTY LTD, the fee for the work in progress and the completed work will be due for payment.

1.6) SUSPENSION:

BLACKHOUND ENTERPRISES PTY LTD retains the right to suspend all service until the settlement of any outstanding account.

1.7) OTHER PROFESSIONALS:

BLACKHOUND ENTERPRISES PTY LTD is not responsible for the performance of other professionals (such as Town Planners and Engineers), nor for the quality of drawings and documents provided by them, tender prices, the actions of Homeowner Associations, Municipalities, or Municipal Services. We are also not responsible for the performance of the Contractor or any of their Sub-Contractors, Suppliers, or employees.



1.8) COPYRIGHT:

BLACKHOUND ENTERPRISES PTY LTD retains the ownership of copyright to all of its intellectual property. No designs, drawings or documents may be used and shared with other parties without our express permission.

1.9) FEE OFFSET:

The Client is not entitled to 'set-off' or withhold payment for any alleged claim against either BLACKHOUND ENTERPRISES PTY LTD or any other party involved in the building contract. The claim is to be dealt with on its own merits.

1.10) FINAL INVOICE:

The final invoice will be due upon submission to council. If you decide not to proceed with council submission, the final invoice remains payable after two weeks from the notification of completed work.

1.11) VAT:

BLACKHOUND ENTERPRISES PTY LTD. Is not a VAT vendor. All architectural fees presented are exclusive of VAT until further notice.

ACCEPTANCE:

The Terms and Conditions presented here may be modified or amended as necessary only by written instrument signed by both parties.

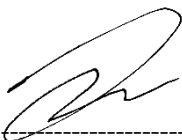
By submitting the non-refundable deposit payment, you are agreeing to the terms and conditions detailed in this document. This proposal is agreed upon in full, signed and dated.

By signing this document, I indicate that I understand, agree to, and accept the terms and conditions as contained herein, dated **12 May 2025**.

I, _____ hereby agree to the Terms and Conditions laid out in this document.

Email: dewald@blackhound.co.za

Phone: 072 418 6867



Dewald Potgieter

Director | PAT 30442820

Leon / Lizel Lochner

Date:



ARCHITECTURAL WORK STAGES:

For information purposes only:

Stage 1: Inception

- a) Receive, appraise and report on the client's requirements with regard to the client's brief;
- b) Determine the site and rights and constraints;
- c) Determine budgetary constraints; 0
- d) Determine the need for consultants;
- e) Determine indicative project timelines;
- f) Determine methods of contracting; and
- g) Whether other statutory authority applications are required or desirable.

Stage 2: Concept Design

- a) Prepare an initial design concept and advise on:
 - i. the intended space provisions and planning relationships;
 - ii. proposed materials and intended building services; and
 - iii. the technical and functional characteristics of the design.
- b) Check for conformity of the concept with the rights to the use of the land.
- c) Consult with local and statutory authorities.
- d) Review the anticipated costs of the project. e) Review the project programme.

Stage 3: Design Documentation

- a) Develop all aspects of the design from concept to full development including, but not limited to, construction systems, materials, fittings, and finishes selections;
- b) Review the programme and budget with the client, principal consultant or other consultants;
- c) Coordinate other consultants' designs into building design;
- d) Prepare design development drawings including drafting technical details and material specifications;
- e) Discuss and agree on the building plan application and approval requirements with the local authority;

Stage 4: Documentation and Procurement

Stage 4.1: (Municipal Submission stage)

- a) Prepare documentation required for local authority building plan application submission;
- b) Co-ordinate technical documentation with the consultants and complete primary co-ordination sufficient to support building plan submission;
- ~~c) Review the costing and programme with the consultants;~~
- d) Obtain the client's authority, and submit documents for approval at the local authority.



Stage 4.2: (Construction / Tender stage)

- a) ~~Prepare specifications for the works;~~
- b) ~~Complete technical documentation sufficient for tender;~~
- c) ~~Obtain offers for the execution of the works;~~
- d) ~~Evaluate offers, and recommend a successful tenderer for appointment;~~
- e) ~~Prepare the contract documentation and arrange the signing of the building contract by the client and the successful tenderer;~~
- f) ~~Complete all remaining technical and construction documentation and coordinate same with the consultants;~~

Stage 5: Construction

- a) ~~Administer the building contract;~~
- b) ~~Give possession of the site to the contractor;~~
- c) ~~Issue construction documentation;~~
- d) ~~Review sub-contractor designs, shop drawings and documentation for conformity of design intent;~~
- e) ~~Inspect the works for conformity with the contract documentation and acceptable quality in terms of industry standards;~~
- f) ~~Administer and perform the duties and obligations assigned to the principal agent in the building contract;~~
- g) ~~Manage the completion process of the project;~~
- h) ~~Assist the client to obtain the required documentation necessary for the client to obtain the occupation certificate.~~

Stage 6: Close out

- a) ~~Facilitate the project close out including the collation of the necessary documentation to effect completion, handover and operational manual of the project.~~
- b) ~~When the contractor's obligations with respect to the building contract have been fulfilled, the architectural professional shall issue the certificates related to the contract completion.~~
- c) ~~Provide the client with construction record documentation and the relevant technical and contractual undertakings by the contractor and subcontractors.~~

