



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER		RFQ/FAC/25/26/335	
DESCRIPTION		PROVISION OF SPACE PLANNING AND 3D	
CLOSING DATE	17 APRIL 2026	CLOSING TIME	12H00 PM

SUPPLY CHAIN CONTACTS AND ENQUIRIES	
Full Names	Supply Chain
Contact Number	069-008-3764
Email Address	quotations@merseta.org.za
RFQ Email Address	quotations@merseta.org.za

Document Title	Request for Quotation(s)		
Document Number	FIN-TP-008	Revision Date	03 June 2024
Page Number	Page 1 of 9	*Next Revision Date	31 March 2030
Revision Number	Rev 03	Access	Controlled
Reviewed: Senior Manager: Supply Chain and Contract Management		Approved: Acting Chief Executive Officer	

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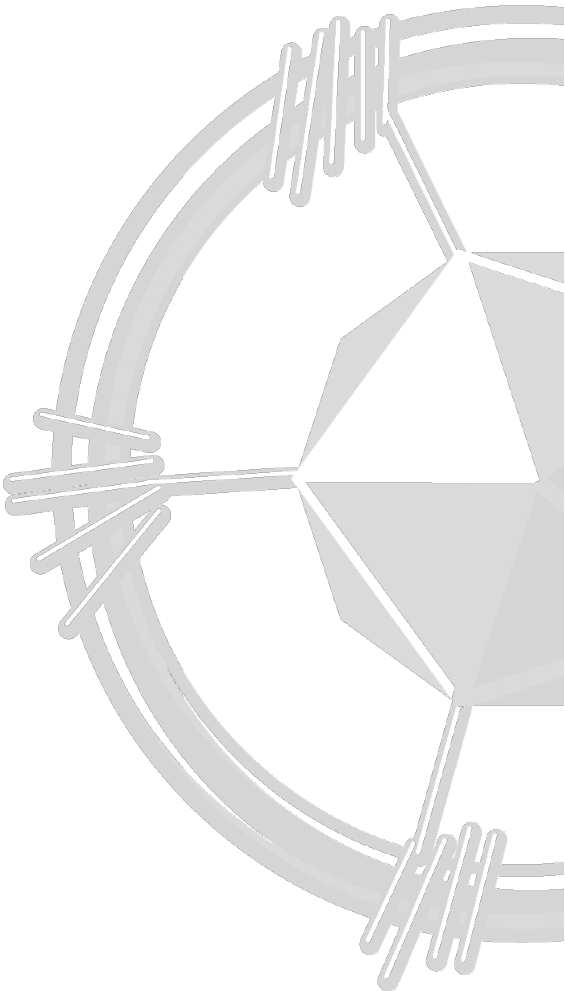
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1. Introduction to Request for Quotation (RFQ)

- 1.1 The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998), Registration Number 17/merSETA/01/04/20, to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

Description of goods or services
Provision of space Planning and 3D - refer to Annexure B for full items specification 1. SCOPE OF WORK TO DESIGN: The space planner will be required to carry out a site survey and produce conceptual architectural layouts indicating the following: 1.1. Office Layout - Corporate Reception Area - Executive Offices x5 - Open Plan areas from ground – third floor - Waiting Areas from ground – third floor - New Manager's office x5 - Reception Area x1 - Dining area Ground Floor - 3D Layouts 1.2. Furniture Layout - Corporate Reception Area - Executive Offices x5 - Open Plan areas from ground – third floor - Waiting Areas from ground – third floor - Manager's office x5 - Reception Area x1 - Dining area Ground Floor Compulsory Briefing Date :15 April 2026 Time: 10H00 AM Venue: Teams Meeting Link:https://teams.microsoft.com/meet/34941882845897?p=32KHulgmJcE3DKAeJF Note: Mandatory special instructions. • The service provider must demonstrate that they have the capacity to render the required service and submit a company profile indicating the years of service. • The service provider must provide two (2) reference letters/Award letters confirming where they have done work of similar nature. • Provide a detailed CV of a Project Leader with minimum of 3 years of relevant experience in the management of offices/space planning (attach CVs) The Qualifications are as follows: • Education: Bachelor's degree or National Diploma in Architecture, Interior Design, or related field. • Experience: 3-5 years of practical experience, preferably in commercial or corporate environments Note: Failure to provide Company Profile, reference letters, Qualifications and detailed CVS of a Project Leader will result in disqualification.

- 1.2 The merSETA is inviting quotations from potential service providers for the services described in the below:
- 1.3 This RFQ is subject to the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Preferential Procurement Regulations (2022 Regulations), the General Conditions of Contract (GCC), and, if applicable, any other special conditions of contract. Where, however, the special conditions of the contract conflict with the general conditions of the contract, the special conditions of the contract prevail.

2. RFQ Submission

Bid documents may be emailed to quotations@merseta.org.za on or before the closing date and closing time.

- 2.1 The merSETA will only consider bid documents received on or before the closing date and time.

3. Late submissions of the RFQ

Submission of quotation(s) received late (after the closing date and time) will not be considered.

4. Request for Quotation (RFQ) Rules

- 4.1 The following rules will apply for this Request for Quotation:

4.1.1 The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFQ.

4.1.2 The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.

4.1.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable).

4.1.4 A potential supplier or service provider must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.

4.1.5 Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

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5. Technical Specification

- 5.1 It is expected that the service provider, upon submission of the quotation, will fully address the technical requirements of the specifications

6. Bid Evaluation

- 6.1 The RFQ will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20).

6.1.1 Evaluation Stage 1: Compliance

- 6.1.1.1 All bidders must comply with the administrative requirements outlined in the Standard Bidding Documents and the mandatory requirements listed below. All bidders failing to provide the required information and documentation in this evaluation stage may face disqualification from further evaluation. Failure to comply with the requirements assessed in Stage 1 (compliance) may lead to the disqualification of bids.

- 6.1.1.1.1 Standard Bidding Document (SBD4)

- 6.1.1.1.2 Standard Bidding Document (SBD 6.1)

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6.1.2 Evaluation Stage 2: Preference Point System

6.1.2.1 The 80/20 preference point system shall be applicable to this phase, where 80 points represent the maximum obtainable points for the lowest acceptable price and 20 points represent the specific goals. The bid documentation's table below will award points to a bidder for achieving the specific goals.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 51% to 100% black people ownership	6	
Tenderer who has 30% to 100% black women ownership	4	
Tenderer who has 30% to 100% black youth ownership	4	
Tenderer who has 30% to 100% White women ownership	2	
Tenderer who has 20% or more owners with disability	4	
Total Points allocated to Specific Goals	20	

Note: Refer to Annexure A for Proof or documentation that may be considered to claim points for specific goal related to persons or categories of persons historically disadvantaged by unfair discrimination.

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7. merSETA's RIGHTS

- 7.1 The merSETA is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the merSETA has records of such bidders, may be advised in writing of such amendments in good time, and any such changes will also be posted on the merSETA's website under the relevant tender information. Therefore, before submitting their bid response, prospective bidders should regularly check the website to stay informed about any amendments related to this matter.
- 7.2 The merSETA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the merSETA.
- 7.3 The merSETA reserves the right to award this bid as a whole or in part.
- 7.4 The merSETA reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.
- 7.5 The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 7.6 The merSETA reserves the right to request all relevant information, agreements, and other documents to verify the information supplied in the bid response. The bidder hereby gives consent to the merSETA to conduct background checks, including FICA verification, on the bidding entity and any of its directors, trustees, shareholders or members.
- 7.7 The merSETA reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 7.8 The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 7.9 The merSETA reserves the right to consider the professional conduct and experiences it had with any bidder that rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

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8. UNDERTAKINGS BY THE BIDDER

- 8.1 By submitting a bid in response to the RFQ, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the merSETA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.
- 8.2. The bidder shall prepare for a possible presentation should merSETA require such, and the bidder will be required to make such a presentation within five (5) days from the date the bidder is notified of the presentation. Such a presentation may include a practical demonstration of products or services as called for in this RFP.
- 8.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the merSETA during the bid validity period indicated in this RFQ, and its acceptance shall be subject to the terms and conditions contained in this RFQ document read with the bid.
- 8.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFQ; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 8.5. The successful bidder accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with merSETA, as the principal(s) liable for the due fulfillment of such a contract.
- 8.6. The bidder accepts that all costs incurred in the preparation, presentation, and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with the bid will become merSETA property unless otherwise stated by the bidder(s) at the time of submission.

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ANNEXURE A

Specific Goal Guide – Preferential points (80/20)

This specific goal guide will be used to assist providers in submitting relevant documents to confirm specific goals.

“Specific goals” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

Please note that: The following should be submitted for the specific goals points to be awarded:

Valid SANAS accredited BBBEE certificate, sworn Affidavit and B-BBEE CIPC certificate, Directors' certified ID copy and medical certificate for Disability points claim.

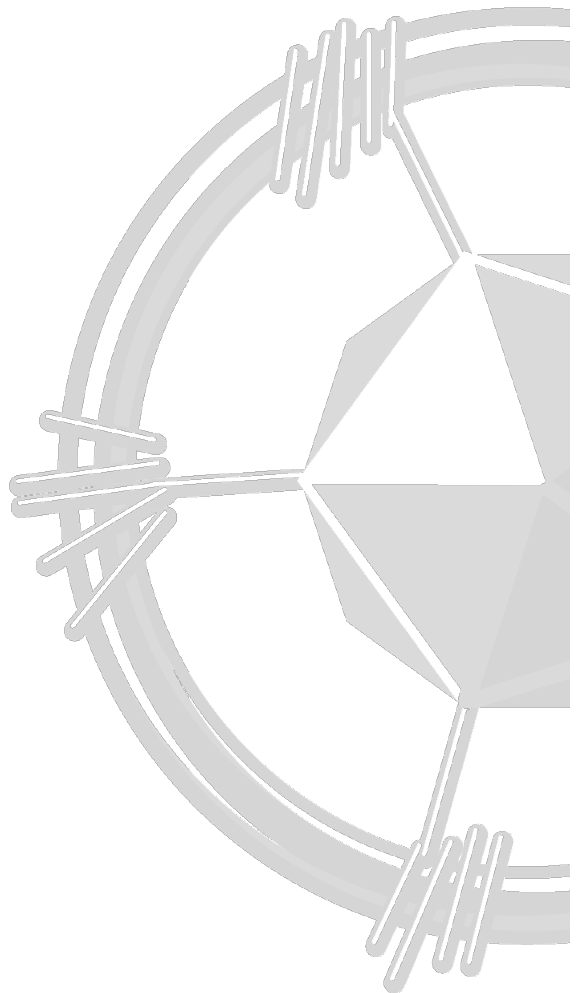
Preferential points for tenders without local content requirements.



Specific goal	80/20 Preference Point system	Example of Submission	Tick if relevant document submitted	Indicate which document have been submitted
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBBEE certificate/Affidavit or B-BBEE CIPC		
White Women Ownership – 30% or More	2	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
People with Disability (PWD) Ownership	4	Medical certificate		
Total Points allocated to Specific Goals	20			

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AUTHORISATION SIGNATORIES TO CONFIRM RFQ			
The employee signing below hereby affirms the accuracy of the information requested for the quotation.			
Supply Chain Management Representative			
Full Names	Thokozani Dlamini	Date	08 April 2026
Signature			
Technical Representative			
Full Names		Date	
Signature			



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ANNEXURE A

**REQUEST FOR QUOTATION FOR THE APPOINTMENT OF
A SERVICE PROVIDER
FOR THE SPACE PLANNING,
CONCEPTUALISATION, AND PRODUCTION OF 3D
DESIGN AND BILL OF QUANTITIES FOR THE
MerSETA HEAD OFFICE IN
PARKTOWN JOHANNESBURG
CLOSING DATE: 17 April 2026
CLOSING TIME: 12h00 PM (South African Standard Time)**

1. GENERAL / BACKGROUND

The merSETA seeks the services of a provider to provide Architectural and Space planning services to conduct an interior design including erection of drywalling offices at the merSETA Head Office. Facilities Management is responsible for the management of office accommodation and allocation in all offices. One of the deliverables is to ensure a habitable working environment in all offices, including the procurement of office furniture to the norms and standard.

2. OVERVIEW

Head Office
8 Hillside Road, Metropolitan Park Block C
Parktown, Johannesburg, 2193
P O Box 61826, Marshalltown 2107
Telephone No: 010 219 3000
www.merseta.org.za



- 2.1. The need for space planning is informed by the increasing rate of the organisational need for additional staff capacity to support the organisational's objective in the current office building that we are occupying.
- 2.2. It is for these reasons that the merSETA is looking to appoint a service provider that will perform Architectural space planning for the merSETA, head office.
- 2.3. Measure how all workspaces are being currently used and occupied.
- 2.4. How current workspace can be utilised optimally.
- 2.5. Provide options of different office furniture that can be sourced and utilised.

3. SCOPE OF WORK TO DESIGN:

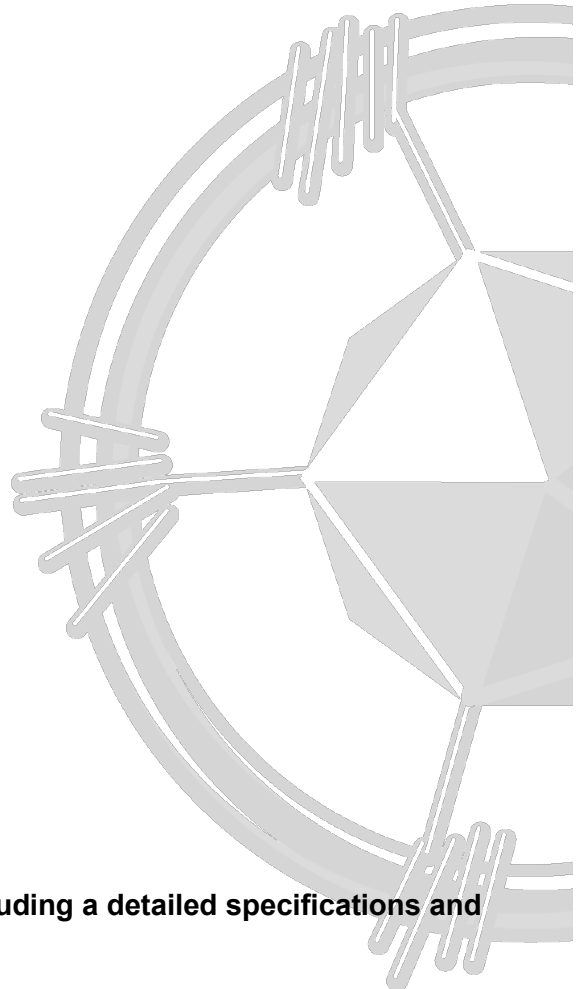
The space planner will be required to carry out a site survey and produce conceptual architectural layouts indicating the following:

3.1. Office Layout

- Corporate Reception Area
- Executive Offices x5
- Open Plan areas from ground – third floor
- Waiting Areas from ground – third floor
- New Manager's office x5
- Reception Area x1
- Dining area Ground Floor
- 3D Layouts

3.2. Furniture Layout

- Corporate Reception Area
- Executive Offices x5
- Open Plan areas from ground – third floor
- Waiting Areas from ground – third floor
- Manager's office x5
- Reception Area x1
- Dining area Ground Floor
- **Different options of suitable furniture including a detailed specifications and bill of quantities.**





3.3. Technical Requirements

- Flooring Reception area
- Electrical Power works layout and requirements
- Wallpaper or Paint
- Ceiling including Bulkhead in Reception Area
- Doors required

4. Additional Services Required

- Review of existing space and building layout
- Analysis of current (desired) workflow and space design requirements
- Compilation of a detailed space audit and preparation of a requirements schedule from information provided by merSETA
- Continuous core Client interfacing and communication with Facilities unit.
- Evaluation of existing aspects relating to current fit-out, relative to retaining, modifying or removing
- Compliance with legislative and national building regulations
- Allow for 3 sets of revisions for space planning layout
- Prepare 3D concept images
- Confirmation of the design brief to communicate intent relative to requirements of the Client
- Preparation of design concept, using all information and standards provided
- Approval of finishes, materials, textures and colours according to specifications/guidelines provided
- Production of detailed drawings reflecting finishes, colours and application of standards and concepts relative to areas and spaces within building interior
- Production of technical and construction drawings in accordance with approved detail and specifications
- Compile working architectural drawings including furniture required

5. Technical

The designs to consider the positioning:

- Air-conditioners.
- The Fire equipment locations.
- The sprinkler systems
- Develop a clear project brief
- Provide timeline after awarding and approved.
- Advise on the rights constraints and concepts and approvals



- Discuss all design concepts with Facilities and Management for approval.
- Provide list of requirements from merSETA.
- Provide all required certification, on all contractor's specific field of expertise.
- Accept that the merSETA may conduct a due diligence exercise to verify that the appointed provider has the capability and capacity to carry out the work as stipulated by the provider,
- The office space layout plans and the service provider must be approved by the landlord prior to commencing.

6. Company Experience

- 6.1. The service provider must demonstrate that they have the capacity to render the required service and submit a company profile indicating the years of service.
- 6.2. The service provider must provide two (2) reference letters/Award letters confirming where they have done work of similar nature.
- 6.3. The Qualifications are as follows:

Education: Bachelor's degree or National Diploma in Architecture, Interior Design, or related field.

Experience: 3-5 years of practical experience, preferably in commercial or corporate environments

- 6.4. Provide a detailed CV of a Project Leader with minimum of 3 years of relevant experience in the management of offices/space planning (attach CVs)

Note: Failure to provide Company Profile, reference letters, Qualifications and detailed CVS of a Project Leader will result in disqualification.

7. DISCLAIMER

The merSETA reserves the right not to appoint a supplier for this RFQ (Request for Quotation). The merSETA further reserves the right to split the RFQ with one or more supplier, or award a portion thereof to other supplier/s. The merSETA does not bind itself to accept the lowest quotation. The merSETA shall rescind an award or contract where a provider has been found to have violated Supply Chain Practices and /or governing legislation.