

Didacta Building
211 Nana Sita Street
Pretoria

Private Bag 1758
Pretoria
0001

REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ/NRF-SAASTA 81/2026/2027 (Please use this number as reference when sending quotations and supporting documentation)
DESCRIPTION	The NRF-SAASTA wishes to appoint a suitable service provider to provide architectural services for the design of the Auditorium and Meeting Hall (VC Wood) facility at the NRF Didacta Building.
RFQ ISSUED DATE	20 July 2026
RFQ VALIDITY PERIOD	60 days from the closing date.
CLOSING DATE	03 August 2026
CLOSING TIME	11:00 AM
EXPECTED DATE SERVICES IS REQUIRED	The appointed service provider must complete and submit the architectural design services within fourteen (14) calendar days from the date of Purchase Order (PO) issuance.
MANDATORY REQUIREMENTS <i>NB: Bidders who do not submit all the required mandatory documents will be considered non-responsive and will not proceed to the next stage of the evaluation.</i>	Please refer to Page 10 of this RFQ document.
COMPULSORY BRIEFING SESSION/ SITE BRIEFING/SITE INSPECTION	YES NB: Kindly note that only bidders who attended the compulsory briefing session will be considered for evaluation. Bidders who failed to attend the compulsory briefing session will be deemed non-responsive and will not be considered for further evaluation.
DATE OF COMPULSORY SITE BRIEFING/SITE INSPECTION	Date: Friday 24 July 2026 Time: 10:00 Venue: SAASTA, 211 Nana Sita Street, Pretoria CBD
DELIVERY ADDRESS OF GOODS/SERVICES	SAASTA, 211 Nana Sita Street, Pretoria CBD
RFQ RESPONSES MUST BE EMAILED TO:	All quotations should be emailed to quotes2@saasta.nrf.ac.za . Failure to follow these instructions will result in your quote not being considered.

Important Notes to this RFQ:

- Service providers/suppliers should ensure that RFQ responses are emailed to the correct email address, (quotes2@saasta.nrf.ac.za)
- If the quotation is late, it shall not be accepted for consideration.
- The NRF-SAASTA reception is generally accessible 8 hours a day (07h45 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.
- Supplier to complete and sign all Annexures to this document (Standard Bidding Documents and Mandatary Requirements);
- Supplier must provide a copy of the valid Tax Clearance Certificate or CSD no (MAAA.....)
- Supplier must provide an Original certified SANAS accredited BBBEE Certificate or Sworn Affidavit in order to claim for specific goals;

Prohibition of Gifts & Hospitality:

“Except for the specific goods or service procured by the NRF-SAASTA, service providers/suppliers are required not to offer any gift, hospitality or other benefit to any NRF-SAASTA official. To avoid doubt, branded marketing material is considered to be a gift.

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Annex A : **TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)**

SERVICE PROVIDER/SUPPLIER:
REGISTRATION NUMBER:
CSD REGISTRATION NUMBER:
ADDRESS:
CONTACT PERSON:
TEL:

1. NRF-SAASTA's standard conditions of purchase shall apply.
2. Late submissions will not be accepted.
3. The recommended service provider will be required to complete and sign all Standard Bidding Documents (SBDs) and Annexures. Please duly complete and sign the **SBD 1, 4, SBD 6.1** forms respectively
4. All service providers/suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.
5. Any service provider/supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the NRF-SAASTA before the RFQ closing date and time.
6. It is the responsibility of the service provider/supplier to ensure that the NRF-SAASTA is in possession of the valid Tax Clearance Certificate (TCC). The onus is on the service provider/supplier to ensure that the NRF-SAASTA receives a valid TCC as soon as the validity of the said certificate expires.
7. No goods or services shall be delivered before the issuing of an official authorised NRF-SAASTA Award Letter or Purchase Order (PO) signed by the authorised NRF-SAASTA official. The NRF-SAASTA reserves the right not to make payment or accept the goods or services should the goods or services be delivered to the NRF-SAASTA before the NRF-SAASTA Award Letter or PO is issued. (An official authorised NRF-SAASTA PO should have the Supply Chain Management (SCM): Manager signature or such other official duly authorised in terms of the NRF-SAASTA's Delegations of Authority and Approval Framework), Description of the item, Quantity of items purchased, Date of delivery of the item, Total amount of the items purchased inclusive of Vat where applicable.
8. This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a Rand value of R2 000 up to a rand value of R1 000 000 000. 00. (all applicable taxes included).
9. Please note that RFQ responses should be sent to email address mentioned on the cover page of the RFQ document, failure to do so, it shall not be accepted for consideration.
10. Service providers/suppliers are required to be registered on the Central Supplier Database (CSD).
11. After 14 days of closing date of Request For Quotation (RFQ) without receiving a signed purchase order by a properly delegated official, please consider your Quotation unsuccessful.
12. Append/Submit your correct banking details on your quotation and should be in the correct payee name as per CSD verification.
13. Banking details on the invoice must correspond with those verified on CSD
14. **By responding to this RFQ you agree to all terms and conditions of the **Government Procurement: General Conditions of contract, July 2010**. You can log on www.saasta.ac.za/procurement/openbids to access this document.**

*¹ Which is referred to as tenders in the PPPFA and Preferential Procurement Regulations, 2022 include advertised competitive bids, written price quotations or proposal.

*² It should be noted that written price quotation / RFQ bidding method is applicable to written price quotations from R2 000.00 up to the rand value of less than R 1 000 000. 00. (Vat inclusive).

I, the undersigned (NAME).....certify that:

I have read and understood the conditions of this RFQ;

I have supplied the required information and the information submitted as part of this RFQ is true and correct.

Signature: _____

Date: _____

Capacity: _____

<https://www.saasta.ac.za/procurement/guidelines/>

<https://www.nrf.ac.za/sites/default/files/documents/General%20Conditions%20of%20Contract.pdf>

1. BACKGROUND TO THE NATIONAL RESEARCH FOUNDATION|SOUTH AFRICAN AGENCY FOR SCIENCE AND TECHNOLOGY ADVANCEMENT

The South African Agency for Science and Technology Advancement is a business unit of the National Research Foundation (NRF) tasked with coordinating public awareness, appreciation and engagement in science, technology and innovation (STI) across South Africa to foster a scientifically literate nation.

2. BACKGROUND OF THE PROJECT

The National Research Foundation - South African Agency for Science and Technology Advancement (NRF-SAASTA) wishes to appoint a suitable service provider for architectural services on the facilities in the Didacta building

The Didacta Building requires the renovation of its existing auditorium and the redevelopment of the basement hall(VC Wood) facility to multipurpose functions. The auditorium's interior finishes, seating, flooring, lighting, audio-visual equipment, and supporting building services are outdated and no longer meet current operational requirements. The basement facility is underutilised and should be renovated into a flexible multipurpose space capable of accommodating training, meetings, workshops, exhibitions, and other institutional activities.

Both facilities must be designed and renovated in compliance with all applicable South African building regulations and disability accessibility requirements, ensuring inclusive access and use for all persons. The proposed renovations will modernise the facilities, maximise space utilisation, and provide versatile, accessible environments that support the organisation's current and future operational needs.

The final deliverables shall be submitted in both hard copy and editable electronic formats (including AutoCAD, Revit/BIM where applicable, PDF, and any other relevant design files). All drawings and designs shall comply with the applicable South African National Standards (SANS), National Building Regulations, occupational health and safety requirements, and industry best practices for the Auditorium and meeting facility situated at Erf 2859 – Didacta Building, 211 Nana Sita Street, Pretoria, 0001

3. DETAILED SPECIFICATION

BRIEF DESCRIPTION OF ITEM(S)/SERVICE(S) REQUIRED	UNIT OF MEASURE	QUANTITY OF ITEM(S)
- The appointed service provider shall conduct a comprehensive site assessment and develop a detailed 3D As-Built Design Plan for the entire auditorium. The design shall accurately reflect the existing conditions of the facility and serve as the basis for the proposed renovation works. The 3D As-Built Design Plan shall include, but not be limited to, the following: - The seating area inclusive of the desks/tables and chairs - Audio-visual infrastructure, including projection systems, display screens, microphones, speakers, control rooms, and associated cabling routes. - The carpet for the whole area - Material and finishes schedules identifying all proposed finishes, colours, textures, and specifications. - HVAC (heating, ventilation, and air-conditioning) layout and any proposed modifications. - New LED dimmable lighting layout, including existing and proposed lighting fixtures and lighting control points. - Door and window schedules, including finishes and hardware. - Fire detection, emergency lighting, exit signage, and other life safety systems. - Costings of the total installations - Recommendations for space optimisation, functionality, aesthetics, and future adaptability.	Each	1
- The appointed service provider shall conduct a comprehensive site assessment and develop a detailed 3D As-Built Design Plan for the VC Wood. The design shall accurately reflect the existing conditions of the facility and serve as the basis for the proposed renovation works. The 3D As-Built Design Plan shall include, but not be limited to, the following: - A complete and accurate measurement and survey of the existing hall. - A fully rendered three-dimensional (3D) model illustrating the existing and proposed layout of the hall - Detailed floor plans, elevations, sections, and ceiling layouts. - Stage layout and dimensions, including access points and backstage areas. - The area is to be used for multi types of meetings(Hall type)	Each	1

BRIEF DESCRIPTION OF ITEM(S)/SERVICE(S) REQUIRED	UNIT OF MEASURE	QUANTITY OF ITEM(S)
vi. The A/V proposal for presentations and media playing vii. Proposal for Stackable tables and chairs for ease of movement viii. Flooring finishes and proposed floor level adjustments where required. ix. Electrical services, including power outlets, distribution points, and equipment connections. x. HVAC (heating, ventilation, and air-conditioning) layout and any proposed modifications. xi. New LED dimmable lighting layout, including existing and proposed lighting fixtures and lighting control points. xii. Costings of the total installations xiii. Recommendations for space optimisation, functionality, aesthetics, and future adaptability.		

BIDDER MANDATORY RETURNABLE DOCUMENTS

NB: Failure to submit any mandatory requirement may result in the bid being declared non-responsive

- Bidders are to supply proof of registration with South African Council of Architectural Profession (SACAP).
- Bidder must supply Proof of Professional Indemnity insurance
- Bidder must submit a CV of the Architect that indicates projects, project values, job posts undertaken by the architect and indicating minimum of 3 years' industry experience.
Incorporate the following examples of photo formats into the projects mentioned: Auditoriums; Council chambers; Boardrooms; Conference centres; Lecture theatres; Government buildings
- Bidder must submit a minimum of three (3) written reference letters relating architectural work projects or to similar work detailed in this bid document from previous and present customers/ clients. The reference letters must have a company letterhead, contact details of the referee, must be dated, signed and not older than five years. The references must include details which the customer/ client declares the following:
 - Value of the contract works.
 - Role of the Architect.
 - Indicate if Satisfactory with the work done.
 - Project description and duration date.
 - Contact details of the referee.

OR

The bidder must submit a minimum of two completion certificates relating to Architectural work projects or to similar work detailed in this bid document. The completion certificates must include details which the customer/ client declares the following:

- Value of the contract works.
- Indicate if Satisfactory with the work done.
- Project description and duration date.
- Contact details of the referee.

Annex D : EVALUATION CRITERIA

Stage 1: Mandatory requirements.

The evaluation criteria will be based on the following requirements:

DESCRIPTION	TECHNICAL BID EVALUATION CRITERIA	GRADING
Reference letter and or completion certificate	Bidder must submit a minimum of three (3) written reference letters relating designing and executing structural work projects or to similar work detailed in this bid document from previous and present customers/ clients. The reference letters must have a company letterhead, contact details of the referee, must be dated, signed and not older than five years. The references must include details which the customer/ client declares the following: ➤ Value of the contract works. ➤ Role of the Architect. ➤ Indicate if Satisfactory with the work done. ➤ Project description and duration date. ➤ Contact details of the referee. OR The bidder must submit a minimum of three (3) completion certificates relating to Architectural work projects or to similar work detailed in this bid document. The completion certificates must include details which the customer/ client declares the following: ➤ Value of the contract works. ➤ Indicate if Satisfactory with the work done. ➤ Project description and duration date. ➤ Contact details of the referee.	Go/No Go
Compulsory briefing Session	Did the bidder attend the briefing session	Go/No Go
Professional body	Proof of registration with South African Council of Architectural Profession (SACAP).	Go/No Go
Qualifications	CV of the Architect that indicates projects, project values, job posts undertaken and indicating minimum of 3 years' industry experience.	Go/No Go
Insurance	Proof of Professional Indemnity insurance	Go/No Go

Stage 2: Price and NRF-SAASTA specific goals as per the below NRF Generic Scorecard for Bids ≤ R1 million:

SPECIFIC GOALS AS PER BID INVITATION		
CATEGORY	Sub-Category	Allocated Points
B-BBEE Level - Maximum 8 Points	Level 1 to Level 3	8
	Level 4 to Level 6	6
	Level 7 to Level 8	2
Ownership - Maximum 8 Points	Supplier that is at least 51% Black-owned.	3
	Supplier that is at least 51% Black female-owned.	3
	Supplier that is at least 51% Black youth-owned.	1
	Supplier that is at least 51% owned by People with Disabilities.	1
Company Size - Maximum 4 Points	EME	4
	QSE	
TOTAL POINTS ALLOCATED		20

NB: Proof or documentation that may be considered to claim points for specific goal related to this scorecard may include, amongst others;

- **Valid B-BBEE certificate.** A bidder must submit proof of its B-BBEE status level of contributor in the form of a valid B-BBEE certificate as issued by SANAS accredited agency;
- **Valid sworn affidavit.** A certified sworn affidavit by the person or person acting on behalf of an enterprise indicating the level of ownership in the enterprise.
- **Ownership Certificate** issued by the Companies and Intellectual Property Commission (CIPC).

This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a rand value of up to R1 000 000. 00. (All applicable taxes included).

Annex E : COST BREAK DOWN

1. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead;
2. The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply;
3. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
4. No price changes will be accepted after official Purchase Order (PO) is issued.

NB: Price calculation Guide to be aligned to the quotation

No	Description	Unit of Measure	Quantity	Unit Price	Total VAT inclusive
1.	The 3D 'As-built' design plan that include but not limited to the following for the whole of the Auditorium: for renovation purposes	Each	1		
2.	The 3D 'As-built' design plan that include but not limited to the following for the whole of the proposed meeting area currently named 'VC Wood': for renovation purposes.	Each	1		
Total VAT inclusive					

Annex F :

STANDARD BIDDING DOCUMENTS

[SCM-Bid documents SBD 1](#)

[SCM-Bid documents SBD 4](#)

[SBD 6.1 in terms of PPR 2022](#)