



## RFQ: APPOINTMENT OF ARCHITECTURAL, QUANTITY SURVEYING, CIVIL, STRUCTURAL AND ELECTRICAL PROFESSIONALS

SEVEN DAYS NOTICE NO: 63/2025/2026

Walter Sisulu Local Municipality intends to develop a **Maletswai Small Enterprise Trading Hub** aimed at supporting micro and small enterprises, informal traders, and emerging entrepreneurs through the provision of affordable, well-planned trading infrastructure.

The municipality seeks to appoint qualified and experienced **Architectural, Quantity Surveying, Structural and Electrical professionals** (either as a joint venture or multi-disciplinary team) to prepare a **concept site design, concept floor plan, 3-D visualisations, and preliminary cost estimates** to inform decision-making, budgeting, stakeholder engagement, and funding applications.

Quotations should be submitted in a sealed envelope clearly marked "**NOTICE NO: 63/2025/2026 TENDER: APPOINTMENT OF ARCHITECTURAL, QUANTITY SURVEYING, CIVIL, STRUCTURAL AND ELECTRICAL PROFESSIONALS**" at No 1 Jan Greyling Street, BURGERSDORP 9744 not later than **Wednesday, 21 January 2026 at 12h00pm** when all tenders will be opened in public at the Reception. No late bids will be accepted for consideration.

### **1. APPOINTMENT OF ARCHITECTURAL, QUANTITY SURVEYING, CIVIL, STRUCTURAL AND ELECTRICAL PROFESSIONALS**

The following conditions will apply:

- Price(s) quoted must be valid for at least ninety (90) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- A valid Tax Clearance certificate or SARS Pin
- Copies of Company Registration Certificates and Identity documents.
- Central Supplier Database (CSD) registration form.
- Municipal accounts not older than three months from date of tender or lease agreement for company renting property.
- No faxed or e-mailed documents will be accepted.
- All copies must be originally certified.
- Quotations which are late, incomplete, unsigned will not be accepted.

- The tenderer or any of its directors/ shareholders is not listed on the register of tender defaulters.

**NB: No quotations will be considered from persons in the service of the state**  
**Failure to comply with the above conditions will invalidate your offer.**

## 2. PURPOSE OF THE APPOINTMENT

The purpose of this appointment is to obtain **professional design and cost advisory services for the conceptualisation of the Maletswai Small Enterprise Trading Hub.**

The outputs will be used to:

- Confirm feasibility and affordability
- Guide internal approvals and Council processes
- Support funding and partnership applications
- Inform detailed design and implementation planning

## 3. SCOPE OF SERVICES

The appointed service providers shall perform the following services:

### 3.1 Architectural Services

The Architect shall:

1. Conduct a **site familiarisation and desktop analysis**
2. Develop a **Concept Design** that:
  - Responds to the site context
  - Supports micro and small enterprises functionality and accessibility
  - Considers sustainability, safety, and inclusivity
3. Prepare:
  - **Conceptual layout options**
  - **Finalised floor plans** (indicative, not construction drawings)
4. Produce:
  - **3-D visualisations / renders** of the proposed Trading Hub
  - External and internal views suitable for presentations
5. Ensure compliance with:
  - National Building Regulations (NBR)
  - SANS standards
  - Universal access principles
6. Incorporate municipal and stakeholder inputs into the final concept

### 3.2 Quantity Surveying Services

The Quantity Surveyor shall:

1. Prepare a **Preliminary Cost Estimate** based on the approved concept design
2. Develop:
  - Elemental cost estimates
  - Cost per square metre benchmarks
3. Provide:
  - **A cost feasibility assessment**

- Identification of key cost drivers and risks
4. Advise on:
    - Cost optimisation opportunities
    - Phasing options, if applicable
  5. Align cost estimates to:
    - Current market rates
    - CIDB and industry norms

### 3.3 Civil Engineering Services

The Civil Engineer shall:

1. Review site conditions and municipal services availability
2. **Propose:** water supply, sewer connections, stormwater management, access roads and parking layout. **Provide:** bulk and internal services layout and infrastructure capacity assessment. **Advise:** services upgrades (if required) and phasing options.

### 3.4 Structural Engineering Services

The Structural Engineer shall:

1. Develop a structural concept
2. **Identity:** appropriate structural systems and foundation requirements. **Confirm:** structural feasibility of the proposed layout and load-bearing elements. **Provide:** concept structural drawings and structural cost input QS.

### 3.5 Electrical Engineering Services

The Electrical Engineer shall:

1. Design a concept electrical layout
2. **Provide:** power supply and distribution strategy, metering and tenant connections, lighting (internal and external) and security and safety power needs. **Assess:** municipal grid capacity and energy efficiency and solar readiness.

### 3.5 Joint Team Deliverables

The professional team shall:

- Align all design and engineering assumptions
- Participate in review meetings with the municipality
- Integrate cost, design and infrastructure inputs
- Refine outputs based on comments received
- Submit one coherent final concept package (final integrated deliverables)

## 4. EXPECTED DELIVERABLES

The service provider(s) must deliver the following:

1. Concept Design Report
2. Indicative Architectural Floor Plans
3. 3-D Rendered Images (minimum of 3 views)
4. Civil services layout
5. Structural concept drawings
6. Electrical services layout
7. Preliminary Cost Estimate Report
8. Cost Feasibility Summary
9. Integrated presentation pack
10. Presentation-ready material (PDF and editable formats)

All deliverables must be submitted in both **electronic and printable formats**.

## 5. DURATION OF THE ASSIGNMENT

The assignment is expected to be completed within:

**5–7 weeks** from the date of appointment, subject to timely feedback from the municipality.

## 6. REPORTING AND GOVERNANCE

- The service provider will report to the **MSETH Project Manager** or designated official.
- All outputs will be reviewed and approved by the municipality.
- Regular progress meetings will be held as required.

## 7. REQUIRED PROFESSIONAL REGISTRATION

DISCIPLINE	REGISTRATION BODY
Architect	SACAP
Quantity Surveyor	SACQSP
Civil Engineer	ECSA
Structural Engineer	ECSA
Electrical Engineer	ECSA

Proof of registration required.

## 8. EXPERIENCE AND CAPACITY REQUIREMENTS

Bidders must demonstrate:

- Proven experience in:
  - Public sector or community infrastructure projects
  - Trading hubs, markets, or mixed-use facilities
- Availability of key personnel
- Ability to deliver within required timelines

Joint ventures must clearly define roles and responsibilities.

## 9. BID EVALUATION AND ADJUDICATION CRITERIA

CRITERIA	WEIGHT
<b>Relevant experience</b>  Experience of the tenderer in related scope of works ( Submit five appointment and reference letters for each project) 1 x appointment and reference letter = 10 points	<b>50</b>
<b>Methodology and understanding of scope</b>  Project Execution Method. Gantt Chart  (compulsory), resource schedule, activity sequencing linked to timelines	<b>25</b>
<b>Qualifications and registrations</b>  Experience of the Key persons (Project Management team) Submit CV's and Qualifications= Degree in Architectural, Quantity Surveying, Civil, Structural and Electrical Engineering or Project Management and be registered with the relevant professional bodies 1 x Degree Qualification = 5 points	<b>25</b>
<b>TOTAL POINTS</b>	<b>100</b>

**Bidders will be evaluated on functionality.**

Bidders will have to score minimum points of 70 out of 100 points for further evaluation on price and WSLM Specific Goals

This bid will be evaluated according to the following criteria:

1. Supply Chain Management Policy of Walter Sisulu Municipality
2. PPPFA and associated revised regulations.
3. 80/20 point system will be awarded as follows:
  - Price :80 points
  - WSLM Specific Goals :20 Points
  - **Points for Specific Goals:** 51% Race (Black Owned Entity): 6 (30%), 51% Youth (18-35): 2 (10%), 51% Gender (Women): 4 (20%), 51% Disability: 2 (10%), 51% Locality (within WSLM): 4 (20%), 51% black military veterans: 2 (10%) and non-compliant contributor: 0 (0%)

## 10. PRICING, PAYMENT AND COMPLIANCE

- Fees must be quoted inclusive of all disbursements
- Pricing to be aligned to Professional Council Guidelines
- Payment will be made upon acceptance of deliverables, per agreed milestones
- Bidder to submit all standard company compliance documents: CIPC registration, tax compliance, B-BBEE Status, municipal accounts or lease agreement, main banking details, letters of good standing, company profile, CVs of key personnel, proof of experience, signed JV agreement indicating roles and responsibilities and the lead firm, proof of locality, CSD document and professional bodies registrations.

## 11. INTELLECTUAL PROPERTY

All designs, drawings, reports, and related outputs shall become the **property of Walter Sisulu Local Municipality** upon payment.

## **12. CONFIDENTIALITY**

The service provider shall treat all project information as confidential and shall not disclose any information without written consent from the municipality.

## **13. CONDITIONS OF APPOINTMENT**

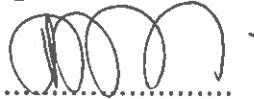
- Appointment is subject to SCM compliance
- The municipality reserves the right not to appoint any bidder
- No guarantee of appointment for subsequent project phases

## **ADDITIONAL INFORMATION**

It is the prerogative of the Walter Sisulu Local Municipality not to award the tender or any part thereof to the lowest or any tender. The appointed service provider must render the services within the agreed time from the date of appointment/placement of purchase order.

General enquiries should be directed to Mr R Khamali during office hours from 07H45 to 16H30 @ 082 948 8001 or E-mail [retsilisitsoe.khamali@wslm.gov.za](mailto:retsilisitsoe.khamali@wslm.gov.za)

SCM enquiries should be directed to Mr N Mshicileli during office hours from 07H45 to 16H30 @ 051 653 1777 or E-mail [ntembeko.mshicileli@wslm.gov.za](mailto:ntembeko.mshicileli@wslm.gov.za)



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