SEFAKO MAKGATHO
HEALTH SCIENCES UNIVERSITY

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SUITABLY QUALIFIED PROFESSIONAL STRUCTURAL ENGINEER TO RENDER STRUCTURAL ENGINEERING SERVICES FOR THE CONSTRUCTION OF A HORTICULTURAL MACHINES STORAGE AREA AT THE GROUNDS MAINTENANCE SECTION AT SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

RFQ Number	PROV/148/2026
Compulsory Briefing Session	N/A
Closing Date and Time	08 September 2026 @11H00
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1. OBJECTIVES OF THE ASSIGNMENT

1.1 The main objective of this assignment is to provide Sefako Makgatho Health Sciences University (SMU) with the appropriate professional structural engineering oversight and certification for the construction of a horticultural machines storage area at the University's Grounds Maintenance Section.

1.2 The appointment of the Structural Engineer is necessary to ensure that the design and construction of the storage facility are structurally sound and compliant with applicable standards, particularly given the topography of the area and the intended use of the space for the storage of horticultural machines and equipment.

1.3 The services of a Structural Engineer are required to:

a) Review the existing drawings prepared for the storage area;

b) Certify the drawings and structural design;

c) Monitor the structural works during implementation; and

d) Inspect and sign off the completed works.

2. BACKGROUND

2.1 SMU was established in May 2014. SMU currently has about 6500 students enrolled. It occupies the academic and residence facilities of the former Medical University of South Africa (MEDUNSA), and its current academic configuration consists of five schools which include Health Care Sciences, Medicine, Oral Health Sciences, Pharmacy and Sciences & Technology.

2.2 SMU is responsible for providing facilities that are conducive for living and learning, in a safe, secured and well-maintained environment. This includes the full lifecycle management from planning, acquisition, operations and maintenance of the facilities and infrastructure.

2.3 The University's Grounds Maintenance Section requires a horticultural machines storage area to house grounds maintenance equipment and machinery. Given the topography of the area and the intended use of the space, professional structural oversight is required to ensure that the structure is safe, stable and fit for purpose.

2.4 The objective of this RFQ is to source and secure a competent and qualified professional Structural Engineer to review, certify, monitor and sign off the structural works for the horticultural machines storage area.

3. SCOPE OF WORK

3.1 SMU requires the services of a professional Structural Engineer to provide structural engineering oversight and certification for the construction of the horticultural machines storage area at the Grounds Maintenance Section.

3.2 The appointed Structural Engineer shall undertake the work described below:

a) Conduct a site visit to familiarise with the site conditions and topography of the area;

b) Review the existing structural drawings of the horticultural machines' storage area;

c) Certify the drawings and structural design, and confirm structural adequacy and compliance with the applicable South African National Standards (SANS) and the National Building Regulations;

d) Monitor and inspect the structural works during implementation/construction to confirm compliance with the certified design; and

e) Inspect the completed works and sign off on the structural integrity and completion of the structure.

f) Undertake all the stage 5 and 6 deliverables for a structural engineer, including the ensuring the contractor undertakes the work diligently and completes the project as intended in the designs.

3.3 The work must be carried out by a qualified and experienced Structural Engineer, professionally registered with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr. Eng.) or Professional Technologist Engineer (Pr. Tech. Eng.), with a minimum of 5 years' experience post professional registration.

4. DELIVERABLES

As outputs and delivery of the expected work, SMU will receive the following:

- A review report on the existing drawings and structural design, including any comments or recommendations;
- A certificate confirming the adequacy and compliance of the structural design and drawings;
- Site inspection reports issued during the monitoring of the structural works;
- A final inspection report and sign-off/completion certificate confirming that the completed works comply with the certified structural design.

5. DURATION

5.1 The anticipated timeframe for the completion of this assignment is estimated at three (3) months from the date of appointment, comprising review and certification of the design, monitoring of the structural works during construction, and final inspection and sign-off, as set out in the milestones below.

6. REQUIRED SKILLS

The professional requirements for the works are:

- Minimum qualification required: BTech / BEng / BSc in Civil Engineering (structural discipline);
- Structural Engineer, professionally registered with the relevant professional body, i.e. Engineering Council of South Africa (ECSA), as Pr. Eng. or Pr. Tech. Eng.; and
- A minimum of 5 years' experience post professional registration.

7. EVALUATION PROCESS

7.1 SMU needs to be satisfied, in all respects, that the organisation/professional selected has the necessary resources, qualifications and abilities for this assignment, and that all submissions are regarded in a fair manner in terms of the evaluation criteria and process.

7.2 The assessment and evaluation of submitted quotations will undergo an evaluation phase.

7.3 The general methodology of selection will be that submissions will first be evaluated on their technical ability to perform the task. Any submission that does not include demonstrable qualifications of a Structural Engineer with valid professional registration with ECSA will be disqualified from further evaluation.

7.4 Submissions must comprise sufficient information to make a sound and fair evaluation of the quotation, as well as the experience and capability of the professional/firm to undertake this type of assignment successfully. The submission should include a company profile and fee proposal reflecting any discounts offered on the tariff fee.

7.5 Administrative compliance is stipulated below.

Compliance Requirement	**Submitted Yes/No**	**Comply**	**Not Comply**
Proof of tax compliance status, e.g. valid Tax Compliance Status Pin / SARS Tax Compliance Certificate			
Business registration certificate from the Companies and Intellectual Property Commission (CIPC)			
Certified copies of Identity Documents of all Directors / Trustees / Shareholders			
Valid B-BBEE Certificate from a SANAS accredited verification agency, or sworn affidavit			
Proof of most recent Central Supplier Database (CSD) registration report			

Compliance Requirement	Submitted Yes/No	Comply	Not Comply
Proof of a valid registration with the relevant professional body (ECSA) as a Professional Engineer (Pr. Eng.) or Professional Technologist Engineer (Pr. Tech. Eng.)			
Certified copy of qualification(s). For qualifications obtained outside South Africa, attach SAQA verification			
Professional Indemnity Insurance Cover - minimum of R5 000 000.00			
Company Profile (including organogram)			
Curriculum Vitae of the Structural Engineer and any support staff proposed for the assignment			
A minimum of three (3) reference letters for similar completed structural certification/supervision works			
Price Schedule / Fee Proposal			
Works Methodology Proposal			

8. PROPOSED ACTIVITY SCHEDULE

The Structural Engineer is required to complete the Pricing Schedule below, reflecting the activities required for the review, certification, monitoring and sign-off of the structural works. Engineer must review the site and the works and give sums that cover the full costs for the services per stage and payment will be made per milestone achieved.

Stage	Activity	Activity Description	Unit	Amount (R)
1. REVIEW OF EXISTING DRAWINGS AND STRUCTURAL DESIGN	1.1	Review of existing architectural / civil drawings and structural design for the horticultural machines storage area	Sum	
	1.2	Certification of drawings and structural design (issue of Certificate of Structural Adequacy / SANS 10400 Part A certification, as applicable)	Sum	
2. SITE HANDOVER	2.1	Site handover / briefing meeting	Sum	
3. CONSTRUCTION STAGE	3.1	Monitoring of structural works during implementation (site inspections and certification of structural elements, prices to include site visits)	Sum	
4. PROJECT CLOSURE	4.1	Final inspection of completed works	Sum	
	4.2	Sign-off of completed structural works and issue of completion certificate	Sum	
		Total Amount (R) VAT excl.		R
		15% VAT		R
		Total Amount (R) VAT incl.		R

9. IMPORTANT CONDITIONS / MISCELLANEOUS REQUIREMENTS

9.1 Services

The Services required shall generally be all "Normal Services" as defined in the Government Gazette/s, unless otherwise reduced in writing. The Service Provider shall be instructed by the Employer in writing to undertake specific assignments as additional services in terms of the contract as and when required during the contract period.

9.2 Location

This project is situated at the SMU Main Campus, Grounds Maintenance Section, in Ga-Rankuwa.

9.3 Project Programme

The Service Provider shall prepare a detailed programme for the performance of the Service, which shall be approved by the Employer. The programme shall be in sufficient detail to monitor the Service Provider's performance.

9.4 Quality Management System

The Service Provider shall implement a Quality Management, Environmental and Safety Plan in accordance with the ISO 9001 Quality Management System (QMS), ISO 14001 Environmental Management System (EMS) and Occupational Health and Safety Act. SMU retains the right to carry out audit and assurance of the Service Provider's systems and processes as required. The Service Provider must ensure that the quality of all reports submitted to SMU is of an acceptable standard.

9.5 Forms for Contract Administration

This bidding document, together with all the required documents including the general conditions of contract and the bid proposal, will form part of the contractual agreement, and a service level agreement will be entered into with the appointed Service Provider. The successful bidder will be required to sign a Standard Professional Services Contract issued by the Construction Industry Development Board. SMU shall make amendments to the Standard Professional Services Contract, which will be available for review at the time the Service Provider is appointed. SMU shall further include special conditions to the Standard Professional Services Contract, which shall be specific to the work being undertaken.

10. TARGET COMPLETION DATE

The following key milestones and estimated dates are provided for information:

Key Milestones / Estimated Dates (from appointment)	
1. Review and certification of drawings and structural design	1 Weeks
2. Construction/implementation period (monitoring of structural works)	3 Months
3. Final inspection and sign-off of completed works	1 Week

Please send your quotation as per the above to this Email: senamile.zulu@smu.ac.za; **only e-mailed submissions will be accepted.**