



REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF AN EXPERIENCED ARCHITECTURAL CONSULTANT TO PROVIDE ARCHITECTURAL SERVICES AND ACT AS A PRINCIPAL CONSULTANT FOR THE DESIGN OF A NEW SECURITY BUILDING AT SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

RFQ Number	PROV/155/2026
Compulsory Briefing Session	N/A
Closing Date and Time	Thursday, 17 September 2026 @ 11h00
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1. PURPOSE

Sefako Makgatho Health Sciences University (SMU) plans to construct a new security building on its campus in Ga-Rankuwa, Gauteng. The purpose of the Terms of Reference (TOR) is to outline and provide the requirements of the professional and experienced architectural professional, who will also provide principal consultancy services.

2. INTRODUCTION AND BACKGROUND

SMU was established in May 2014 and currently has approximately 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.

The university intends to undertake the development of a new building for the security services on a land parcel identified on the campus and seeks professional architectural services for the design development of the new building. The security services department plays a critical role to ensure safe operations on the university site and requires reliable infrastructure facilities.

The University therefore wishes to solicit professional architectural services for the successful delivery of this building that:

- Meets the University's operational requirements
- Complies with all statutory requirements



- Achieves value for money
- Is delivered within approved budget and programme
- Achieves high standards of functionality and quality.
- Incorporates sustainability designs.

3. LOCATION AND DESCRIPTION OF PROPOSED NEW BUILDING

The site identified for the construction of the new building is situated on the southern side of the university, adjacent to the main entrance on Molotlegi Road. This is in Ga-Rankuwa, Gauteng Province.

The security department new building includes the following minimum requirements

- a) The building will accommodate approximately 60 staff members
- b) The building will include the following key spaces
 - Single and open plan offices
 - Boardrooms
 - Control rooms
 - Waiting areas (indoor and outdoor)
 - Kitchenettes and staff kitchen
 - Public ablutions and staff ablutions
 - Reception area
 - Storerooms
 - Parking
 - Cabinet rooms

4. SCOPE OF WORKS

SMU requires services of a professional architect for the planning and design of a new security building.

The scope of works includes the following:

- a) Provide architectural services for Stage 1 to 2 of the project which include:



Stage 1: Inception

- Confirm client brief
- Review project objectives
- Review of available information
- Establish project execution strategy
- Identify project risks
- Develop project programme
- Recommend procurement strategy

Stage 2 – Concept and Viability

- Develop concept design
- Develop preliminary layouts
- Undertake option analysis
- Coordinate engineering concepts
- Prepare preliminary cost estimate
- Develop project viability
- Obtain client approval

5. REQUIRED SKILLS

The professional requirements for the works are:

- BSc/BEng/BTech Architecture
- Professional registration with South African Council for the Architectural Profession (SACAP)
- A minimum of 5 years' experience post professional registration in similar work.
- Demonstrate experience acting as principal consultant.

6. FEE PROPOSAL

The following is noted regarding the fee proposal:

- The fee proposal must clearly indicate the calculations used to determine the fee and any discounts that might be granted on the proposed fee
- Fees should be in line with latest applicable gazettes.



- The fee proposal must include all disbursements
- Provisional amounts should be allowed for the appointment of any sub consultants were necessary.

SOUTH AFRICAN COUNCIL OF THE ARCHITECTURAL PROFESSION

Architectural fees based on an estimated budget of R20 000 000 (Twenty million rand)

Project Stage	Apportionment	Total Fee	Discount Amount Offered	Percentage Discount	Total Discounted Amount
Stage 1					
Stage 2					
Disbursements					
Total (excl VAT)					
Total (incl VAT)					

7. EVALUATION PROCESS

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

The assessment and evaluation of submitted proposals will undergo evaluation phase.

The general methodology of selection will be that proposals will first be evaluated on their technical ability to perform the task. Any proposal that does not include demonstrable qualifications of an architectural professional with valid professional registration will be disqualified for the other aspects.

Compliance Requirements

Compliance requirement	Submitted Yes/no	Comply	Not comply
Proof of tax compliance status e.g., valid tax compliance certificate or Personal Identification Number (PIN) issued by South African Revenue Services (SARS)			



Business registration certificate from the Companies and Intellectual Property Commission (CIPC)			
Copies of Identity Documents of the all the Directors/ trustees shareholder			
Valid B-BBEE Certificate from a SANAS accredited verification agency / sworn affidavit.			
The company profile			
Price Schedule including VAT			
Proof of most recent Central Supplier Database (CSD) Registration report.			
Curriculum Vitae of the Architect with demonstrated post registration experience of at least 5 years and proof of Principal consultant experience.			
Certified copy of qualification. For qualifications obtained outside of South Africa, attach SAQA verification.			
Certified proof of a valid registration with relevant professional body (SACAP).			
A minimum of three reference letters for the company or professional of similar completed works			