

REQUEST FOR INFORMATION

RFI NUMBER: RFI23_2025_2026

REQUEST FOR INFORMATION ON THE DESIGN AND LAYOUT OF A MODERN LIBRARY (IRC Block G)

This RFI calls for suitably qualified suppliers to provide information to Competition Commission of South Africa (CCSA) regarding a Request for Information to identify and engage suitably qualified service providers who can assist in the conceptualization, design, and implementation of a modern, digitally integrated library for the Competition Commission of South Africa (CCSA)

Issue date: 15th September 2025

Closing Date: 25th September 11:00

For enquiries contact CCSA Supply Chain Management E-mail: tenders@compcom.co.za

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between CCSA and any Respondents unless and until CCSA has executed a formal written contract with the selected supplier.

REQUEST FOR INFORMATION (RFI)

RFI NUMBER : RFI23_2025_2026
RFI TITLE : REQUEST FOR INFORMATION ON THE DESIGN AND LAYOUT OF A MODERN LIBRARY (IRC Block G)

EXPECTED TIMEFRAME

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	15 th September 2025
RFI Available from	15 th September 2025
Site Visit Date & Time	18 th September 2025 11:00AM
Venue for Site Visit	Competition Commission of South Africa (CCSA) DTI Campus, Mulayo (Block C) 77 Meintjies Street, Sunnyside, Pretoria
RFI Closing Date and Time	25th September 2025 at 11:00
Delivery Venue: Electronics Submission	tenders@compcom.co.za
Contact details	tenders@compcom.co.za

CCSA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to CCSA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

1. MANDATORY DOCUMENTS

- 1.1** Proof of registration on CSD report (Central Supplier Database)

2. REQUEST FOR INFORMATION:

2. DEFINITIONS

- 2.1** “**RFI**” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2** “**RFI response**” - a written response in a prescribed form in response to an RFI.
- 2.3** “**Respondent**” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.

3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the CCSA, written approval to divulge such information will have to be obtained from CCSA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the Competition Commission of South Africa (CCSA). No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: _____

Physical Address: _____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____

3. The manner of submission of the RFI

- 3.1** Respondent shall submit RFI response in accordance with the prescribed manner.
- 3.2** Respondent shall submit one ***emailed submission*** including relevant supporting documents.
- 3.3** The original copy must be signed by an authorised employee, agent or representative of the respondent.
- 3.4** The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 3.5** Respondent must clearly outline costing implications of the solution required, as well as any economic factors (i.e. exchange rate implication) that may pose a risk impact against said costing.

1. BACKGROUND

- 1.1** The Competition Commission (Commission) is a statutory body constituted in terms of the Competition Act, No. 89 of 1998 (the Act). It is one of three, independent competition regulatory authorities established in terms of the Act, with the other two being the Competition Tribunal and the Competition Appeal Court. The Commission is empowered by the Competition Act to investigate, control and evaluate restrictive business practices, abuse of dominant positions, mergers, undertake market inquiries and advocacy in order to achieve equity and efficiency in the South African economy.
- 1.2** CCSA is a public entity listed in schedule 3A of the Public Finance Management Act (PFMA), and acts in compliance with section 217 of the Constitution of South Africa and applicable Public Procurement Regulations and Prescripts.
- 1.3** Therefore, the CCSA is requiring a suitability qualified service provider to assist in the conceptualization, design and architectural planning and interior layout of a modern, digitally integrated library for the Commission. The service provider must provide options for the design and layout of a modern, future-focused library that will serve as a hub for knowledge, collaboration, and digital innovation.

2. SITUATION ANALYSIS

The Competition Commission Library/IRC plays a critical role in supporting evidence-based decision-making, knowledge management, research, and capacity development across the Commission. As the institution continues to evolve in a dynamic regulatory and information environment, the library must be modernized to:

- 2.1** Align with international modern best practices in information resource management.
- 2.2** Incorporate digital technologies, AI tools, and user-centred design to improve accessibility and efficiency.
- 2.3** Enhance staff engagement and promote a culture of continuous learning.
- 2.4** Provide an enabling environment for both research staff and external stakeholders where applicable.
- 2.5** Given the strategic importance of knowledge management, the redesign of the Library is not only about physical infrastructure but also about integrating technology, modern systems, and innovative service models.
- 3.** To address the above and reposition the IRC as a modern, multidisciplinary, and user-centric facility, the Commission seeks to request RFI's from suitably qualified service providers capable of delivering the design of modern innovative library space, including digital infrastructure, and physical space redesign.

4. SCOPE OF WORK

4.1 Respondents are requested to provide information on their ability to deliver the following:

4.1.1. **Library Design and Architecture**

- a) Modern Library space planning, design and Infrastructure - modern layouts, ergonomics, accessibility, and collaboration areas.
- b) Architectural and interior design for a modern library space.
- c) Integration of digital access points, collaborative zones, and quiet research areas.
- d) Layout optimization for flexible use (e.g., quiet zones, collaborative areas, digital kiosks).
- e) Integration of ergonomic and modern furnishings.
- f) Use of natural light and ambient elements (e.g., plants, frosted glass, signage).

4.1.2. **Technology Integration**

- a) Placement and configuration of digital screens for e-resource displays.
- b) Infrastructure for self-service workstations and printing corners.
- c) Recommendations for smart lighting and energy-efficient systems.

4.1.3. **User-Centered Spaces**

- a) Quiet study zones and collaborative group areas.
- b) Digital innovation labs or maker spaces.
- c) Exhibition and event spaces.
- d) Comfortable reading areas that balance traditional and digital experiences.

4.1.4. **Branding & Visual Identity**

- a) Design elements that reflect the IRC's role and identity.
- b) Signage and frosted glass concepts (e.g., "Information Resource Centre").

4.1.5. **Compliance & Accessibility**

- a) Adherence to fire safety, disability access, and building regulations.
- b) Recommendations for inclusive design.

5. DELIVERABLES

5.1 **Design Concept & Layout Plan**

A full spatial layout plan for IRC Block G, including:

- 5.1.1. Quiet study zones
- 5.1.2. Collaborative workspaces

- 5.1.3. Digital display areas
- 5.1.4. Self-service kiosks
- 5.1.5. Printing and scanning stations
- 5.1.6. 3D renderings and mood boards illustrating proposed design themes.

5.2 Interior Architecture & Furnishing

Selection and specification of:

- 5.2.1. Ergonomic furniture
- 5.2.2. Modular shelving and storage
- 5.2.3. Acoustic panels and lighting
- 5.2.4. Flooring and ceiling treatments
- 5.2.5. Placement strategy for natural light optimization and ambient elements.

5.3 Technology Integration

Infrastructure plan for:

- 5.3.1. Digital screens and signage
- 5.3.2. Smart lighting and climate control
- 5.3.3. Network and power points for workstations
- 5.3.4. RFID-enabled access and inventory systems

5.4 Branding & Visual Identity

Design of:

- 5.4.1. Frosted glass signage (e.g., "Information Resource Centre")
- 5.4.2. Wall graphics and thematic elements
- 5.4.3. Colour palette and material finishes aligned with CCSA branding

6. TIMEFRAMES

- 6.1.** The duration of the contract is envisaged for period of **three (3) to six (6) months (Project Plan must be included)**

7. ESTIMATE COSTING

No.	Description	Estimate Cost
7.1	Design Concept & Layout Plan	
7.2	Interior Architecture & Furnishing	
7.3	Technology Integration	
7.4	Branding & Visual Identity	
VAT (15%)		
Total Cost VAT incl.		

8. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed to:

SUPPLY CHAIN MANAGMENET

E-mail: tenders@compcom.co.za

All queries MUST be e-mailed

END OF THE REQUEST FOR INFORMATION DOCUMENT