

INVITATION FOR QUOTATIONS

THE SOUTH AFRICAN SOCIAL SECURITY AGENCY INVITES QUOTATIONS FOR THE PROCUREMENT

OF:

Project title:	Appointment of a qualified architect for the drawing of floor plans and emergency evacuation plans for the South African Social Security Agency (SASSA) office in Limpopo Region
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Quote no:	LP/02/11/2025	Closing Date:	16/01/2026
Closing time:	11:00	Validity period:	30 Days

1. COMPLETION OF QUOTATION/BID DOCUMENTS:

- All quotations documents must be completed in ink, Completed forms must be addressed to the South African Social Security Agency
- This quotation is subject to the GCC (General Conditions of Contract) and any other special conditions of contract where applicable.
- The taxes of the successful bidder must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations.
- Your quotation must be detailed and must include total price and must be VAT inclusive, (where applicable)
- Quotations must be accompanied by a BBBEE Certificate or a sworn affidavit.
- Please indicate validity of quotation.
- Suppliers to declare if they have running orders or contracts with SASSA. Please indicate order number and date of the running contract on your current quotation.
- Quotation must be accompanied by SBD Forms.
- SBD forms must be completed in full when submitting a quotation, failure to do so MAY invalidate your quotation.
- 80/20 preference point system will apply.
- Where the response is to be sent through email. Bidders should ensure that their email attachments are 15 MB or less. In a case where the attachments are more than 15 MB, bidders must send the attachments through separate emails. All emails must reach us before the closing date and time.
- Bidders must use the RFQ description as the email subject.
- Quotation/s must be submitted to SASSA Offices at:

48 Landros Mare Street
Polokwane
0700

2. Mandatory Requirements

- Bidders must be registered with the South African Council for the Architectural Profession (SACAP). A valid certified copy of the certificate must be attached together with a quotation and the SBD forms by on or before 16 January 2026
- Failure to submit the SACAP certificate will lead to the disqualification of the quotation/s

Item Number	Description	Quantity
1.	See Specification attached	

1.2 Additional comments:

3. ENQUIRIES RELATED TO DOCUMENTS MAY BE ADDRESSED TO: SEE THE TABLE BELOW

BUYER:	Nkadimeng MM	Telephone no:	015 291 7490
Cell no:	N/A	Fax no:	N/A
E-mail:	minikyn@sassa.gov.za	LimQuotations@sassa.gov.za	

Signature of SCM Practitioner

Date

15 December 2025

[paying the right social grant, to the right person, at the right time and place. NJALO]



TERMS OF REFERENCE

FOR THE

**APPOINTMENT OF A QUALIFIED ARCHITECT FOR THE DRAWING OF FLOOR
PLANS AND EMERGENCY EVACUATION PLANS FOR THE SOUTH AFRICAN
SOCIAL SECURITY AGENCY (SASSA) OFFICE IN LIMPOPO REGION.**

1. INTRODUCTION

The South African Social Security Agency (SASSA) has been established in terms of the South African Social Security Agency Act, 2004 (Act No. 9 of 2004). SASSA is a schedule 3A public entity in terms of the Public Finance Management Act 1999 (Act No. 1 of 1999), as amended), and is responsible for the management, administration and payment of social assistance.

2. PURPOSE

Appointment of a qualified architect for the drawing of floor plans and emergency evacuation plans for the South African Social Security Agency (SASSA) office in Limpopo region.

3. BACKGROUND

The SASSA Limpopo Region is committed to ensuring that Districts & Local Offices are compliant with the department of labours' prescripts. The scope also covers the minimum requirements to be met by the Service Provider, which will ensure that work carried out is certified in accordance with the highest standard and effectiveness required by the agency. Ergonomics studies have over the years proved that well maintained facilities have a high impact on the quality of service. Employees in a good environment tend to perform more than those who are exposed to dilapidated working environment

4. SCOPE OF WORK

The scope of work covers the appointment of a qualified architect for the drawing of floor plans and emergency evacuation plans for the South African Social Security Agency (SASSA) office in Limpopo region. The architect shall be responsible for the assessment, providing professional design, planning, documentation, compliant and aligned with the agency's needs.

4.1. Site assessment and feasibility study

- 4.1.1. Conduct on-site inspection of the existing buildings conditions.
- 4.1.2. Evaluate structural elements, ceiling height, ventilation, lighting and OHS signs and fire equipment positioning.
- 4.1.3. Assess the feasibility of proposed uses.
- 4.1.4. Advise on necessary structural, moisture, and safety upgrades.

- 4.2. Design development, technical drawing and documentation.**
- 4.2.1. Prepare conceptual design options for building layout.
- 4.2.2. Ensure design meet fire safety requirements.
- 4.2.3. Produce detailed architectural drawings including floor plans.
- 4.2.4. Drafting of emergency evacuation plans.

- 4.3. Regulatory compliance**
- 4.3.1. Ensure all buildings comply with local building codes, zoning laws, fire regulations and health requirements.
- 4.3.2. Coordinate with relevant authorities to clarify compliance issues.
- 4.3.3. Prepare and submit necessary drawings for approval.

- 4.4. The services will be rendered in the following five (05) SASSA districts within Limpopo Region.

Item	District	Number of offices
4.7.1.	Capricorn District	Eight (08)
4.7.2.	Mopani District	Six (06)
4.7.3.	Sekukhune District	Thirteen (13)
4.7.4.	Vhembe District	Fourteen (14)
4.7.5.	Waterberg District	Ten (10)
Total Number of offices		Fifty-one (51) offices

5. KEY ASPECTS/ BID CONDITIONS

Bidders' attention is drawn to the following key aspects of the bid.

- 5.1. This is a once-off contract.
- 5.2. Bidders must be registered with the South African Council for the Architectural Profession (SACAP).
- 5.3. The appointed bidder will enter into service level agreement (SLA) with the agency.
- 5.4. SASSA reserves the right to utilize other service providers in a case where the successful bidder/s are not available.
- 5.5. In case of joint venture arrangement, the Agency will enter a single contract with the principal bidder.
- 5.6. SASSA reserves the right to terminate this contract within thirty (30) days should the agency no longer require the services

6. EXECUTION OF WORK

6.1. The successful bidders will be expected to comply with, but not limited to, the following prescripts when executing the work:

6.1.1. Occupational Health Safety Act: Act No. 85 of 1993.

6.1.2. National Building Regulations and building standards.

6.1.3. Municipal By-laws and any special requirements of the Local Authority.

6.1.4. The S.A. Bureau of Standards Codes of Practice S.A.B.S. 0400 of 1990, for the application of the national building regulations, S.A.B.S. 0105 and

6.1.5. SANS 10142-1: 2003 (all as amended).

6.2. SASSA reserves the right to reject and not to pay for work that does not meet the required standard.

7. COMPETENT STAFF

7.1. Bidders shall satisfy SASSA that qualified and certified electricals will be utilized for execution of the works.

7.2. Bidders shall satisfy SASSA that all personnel who will perform specialized work have recognized qualifications and are registered with the relevant authorities in terms of applicable prescripts.

7.3. SASSA reserves the right to verify with the bidder if its personnel are competent or qualified.

8. PRICING SCHEDULE

Item	Description	No. Of Offices	Rate per office	Amount (Total)
8.1	Drafting of floor plans including emergency evacuation plans	51		
8.2	Site assessment and feasibility study	51		
Total (VAT exclusive)			R	
VAT			R	
Total (VAT inclusive)			R	

NB: Rates to include labour, travelling and other costs related

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?
- YES / NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



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STANDARD BIDDING DOCUMENT (SBD) 4

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

.....

.....

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

.....

.....

.....

3. DECLARATION

I, the undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

STANDARD BIDDING DOCUMENT (SBD) 4

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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STANDARD BIDDING DOCUMENT (SBD) 4

section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- (delete whichever is not applicable for this tender).
- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.

- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

POINTS	PRICE	SPECIFIC GOALS	Total points for Price and SPECIFIC GOALS
80			
20			
100			

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

80/20 or 90/10

Where
 P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

4. POINTS AWARDED FOR SPECIFIC GOALS

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

Where

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

80/20 or 90/10

A maximum of 80 or 90 points is allocated for price on the following basis:

3.2.1. POINTS AWARDED FOR PRICE

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender				
Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)	
B-BBEE Status Level 1 - 2	51% black women contributor with at least 51% black women ownership	10	20	
B-BBEE Status Level 3 - 4	51% women ownership contributor with at least 51% women ownership	9	18	
B-BBEE Status Level 1 - 2	51% black youth or disabled ownership contributor with at least 51% black youth or disabled ownership	8	16	
B-BBEE Status Level 1 - 2	51% black youth or disabled ownership contributor	7	14	
B-BBEE Status Level 3 - 8	51% youth or disabled ownership contributor with at least 51% youth or disabled ownership	5	12	
B-BBEE Status Level 3 - 4	contributor	3	8	
B-BBEE Status Level 5 - 8	contributor	2	4	
Others		0	0	

Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points. The highest points will be confirmed with the BBBEE Certificate/Sworn Affidavit submitted by bidder/CIPC, etc.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[Tick APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS: