



education

Department of
Education
FREE STATE PROVINCE

E3/2025/2026

**REQUEST FOR PROPOSAL (RFP) FOR THE
APPOINTMENT OF A SUITABLY QUALIFIED SERVICE
PROVIDER TO DELIVER A TURNKEY DEVELOPMENT
OF AN INTERIM OFFICE BLOCK UTILISING
CERTIFIED ALTERNATIVE BUILDING TECHNOLOGIES
(ABTs) FOR THE XHARIEP DISTRICT OFFICE IN
TROMPSBURG, FREE STATE**



E3/2025/2026

REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO DELIVER A TURNKEY DEVELOPMENT OF AN INTERIM OFFICE BLOCK UTILISING CERTIFIED ALTERNATIVE BUILDING TECHNOLOGIES (ABTs) FOR THE XHARIEP DISTRICT OFFICE IN TROMPSBURG, FREE STATE

BID DATA	
Bid Number	E3/2025/2026
Bid Description	Turnkey Development of Temporary Office Facility for the Xhariep District Office using Alternative Building Technologies
Issuing Entity	Free State Department of Education
Contact Person (Administrative/Bid Procedure)	Ms K Rampai Tel: 051 404 1873 E-mail: K.Rampai@fseducation.gov.za
Contact Person (Technical)	Mr N. Mangali Tel: 051 404 9272 E-mail: N.Mangali@fseducation.gov.za
Compulsory Briefing Session	No
Closing Date and Time	19 September 2025 at 11:00
Bid Submission Address	N8 Gateway Office Park (Plot 22) c/o Rudolf Greyling Drive and AW Louw Road Estoire Bloemfontein Free State 9301 <i>The bid box is located outside and to the left of the entrance doors at Entrance 3.</i>
Bid Submission Format	Two-envelope system: Envelope #1: with (Parts A, B and C) Envelope #2: with (Parts A and B) Envelopes must be clearly marked and sealed
Bid Validity Period	120 Days
CIDB Grading Requirement	CIDB 6GB or higher



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TERMS OF REFERENCE



1. PURPOSE

The purpose of this Request for Proposals (RFP) is to invite suitably qualified service providers to submit comprehensive proposals for the **turnkey development** of an interim office block to accommodate the Xhariep District Office of the Free State Department of Education in Trompsburg.

2. BACKGROUND

The Xhariep District Office is currently operating from Bloemfontein, approximately 120 km away from the district it is mandated to serve. This geographical disconnect has long hindered responsive service delivery and effective oversight in the region. Despite several prior attempts to relocate the office into the district, implementation challenges have stalled progress.

In alignment with the Department's decentralisation agenda, improved district-level service delivery, and the broader objective of stimulating local economic activity in Trompsburg, the Department now seeks to implement an interim relocation strategy.

As such, the Department intends to establish a fit-for-purpose, durable, and habitable temporary office facility, to be constructed using Alternative Building Technologies (ABTs), on a site within the Xhariep District. This facility is to serve as an interim operational base for the District Office personnel while plans for a permanent brick-and-mortar office development are concurrently being finalised.

The ABT-based solution must be robust enough to ensure longevity and functionality for the interim period, with adequate consideration for:

- Structural integrity and comfort
- Compliance with applicable building and occupational health regulations
- Integration of office infrastructure (IT, HVAC, ablutions, etc.)
- Potential for future repurposing or relocation, if required

3. SCOPE OF WORK

This project shall follow a **turnkey delivery model**, requiring the appointed service provider to undertake the **design, statutory approvals, construction, commissioning, and handover** of the completed facility to the Free State Department of Education. The scope includes, but is not limited to:

- Site analysis
- Architectural and engineering design
- Town planning and rezoning (if required)



- Environmental and heritage compliance (if required)
- Health and safety planning and compliance until the proposed facility is handed over to the department
- Construction management and quality control
- Handover, snagging, and final close-out

The facility must during all applicable stages (planning, design, during- and post construction) comply with applicable legislation and guidelines, including:

- SANS 10400 (National Building Regulations)
- Government Immovable Asset Management Act (GIAMA)
- Department of Public Works' Infrastructure Norms and Standards
- Universal Design and Accessibility Requirements
- Green Building principles (where feasible)
- Agrément South Africa

4. EXPECTED OUTCOMES

- A completed, fully functional, compliant office block in Trompsburg by the agreed project deadline
- All statutory approvals, occupation certificates, and compliance documentation
- Furniture layout and services integration
- Commissioning and Comprehensive Facilities Maintenance Plan

5. ELIGIBILITY CRITERIA

Proposals will only be considered from bidders who meet all of the following eligibility requirements:

- Are **actively registered with Agrément South Africa** and propose an ABT system supported by a valid and certified Agrément SA certificate **and are registered with CIDB**.
- Demonstrate a technical team comprising professionals registered with the relevant built environment statutory councils, including but not limited to: SACAP, ECSA, SACQSP, SACPCMP, and CIDB.



- Possess demonstrable experience in comparable public sector infrastructure projects, preferably involving ABT or turnkey delivery models.
- Can illustrate their ability to deliver within the prescribed budget and timelines, supported by verifiable financial standing and proven project delivery capacity.
- Comply with National Treasury Supply Chain Management prescripts, including a valid Tax Compliance Status (TCS) and registration on the Central Supplier Database (CSD).

6. CIDB GRADING

Bidders must be registered with the CIDB and must possess a **minimum** grading designation of **6GB (General Building) or higher**.

7. JOINT VENTURES AND CONSORTIA

For this RFP, the Free State Department of Education (FSDOE) has taken a considered decision not to prioritise or encourage Joint Ventures (JVs) or consortia. The nature and urgency of the required turnkey solution which, *inter alia*, includes design accountability, compliance with Agrément SA standards, and integrated delivery under a single contract necessitates the appointment of a single, fully capable legal entity with the requisite technical, financial, and managerial capacity to assume end-to-end responsibility.

While Joint Ventures are permitted under public procurement law, organs of state are empowered to set specific conditions for participation in a procurement process, based on project objectives and risk considerations. In this regard, FSDOE exercises its discretion in terms of:

Regulation 4 of the Preferential Procurement Regulations, 2022, issued under the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), which provides that:

“An organ of state must determine its own preferential procurement policy and may, in the implementation of that policy— (c) determine specific conditions that bidders must meet in order to be eligible to participate in a particular procurement process.”

Accordingly, while proposals may be submitted by Joint Ventures or consortia, the Free State Department of Education (FSDOE) has elected, for the purposes of this RFP, not to evaluate any bids submitted in the name of a Joint Venture. This decision is made in alignment with Regulation 4(c) of the Preferential Procurement Regulations, 2022, which empowers organs of state to determine specific conditions for participation in a procurement process. **Bidders are therefore advised to submit proposals in their individual legal capacity, fully assuming all contractual, financial, and technical obligations as a single entity.**

8. DELIVERABLES

The primary deliverable of this turnkey contract is the successful design, construction, and commissioning of a fully functional, fit-for-purpose temporary office facility for the Xhariep District Office, constructed using

approved Alternative Building Technologies (ABTs). However, in line with the Infrastructure Delivery Management System (IDMS) and applicable built environment protocols, the physical structure alone does not constitute the full extent of the deliverables.

Service providers are expected to submit the following supporting deliverables across key project stages in lines with the Infrastructure Delivery Management System (IDMS):

8.1. Stage 1, 3: Design Development and Approval

- 8.1.1. **Inception Report** which, inter alia, shall articulate confirmation of end-user requirements, site constraints, ABT approach, project assumptions, and delivery methodology
- 8.1.2. **Detailed Design Packages:** which shall be inclusive of architectural layouts, civil and structural engineering drawings, electrical and mechanical designs, fire plans, and data layouts; all of which must be compliant with relevant SANS codes and prescribed Norms & Standards
- 8.1.3. **Pre-construction Approvals:** This shall include approved and documented statutory approvals and compliance clearances, including municipal submissions, zoning (if applicable), and environmental approvals

8.2. Stage 5: Construction

- 8.2.1. **Construction Programme** outlining sequencing, milestones, resource allocation, and critical path indicators
- 8.2.2. **Health and Safety File** in line with the Occupational Health and Safety Act and Construction Regulations, and updated as required
- 8.2.3. **Monthly Progress Reports** for the duration of period of construction activities incorporating progress narrative, progress photos, risk registers, financial updates, and activity schedules

8.3. Stage 6: Close-Out and Commissioning

- 8.3.1. **Handover Pack**, which shall include:
 - a) As-built drawings in both hard copy and editable digital formats (DWG, PDF)



- b) Certificates of compliance (electrical, plumbing, structural, etc.)
- c) Occupation certificate (if applicable)
- d) Operation and maintenance manuals for all systems
- e) Applicable Guarantees and Warranties, including: Structural guarantees, ABT system warranties, Mechanical, electrical, and ICT system guarantees
- f) Comprehensive Post-Commissioning Maintenance Plan, outlining preventative maintenance schedules, recommended service intervals, supplier contacts, and product data sheets.

These deliverables must be provided in line with each IDMS gateway milestone and are subject to validation by the Department or its designated representative(s). Failure to produce complete and compliant documentation at each stage may result in withholding of payment certifications or other contractual remedies.

9. EVALUATION CRITERIA

The evaluation of proposals will be conducted in accordance with the Preferential Procurement Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000) and the Preferential Procurement Regulations, 2022, using the 80/20 preference point system (as applicable to the estimated contract value).

The selection process will follow a **three-stage evaluation** approach, comprising of:

9.1. STAGE 1: SPECIAL REQUIREMENTS

For this RFP, Stage 1 will consist of assessing compliance with the Special Requirements as set out in **Bid Part 3: Special Conditions/Functionality Requirements**. This stage is intended to establish whether bidders are duly registered with Agrément SA and whether they comply fully with all requirements specified under the Special Requirements. Only bidders who satisfy these requirements will be considered for evaluation under Stage 2 (Functionality) and Stage 3 (Price and Specific Goals). Bidders who fail to meet the Special Requirements will be disqualified from further evaluation.

9.2. STAGE 2: FUNCTIONALITY

For this RFP Functionality will include the Technical **Proposal Submission** and **4 functionality criteria**. Thus, proposals will first be assessed on the bidder's **Technical Proposal Submission AND the 4 functionality criteria** to determine their technical capability and capacity to execute the project to completion. Only bidders who obtain a **minimum threshold of 70% or 70/100** on functionality will be considered for further evaluation (of Price and Specific goals. See 9.3).



9.3. STAGE 3: PRICE AND SPECIFIC GOALS

Proposals that meet the special requirements (9.1) and functionality threshold (9.2) will be evaluated using the applicable preference point system:

- **Price:** 80 points
- **Specific Goals:** 20 points

Bidders must submit a completed and signed SBD 6.1 form and documentation required to claim points for Specific Goals as stipulated in paragraph 7 of Standard Bid conditions (Part 1 of Bid Document)

TIMEFRAMES

The project is expected to commence upon appointment and site handover, with an indicative completion timeline of **4 Calendar Months ending 31 March 2026**. The detailed programme must be submitted as part of the proposal.

10. SITE INFORMATION

The site earmarked for development is located on the premises of Albert Nzula Hospital, in Trompsburg, within the Xhariep District Municipality. Interested bidders are encouraged to conduct a site visit to familiarise themselves with the physical conditions, access routes, surrounding infrastructure, and any potential development constraints relevant to their proposal.

11. SPACE REQUIREMENTS AND TECHNICAL SPECIFICATIONS

The temporary Xhariep District Office must be designed and constructed using suitable Alternative Building Technologies (ABTs), with appropriate consideration for operational efficiency, staff comfort, safety, and compliance with applicable norms and standards. The facility must be easily serviceable, structurally robust, and suitable for medium-term occupation (5–10 years minimum). The design must reflect practical office functionality while maintaining cost-effectiveness and flexibility.

12.1. FUNCTIONAL SPACES

12.1.1. OFFICES

Level	Number of Staff	Maximum Area (m2)	Type	Total Area of Work Spaces
13	1	24	Closed Cellular Type Office	24m ²
5/6 (Secretary to Level 13)	1	12	Closed Cellular Type Office	12m ²
11 & 12	85	18	Closed Cellular Type Office	1530m ²
9 & 10	14	15	Closed Cellular Type Office	210m ²

Chief Directorate: Physical Resource Management

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7 & 8	23	12	Closed Cellular Type Office	276m ²
5 & 6	44	8	Open Plan	352m ²
Cleaners' Store	6	15	Closed Cellular Type Office (Combined Working Space)	90m ²
Fleet Support	8	18	Open Plan	144m ²
Library Assistant	1	8	Closed Cellular Type Office/Adjacent to Registry	8m ²
Telephone Operator	1	12	Reception Area	12m ²
General Assistants	2	8	Locker Room/Store	16m ²
Operator	1	8	Closed Cellular Type Office	8m ²
TOTAL				2682m²

12.2. OPERATIONAL/SUPPORT SPACES

Operational/Support Space	Number	Maximum Area (m ²)	Total Area of Operational Spaces
Reception & Waiting Area	1	40m ²	40m ²
Boardrooms	2	40m ² +25m ²	65m ²
Filing Room (Registry)	2	25m ²	50m ²
Strongroom (reinforced ABT)	1	25m ²	25m ²
Storerooms	2	10m ²	20m ²
Server / IT Room	1	8m ²	8m ²
Kitchenette / Staff Tea Area	2	15m ²	30m ²
Ablution Facilities		187m ²	187m ²
Circulation Space	Assumption: 20% of all other areas	612	612m ²
TOTAL			1037m²

12.3. TOTAL AREA REQUIRED

FUNCTIONAL SPACES + OPERATIONAL/SUPPORT SPACES	3719 m²
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12.4. PARKING

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The proposed facility must make provision for adequate on-site parking in accordance with departmental operational needs and the rural location of Trompsburg, where staff reliance on private vehicles is expected to be high. Parking bay allocation for staff is therefore required, with additional provision for visitors and universal access, as tabulated below:

Category of Parking	Calculation	Required Bays
Staff parking	1 bay per 2 staff members	94
Government (GG) vehicles parking	Based on existing Fleet	25
Visitor Parking	1 bay per 20 staff members	10
Paraplegic's Parking	1 per 25 total bays	2
Universal Parking Bays		6
TOTAL		132

The parking layout and allocation must comply with generally accepted South African parking standards. The following minimum dimensions shall apply:

Staff, Government (GG) vehicles, and visitor parking bays shall have a minimum width of 2.5 m and minimum length of 5.0 m. Paraplegic and universal access bays shall have a minimum width of 3.5 m and minimum length of 5.0 m, with a shared access aisle of at least 1.0 m.

The proposed parking configuration must clearly demonstrate circulation and manoeuvring arrangements that allow for logical, safe, and efficient vehicle movements. Turning paths must be accommodated without congestion, ensuring that vehicles can enter, park, and exit with ease.

All road markings (including markings for universal access and paraplegic's parking bays) and regulatory signage must comply with SANS 1186 (Symbolic safety signs, including traffic-related signage) and the South African Road Traffic Signs Manual (SARTSM) for symbol design, dimensions, colours, and placement. Surface finishes should preferably consist of paving blocks, selected for their durability, ease of maintenance, and aesthetic quality. Asphalt surfacing is not preferred.

12.5. ELECTRICAL INSTALLATION AND METERING

The proposed temporary office facility is to be constructed on a site where electrical infrastructure already exists due to the presence of a public hospital. While the availability of bulk electrical supply in the vicinity is confirmed, the new facility must be independently metered and electrically isolated from the hospital's distribution system to ensure autonomous management of consumption, billing, and maintenance.

The main requirements for consideration are as follows:

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No	Key Requirement	Notes
1	Dedicated Electrical Connection Point	<p>The ABT office block must be connected via a separate feeder line branched off the main municipal or bulk supply line available on-site.</p> <p>All connections must comply with SANS 10142-1 and relevant municipal electrical reticulation standards.</p>
2	New Metering Infrastructure	<p>Installation of a dedicated bulk meter (3-phase preferred), registered in the name of the Department or according to site ownership arrangements</p> <p>Meter must be easily accessible for reading, maintenance, and tamper checks.</p>
3	Internal Electrical Reticulation	<p>Full reticulation within the office block to include:</p> <ol style="list-style-type: none"> 1. LED lighting 2. Sufficient socket outlets (minimum 2 per workstation) 3. Separate circuits for IT/server room, HVAC units, and essential services
4	Provision for Standby Supply	<p>ABT solution per the RFP must allow for integration of a generator or UPS system, with a dedicated changeover panel and sufficient capacity for essential loads</p>
5	Lightning and Surge Protection	<p>Installation of surge protection and, where required, lightning arrestors in compliance with SANS 62305 and local by-laws</p>
6	Clear Separation from Hospital Load	<p>The ABT facility's electrical system must not be dependent on or interfere with the hospital's high-sensitivity medical load, backup systems, or transformer capacity</p>
7	IT and LAN Connection Points	<p>Provision of dedicated data points to accommodate structured cabling for IT and telecommunication systems, including:</p> <ol style="list-style-type: none"> 1. Minimum of one double data point per workstation, terminated to a patch panel in a secure server/IT room. 2. Installation of a network cabinet (minimum 12U, lockable, with ventilation) to house switches, routers, and related network hardware. 3. All cabling to be Category 6 (Cat6) or higher, labelled and tested in compliance with SANS 10142 and ISO/IEC 11801 structured cabling standards.

12.6. MECHANICAL INSTALLATION (HVAC REQUIREMENTS)

In line with sustainable design principles and cost-efficiency objectives, the proposed ABT solution must, as far as practically possible, make effective use of natural ventilation through the incorporation of operable windows, ventilated panels, and passive airflow strategies. Wherever feasible, window placement and



building orientation must support cross-ventilation, reduce reliance on mechanical systems, and promote thermal comfort in occupied spaces.

Natural ventilation is particularly encouraged in general office areas, circulation zones, kitchens, ablution blocks and non-specialised work- and functional spaces. However, mechanical ventilation or climate control systems remain mandatory in functionally sensitive areas such as server rooms, boardrooms where air quality, humidity, or occupancy levels demand some level of comfort control.

The appointed service provider must supply and install an energy-efficient, low-maintenance HVAC system that is appropriately scaled for the modular ABT structure. The system must ensure a comfortable working environment, support air quality and ventilation compliance, and accommodate equipment-sensitive spaces (e.g., server room).

No	Key Requirement	Notes
1	HVAC installations mandatory compliance	All HVAC installations must comply with: <ol style="list-style-type: none"> SANS 10400-Part O (Ventilation) SANS 241 (Indoor Air Quality, where applicable) Occupational Health and Safety Act, particularly Regulation 5 of the Environmental Regulations for Workplaces
2	Air-conditioning Energy-Efficiency standards	Units must be energy-efficient (Inverter-type or A-rated), objectively quiet, and suited to be installed on, and supported by modular wall systems of ABT structures
3	Electrical connection	Electrical connection of proposed HVAC systems must include dedicated circuits with surge protection from the distribution board
4	Commissioning and Handover	All HVAC units must be fully tested and commissioned on site to verify performance, compliance, and integration with the facility's electrical and spatial systems. As part of the final handover, the contractor must provide comprehensive maintenance manuals, warranties (with a minimum preferred period of two years), and detailed service logs including filter replacement schedules. A practical demonstration of the system's controls must also be conducted for designated onsite personnel to ensure proper operation and user familiarity.
5	Standby Power Provision for Sensitive Operational Zones	To ensure business continuity and protect critical infrastructure during power outages or loadshedding events, the contractor must provide a dedicated standby power solution for all sensitive operational zones, including but not limited to the Server/IT Room, security systems, select lighting, and HVAC units serving temperature-sensitive areas. This system must activate automatically upon loss of mains power and sustain operations

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		for a minimum of 2 to 4 hours, depending on the load profile. Acceptable solutions may include a UPS system for short-term bridging or an auto-start generator with appropriate transfer-switch infrastructure. Load segregation, protection mechanisms, and switchover performance must be demonstrated during commissioning. All standby systems must be integrated into the building's electrical layout and comply with relevant standards, including SANS 10142, SANS 62040, and applicable Occupational Health and Safety Regulations.
6	Clear Separation from Hospital Load	The appointed service provider must implement appropriate fire protection measures within sensitive operational zones, particularly the Server/IT Room and other areas containing critical electronic or communication infrastructure. These zones require a non-water-based fire suppression system to prevent equipment damage while ensuring rapid fire response and occupant safety. Acceptable systems include clean agent fire suppression technologies and/or other SANS-compliant alternatives specifically suited to confined environments with specialized equipment. The system must be fully integrated with the facility's broader fire detection and alarm network and include smoke or heat detection, automated discharge capability, manual override controls, and visual/audible warning signals. Final installation must be commissioned by a registered fire protection specialist, with all required compliance certificates, as-built documentation, and handover manuals provided to the Department.

12.7. BACK-UP WATER STORAGE

Provision and installation of a dedicated back-up water storage system comprising one or more water reservoir tanks with a total minimum capacity sufficient to supply the entire ABT office block for not less than 48 hours at full occupancy. The system must include:

No	Key Requirement	Notes
1	Backup Water Storage and Reservoir Tank	<p>48 Hour supply Reservoir tanks shall be made of UV-resistant, potable water-grade materials in accordance with SANS 1731:2017, positioned above-ground or underground as dictated by site conditions, and shall have a minimum capacity of 10 000 L to allow for practicality and future demand (calculation: 25 L per person/day × 185 staff × 2 days = 9 250 L ≈ 10 000 L).</p> <p>The reservoir tank shall be supplied from the municipal water line as its primary source, connected via an automatic float valve or electronic</p>

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		level control to maintain optimal water levels. This arrangement ensures that the tank remains topped up under normal operating conditions.
2	Municipal Supply Integration	The Backup Water Storage and Reservoir Tank shall be automatically connected to the municipal water supply line, incorporating a changeover control system that switches to stored water in the event of low or no mains pressure.
3	Booster Pump System	Inline booster pump(s) with pressure regulation shall be provided to ensure a consistent water supply to all points of use, including ablution facilities, and kitchenettes. As an electrical component, the pump(s) shall be integrated into the electrical systems described in section 12.3.
4	Valve & Backflow Compliance	Backup Water Storage and Reservoir Tank system(s) shall have an isolation valves, non-return valves, and backflow prevention devices installed in compliance with SANS 10252 and SANS 10254 standards.
5	Overflow & Drainage	Backup Water Storage and Reservoir Tank system(s) shall have overflow and drainage systems connected to the site's stormwater network.



12. RFP / PROPOSAL SUBMISSION

TWO ENVELOPE SYSTEM

All responses to the RFP must be submitted in two sealed envelopes/boxes; the first envelop/box shall include SBD 1, SBD 4, Special Requirement document as well as the technical and functionality compliance documents and the second envelop/box shall contain the SBD 3, SBD 6.1 documentation to claim points for specific goals and the financial proposal. Bidders must ensure that they do not indicate any financial information in the first envelop/box. the Free State Department of Education may disqualify Bidders who fail to adhere to this requirement.

The summary of the structure of the two-envelope system is illustrated as below:

ENVELOPE #1	PART A:	COMPLIANCE DOCUMENTS
	PART B:	TECHNICAL PROPOSAL SUBMISSION
	PART C:	FUNCTIONALITY RESPONSE
ENVELOPE #2	PART A:	COMPLIANCE DOCUMENTS
	PART B:	FINANCIAL PROPOSAL

Bidders are to print and attach the Envelope Cover Page provided as APPENDIX A, and fill in (typed or handwritten on fields that must bear bidders' information.

Bidders are required to package their response/Bid as follows to avoid disqualification:

Ref: RFP-E3/2025/2026
Enquiries: Mr N. Mangali
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E-mail: N.Mangali@fseducation.gov.za



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Department of
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ENVELOPE 1

PART A

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ENVELOPE #1	
PART A: COMPLIANCE DOCUMENTS	
Bidders must include the following in this Part A:	
Proof of Product/System Accreditation (COMPULSORY)	Originally Certified Agrément SA Certificate <ul style="list-style-type: none"> Bidders must attach a valid Agrément South Africa Certificate, certified as a true copy of the original by a Commissioner of Oaths The certificate must explicitly pertain to the proposed Alternative Building Technology (ABT) system to be used in this project The certification must be originally certified, not scanned or reprinted copies of previous certifications
Standard Bidding Documents	<p>Under this section Bidders are required to ONLY submit fully filled and signed (by an authorised signatory) the following SBD Forms: SBD 1 (Invitation to Bid); AND SBD 4 (Declaration of Interest)</p> <p><i>Bidders should not submit SBD 3.1 (Pricing Schedule) and/or SBD 6.1 (Preference Points Claim) <u>in this envelope</u>. Inclusion of SBD 3.1 or SBD 6.1 at this stage may result in disqualification for failure to adhere to the two-envelope system</i></p>
Other	<ul style="list-style-type: none"> CSD registration report CIDB print-out

Ref: RFP-E3/2025/2026
Enquiries: Mr N. Mangali
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ENVELOPE 1

PART B

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This section is to be read in conjunction with Bid Annexure 1: SPECIAL CONDITIONS OF BID AND FUNCTIONALITY EVALUATION CRITERIA

ENVELOPE #1	
PART B: TECHNICAL PROPOSAL SUBMISSION	
<p>The bidder must provide a detailed, professionally bound proposal (not exceeding 20 pages, excluding annexures), as part of the tender submission. This proposal must be in English and must clearly outline the turnkey solution the bidder intends to provide, including the proposed Alternative Building Technology (ABT) system, methodology, and full technical concept. For functionality, the Technical Proposal Submission will account for 50 points.</p> <p>The proposal must be well-structured, printed, and bound as a standalone submission booklet, and must address, at a minimum, the following:</p>	
Proposed ABT System 10 Points	1. Full description of the proposed Alternative Building Technology (manufacturer, composition, certification) <i>(1 – 2 Pages)</i>
	2. Clear articulation of why the selected ABT is suitable for this specific project context (rural, administrative use, temporary but durable) <i>(1 – 2 Pages)</i>
	3. Agrément SA Certificate(s) and supporting test data (Mandatory)
	4. Photographs of similar completed installations using the proposed ABT system.
	5. Technical brochures or datasheets (compulsory and to be included as annexures to the Technical Proposal Submission)
Design Concept and Spatial Strategy 16 Points	<p>Basic line drawings layout diagrams, and/or 3D perspectives indicating:</p> <ol style="list-style-type: none"> Internal layout / spatial arrangement of BOTH the Functional <u>AND</u> Operational/Support Spaces (See Pages 8 and 9 of this document) Access routes Parking areas Integration of natural ventilation and daylighting as per ABT orientation strategy <p>NB: Line drawings and layout diagrams must be presented with basic dimensions, functional labels, and area schedules clearly indicated. These drawings are to be submitted on A3-sized sheets (maximum) to ensure consistency and legibility. The purpose of this requirement is to enable the Free State Department of Education to verify compliance with applicable minimum Norms and Standards and other building regulations</p>
Construction Methodology and Programme 15 Points	<ol style="list-style-type: none"> Site Preparation narrative that shall provide a comprehensive site preparation strategy covering site clearance and grading, temporary works and hoarding, setting out and surveying, soil stabilisation and compaction, temporary utilities and services, environmental protection measures, and traffic management with site access arrangements for the final placement of the ABT solution/structure Overview of how construction will be executed from site establishment to final handover

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	3. Proposed construction timeline , key milestones, and projected completion period (in Table Format or Gantt Chart)
	4. Logistics planning , storage, sequencing, and contractor supervision approach
	5. HVAC Strategy: Basic Line drawings must indicate the type and placement of air conditioning units , HVAC zoning across the facility (e.g., open plan, server room, ablutions), and the proposed maintenance access points . <i>(These can be an Annexure)</i> Provide descriptive narrative of the proposed heating/cooling methods , energy efficiency features, and how the system complies with SANS 10400-Part O . <i>(± ½ page)</i>
	6. Electrical Reticulation and Standby Power Basic Diagrams indicating the main feeder point, internal DB layout, socket and lighting distribution, and location of own meter. Standby power systems (e.g., UPS or generator) must be included with a basic load schedule. The narrative should describe how critical zones (e.g., server room, IT systems) remain operational during outages and articulate how the electrical connection solution of the proposed office complied with SANS 10142 .
	7. Fire Protection System: A schematic layout must show detectors, suppression devices, and manual activation points within the Server/IT Room and other sensitive areas. The accompanying narrative must specify the type of suppression system, how it integrates with the building's alarm system, and which SANS fire safety codes shall be adhered to.
	8. Plumbing and Sanitation Plan: Basic drawings must include water connection points, internal plumbing layout (ablutions, kitchenettes), and eventual connection to municipal connection . The narrative must briefly explain the chosen solution, water heating method, and how the system supports safe and sustainable operation.
Sustainability and Durability Considerations 6 Points	Provide Commentary on thermal performance, maintenance cycles, and lifespan of the proposed Alternative Building Technology (ABT) system. <i>(1 – 2 Pages)</i>
Maintenance and Post-Commissioning Plan 3 Points	Narrate a high-level plan for preventative maintenance and fault reporting post handover and commissioning of ABT-built system; and Provide a Schedule of Warranty periods, service intervals, and after-sales support mechanisms

Ref: RFP-E3/2025/2026
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ENVELOPE 1

PART C

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This section is to be read in conjunction with Bid Annexure 1: SPECIAL CONDITIONS OF BID AND FUNCTIONALITY EVALUATION CRITERIA

ENVELOPE #1	
PART C: FUNCTIONALITY RESPONSE	
<p>The Functionality Response for this RFP enables the FSDOE to assess a bidder's technical capability, relevant experience, financial capacity, local presence, and ability to deliver a multidisciplinary project of similar scope and complexity. Bidders must demonstrate this through evidence-based documentation showing that they have successfully completed comparable projects, assembled a suitably qualified professional team, possess the financial resources to execute the works to completion, and maintain an operational office within the Free State to support project delivery.</p>	
<p>Track Record and Experience</p> <p>20 Points</p>	<p>Bidders are to provide three (3) signed appointment letters, contractual agreements, or purchase orders in the name of the bidder, issued by public or private sector clients within the last five (5) years, for projects of a similar scope (i.e. office or commercial buildings) built using ABT</p> <p>Each signed appointment letters, contractual agreements, or purchase (whichever is attached) must clearly show:</p> <ul style="list-style-type: none"> • Project name • Client name and contact person • Scope of work • Contract value • Date of award <p>AND</p> <p>Bidders must submit signed Completion Certificates that correspond with each of the submitted appointment letters, contractual agreements, or purchase orders.</p>
<p>Capacity</p> <p>20 Points</p>	<p>Organogram: Bidders must provide a diagram illustrating the organisational structure of the professional team proposed for the current project. This organogram must reflect a coherent team structure appropriate for delivering a multidisciplinary project of similar scope and complexity.</p> <p>The diagram must clearly indicate:</p> <ul style="list-style-type: none"> • Key professionals assigned to the project • Reporting lines between team members and/or entities • Affiliation of each professional (i.e., whether in-house staff or subcontracted consultants) <p>CVs and Professional Registration of Professional Team:</p> <p>Bidders are required to submit:</p> <ol style="list-style-type: none"> 1. Detailed Curriculum Vitae not exceeding 4 pages each demonstrating the relevant qualifications and project experience of the key professionals proposed for this project 2. Proof of current professional registration with the appropriate statutory councils



	<p>The following disciplines are considered by the department critical for the successful delivery of this project:</p> <ul style="list-style-type: none"> • Architect • Quantity Surveyor • Structural/Civil Engineer • Mechanical Engineer • Electrical Engineer <p>Bidders must provide both CVs and valid proof of professional registration for all five (5) key disciplines listed above, where such roles exist within their proposed organisational structure. However, where all five are not included, the bidder must, at a minimum, submit the CVs and proof of registration with the applicable statutory councils for the following three disciplines: Architect, Quantity Surveyor, and Structural/Civil Engineer. Failure to do so will result in a lower score under the Capacity criterion, and may render the bid non-responsive, subject to the minimum threshold requirements for functionality.</p>
Proof of Financial Ability to Deliver the Service 10 Points	<p>Proof of Sound Financial Ability to Deliver the Service</p> <p>Bidders must submit proof of financial capacity to initiate and complete the project. This must be demonstrated through either:</p> <p>Financial statements for the most recent financial year, signed off by a registered Chartered Accountant or a registered Accountant. The registration number of the Chartered Accountant or Registered Accountant must be reflected on the statements.</p> <p>OR</p> <p>A signed agreement letter from a registered credit provider confirming the availability of sufficient credit facilities to fund the commencement and completion of the works.</p>

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ENVELOPE 2

PART A

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ENVELOPE #2

PART A: COMPLIANCE DOCUMENTS

For this part of Envelope #2 bidders are required to submit SBD 3.1, SBD 6.1 and Documents to claim points for Specific Goals and the Financial Proposal.

To reiterate: in accordance with the two-envelope submission system, the bidder must submit documents articulated hereunder in sealed envelope labelled: **Envelope #2: Financial Proposal and Specific Goals**

Standard Bidding Documents	<p>Under this section Bidders are required to ONLY submit fully filled and signed (by an authorised signatory) the following SBD Forms: SBD 3 (Firm prices); AND SBD 6.1 (Preference Points Claim Form)</p> <p><i>Bidders should not submit SBD 1 (Invitation to Bid) and/or SBD 4 (Declaration of Interest) <u>in this envelope</u>. Inclusion of SBD 1 or SBD 4 at this stage may result in disqualification for failure to adhere to the two-envelope system</i></p>
Documents to claim points for Specific Goals	<p>Refer to paragraph 7 of the Standard Bid Conditions in PART 1 of the Bid document</p>

Ref: RFP-E3/2025/2026
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ENVELOPE 2

PART B

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ENVELOPE #2

PART B: FINANCIAL PROPOSAL

This section of Envelope #2 must contain a comprehensive financial offer that corresponds directly to the Technical Proposal submitted in Envelope #1 (Part B: Technical Proposal Submission).

The Financial Proposal must be clear, structured, and inclusive of all cost components associated with the full turnkey delivery of the ABT-based office facility as outlined in the Technical Proposal.

No financial or pricing information may be included in **Envelope #1 (Technical Proposal)**. Any inclusion of pricing or cost-related data in the technical submission will result in automatic disqualification on the grounds of non-compliance.

Detailed Pricing Schedule	<p>A fully itemised cost breakdown aligned with the scope and staging of the proposed solution. The financial proposal must present a clear and itemised cost breakdown that corresponds to the full scope of the technical solution proposed. While the Department provides the following list as a guiding framework, it is not exhaustive. Bidders are expected to exercise professional discretion in including all necessary cost elements required to deliver a complete turnkey solution. The pricing structure should at minimum reflect the following components:</p> <ul style="list-style-type: none"> • Design and professional services • Site preparation and enabling works • ABT supply and installation • Internal services (electrical, mechanical, plumbing, ICT) • External works (parking, fencing, access control) • Handover and close-out <p>Additional elements such as statutory approvals, tests, and contingency allowances must be included where relevant to ensure cost completeness and articulate project cost feasibility.</p>
Cash Flow Forecast or Payment Milestones	<p>Bidders must submit a proposed project cash flow forecast or staged payment breakdown that is logically aligned with key project deliverables and construction phases. The payment structure must reflect a performance-based approach and indicate the estimated value of works completed at each milestone.</p> <p>Forecasts for payment stages must be linked to the relevant IDMS (Infrastructure Delivery Management System) stages, as articulated in Par. 6, page 16 (Deliverables), as follows:</p> <p>Stage 1, 3: Design Development and Approval Stage 5: Construction Stage 6: Close-Out and Commissioning</p> <p>The cash flow proposal must also take into account the anticipated duration of each phase, highlight any front-loaded or back-loaded costs, and include as necessary Summary Table(s) or Charts for clarity. All</p>

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	values must be VAT inclusive, and any cost assumptions or provisional amounts must be clearly disclosed.
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13. RESERVATION OF RIGHTS

The FSDOE reserves the right to contact Agrément South Africa or to use any other reasonable and lawful means to verify and validate the authenticity and validity of certificates submitted as proof of compliance.

FSDOE reserves the right to contact the references to confirm the validity of information of appointment letters, contractual agreements, or purchase orders provided as proof. No points shall be awarded for appointment letters, contractual agreements, or purchase orders which FSDOE cannot verify/validate.

The FSDOE reserves the right, at its sole discretion, to conduct site visits to verify the bidder's claimed experience and the performance of the proposed Alternative Building Technology (ABT) system. Such visits may include inspections of completed projects, operational facilities, or demonstration sites where the bidder has utilised the same ABT system proposed in this bid. The bidder shall make all reasonable arrangements to facilitate access, including obtaining prior consent from relevant property owners or custodians, to enable the FSDOE to assess workmanship quality, compliance with standards, and the functional suitability of the ABT system.

FSDOE reserves the right to contact the relevant parties to confirm the validity of financial statements or signed agreement letters from a registered credit provider or institution stating the credit facility made available to the bidder. The Department further reserves the right to verify the authenticity and credibility of the financial statements and credit agreements from credit providers or institutions, as well as to verify that the Chartered Accountants or Registered Accountants are duly registered with the relevant statutory bodies. No points shall be awarded for financial statements or agreement letters that FSDOE cannot verify or validate.

14. PRICING GUIDELINES

A pricing proposal/schedule inclusive of all deliverables as per the required services. All costs must be stipulated and itemised.

Only fixed prices (inclusive of VAT) will be accepted.

15. POST TENDER NEGOTIATION (IF APPLICABLE)

(FSDOE) reserves the right to conduct post-tender negotiations with a shortlist of bidder(s). The shortlist may comprise one or more qualifying bidders, at the sole discretion of FSDOE. Should such negotiations be initiated, shortlisted bidders will be invited to submit their Best and Final Offers (BAFOs) based on the outcomes of the negotiation process. The final evaluation will then be conducted in accordance with the 80/20 preference point system, as prescribed by the Preferential Procurement Regulations, 2022.



16. BEST AND FINAL OFFER

(FSDOE) reserves the right to initiate a Best and Final Offer (BAFO) process under any of the following circumstances:

- a) None of the proposals received fully meet the technical and functional requirements outlined in this RFP;
- b) None of the proposals are considered financially affordable or demonstrate sufficient value for money in relation to the scope of work.

Should the FSDOE elect to initiate the BAFO process, all affected bidders will be formally notified in writing, and will be invited to revise and resubmit their proposals in line with updated or clarified requirements. The BAFO process shall be conducted in a fair, transparent, and competitive manner consistent with the applicable procurement regulations.

17. FINAL CONTRACT AWARD

FSDOE reserves the right not to make an award, or to make a partial award, depending on the outcome of the evaluation process, internal approvals, and the availability of budget. The final contract award shall be made at the sole discretion of the Department, and only after all **supply chain governance processes**, including verification of compliance, affordability, value for money, and any required approvals from relevant authorities, have been concluded. No correspondence or representations from any bidder shall bind the Department unless and until a **valid and signed** Letter of Appointment or Service Level Agreement (SLA) is issued, whichever would be applicable.

18. FAIRNESS AND TRANSPARENCY

FSDOE regards fairness, transparency, and integrity as non-negotiable principles in the administration of this RFP process. Accordingly, the FSDOE will implement strict internal controls to ensure that the process is conducted in a manner that is beyond reproach. All members of the Bid Evaluation Committees and any other officials involved in the process will be required to declare any actual, perceived, or potential conflicts of interest, and to sign formal confidentiality and non-disclosure undertakings. These safeguards are intended to eliminate undue influence and protect the credibility of the evaluation process. The FSDOE shall maintain a comprehensive audit trail, and all decisions taken during the evaluation process will be formally recorded, justifiable, and subject to internal approval mechanisms. This rigorous approach is designed to uphold public trust and ensure that the process withstands both internal and external scrutiny.



19. DISQUALIFICATION OF BIDDERS IN RFP PROCESS

Responses to this RFP that fail to comply with the prescribed requirements, formalities, terms, or conditions may, at the sole discretion of the Free State Department of Education (FSDOE), be disqualified from further participation in the RFP process.

Without limiting the generality of the above, the FSDOE specifically reserves the right to disqualify a bidder where the bidder, any of its subcontractors, partners, or appointed advisors have, in the opinion of the Department, committed any act of misrepresentation, bad faith, or dishonest conduct in its dealings with or submissions made to the FSDOE at any stage of the procurement process.

Such disqualification shall be without prejudice to any other rights or remedies the Department may have under applicable law or procurement regulations.

20. CORRUPTION, GIFTS AND PAYMENTS

Neither the bidder responding to this RFP, nor any of its equity members, subcontractors, consortium partners, agents, lenders, or advisors, may directly or indirectly offer, promise, or give any gift, benefit, payment, or consideration of any kind to any employee of the Free State Department of Education (FSDOE), any government official, or any member of the Evaluation or SCM Teams involved in the procurement process, as an inducement or reward for appointing a particular bidder or for showing (or omitting to show) favour or disfavour in relation to any bidder, its partners, or subcontractors.

Should any such prohibited practice occur, whether proven or reasonably suspected, the FSDOE reserves the right to:

- i. Disqualify the bidder and their bid, regardless of the stage of the procurement process; and
- ii. Bar the bidder, its equity partners, subcontractors, agents, lenders, or advisors from further participation in this or any other related procurement process undertaken by the Department.

This right is without prejudice to any criminal, civil, or administrative remedies that may also apply under South African law, including the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) and other applicable anti-corruption frameworks.

21. COSTS OF RESPONSE TO THE RFP SUBMISSION

All costs and expenses incurred by the bidder in relation to any stage of the Project, whether in the preparation, submission, clarification, or negotiation of their response to this RFP, shall be borne entirely by the bidder. The Free State Department of Education (FSDOE) shall not be liable for, nor entertain any claim for, the reimbursement of such costs or expenses, regardless of the outcome of the bidding process. For the avoidance of doubt, the FSDOE shall not be responsible for any samples, prototypes, or supporting materials



submitted by bidders as part of their proposals. The Department reserves the right to retain or dispose of such items at its sole discretion, without obligation to return them to the bidder.